

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

**Monday, April 22, 2019
7:00 P.M. – Council Chambers**

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
 - A. Public Affairs Committee of March 25, 2019
3. Public Participation / Presentations
4. Items for Consent
 - A. Ordinance No. 19-O-0016 - Chapter 4, Article 1, Building Code of the Code of Ordinances of the City of West Chicago
 - B. Ordinance No. 19-O-0017 – Authorizing the Disposal of Surplus Equipment, Stock Inventory, and/or Personal Property Owned By the City of West Chicago
 - C. Western DuPage Chamber of Commerce Special Event Permit
 - D. Healthy West Chicago 5K and Fun Run
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. West Chicago Police Department Annual Report
9. Adjournment

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday March 25, 2019 7:00 P.M.

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

Chairman Chassee called the meeting to order at 7:00pm. Roll Call found Brown, Hallett, Swiatek and Short.

Alderman Birch Ferguson and Gagliardi were not in attendance.

2. Approval of Minutes.

A. Public Affairs Committee Minutes of February 25, 2019. Alderman Brown made a motion, seconded by Alderman Swiatek to approve the minutes of the Public Affairs Committee meeting. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Swiatek and Short. Voting Nay: 0. Motion carried.

3. Public Participation / Presentations.

4. Items for Consent.

A. Ordinance No. 19-O-0004 – An Ordinance amending Chapter 8, Article I, Administrative Adjudication System of the West Chicago Code of Ordinances Alderman Swiatek made a motion, seconded by Alderman Brown. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Swiatek and Short. Voting Nay: 0. Motion carried.

B. Ordinance No. 19-O-0006 – Amending Chapter 11, Article II, Division 6, Affecting Animals of the West Chicago Code of Ordinances - Alderman Swiatek made a motion, seconded by Alderman Brown. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Swiatek and Short. Voting Nay: 0. Motion carried.

C. Proposed 2019-2020 Ride DuPage Pilot Program - Alderman Brown made a motion, seconded by Alderman Swiatek for discussion. Voting Aye: Chairman Chassee, Alderman Hallett, Swiatek and Short. Voting Nay: Alderman Brown. Motion was not carried to the consent agenda.

D. Stations of the Cross – St. Mary Catholic Church - Alderman Swiatek made a motion, seconded by Alderman Brown. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Swiatek and Short. Voting Nay: 0. Motion carried.

E. Memorial Day Race – ABD Cycle Club - Alderman Swiatek made a motion, seconded by Alderman Brown. Voting Aye: Chairman Chassee, Alderman Hallett, Swiatek and Short. Voting Nay: 0. Motion carried.

F. Homecoming Parade – West Chicago Community High School - Alderman Swiatek made a motion, seconded by Alderman Brown. Voting Aye: Chairman Chassee, Alderman Hallett, Swiatek and Short. Voting Nay: 0. Motion carried.

G. 2019 Funding Agreement – Mexican Cultural Center DuPage - Alderman Swiatek made a motion, seconded by Alderman Brown. Voting Aye: Chairman Chassee, Alderman Hallett, Swiatek and Short. Voting Nay: 0. Motion carried.

5. Items for Discussion.

6. Unfinished Business.

7. New Business.

8. Reports from Staff.

A. West Chicago Police Department February Monthly Report.

9. Adjournment. Alderman Swiatek made a motion to adjourn, seconded by Alderman Brown. The motion was approved by voice vote, and the meeting adjourned at approximately 7:11pm.

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:

AN ORDINANCE MODIFYING
CHAPTER 4, ARTICLE I, BUILDING CODE,
OF THE CODE OF ORDINANCES
OF THE CITY OF WEST CHICAGO

ORDINANCE NO. 2019-O-0016

AGENDA ITEM NUMBER: 4. A.

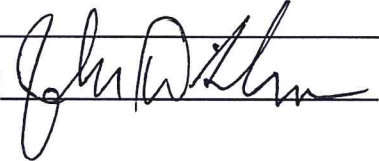
FILE NUMBER: _____

COMMITTEE AGENDA DATE: April 22, 2019

COUNCIL AGENDA DATE: _____

STAFF REVIEW: John Fincham, Asst. Comm. Dev. Dir.

SIGNATURE



APPROVED BY CITY ADMINISTRATOR: Michael Guttman

SIGNATURE

ITEM SUMMARY:

Ball Horticultural (BH) is planning an expansion of its site at 622 Town Road. Part of the expansion involves new production greenhouses and supporting structures. Because of the nature of materials used in construction of greenhouses and their operational configuration, the installation of a fire-sprinkler system is not desirable as their functionality can be impacted by the ventilation openings utilized. Because of that, BH has requested relief from the City's local amendments requiring them.

The attached Ordinance modifies the *West Chicago Building Code* by adopting Appendix C of the *2015 International Building Code* (IBC). Appendix C was previously omitted from the Code as it addressed agricultural uses and was deemed unnecessary by staff when adoption of the IBC was originally proposed. As BH's operations can be classified as agricultural under this appendix, adoption of it now helps to limit the modification of sprinkler requirements to BH's operations.

Further, to allow certain agricultural structures, such as production greenhouses, crop production shelters, sheds, barns providing for storage of equipment and supporting structures all used exclusively in agriculture to be constructed without the installation of fire sprinklers, an exception to the sprinkler requirements is being added for agricultural uses. This will allow BH to proceed with its proposed expansion without installation of a fire-sprinkler system that may not operate properly.

The proposed exceptions neither lessen the base provisions of the *2015 International Building Code* or *2015 International Fire Code* nor will they apply to any office, laboratory, and maintenance building. Current Code requirements for fire alarm systems are also not affected by these proposed changes. The West Chicago Fire Protection District is aware of these proposed amendments and has no objection.

ACTIONS PROPOSED:

Consideration of the proposed amendments to the building code.

COMMITTEE RECOMMENDATION:

ORDINANCE NO. 2019-O-0016

**AN ORDINANCE MODIFYING
CHAPTER 4, ARTICLE I, BUILDING CODE,
OF THE CODE OF ORDINANCES
OF THE CITY OF WEST CHICAGO**

WHEREAS, the City of West Chicago is authorized, pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 et. seq., to establish requirements relating to the regulation of construction of buildings and other structures; and,

WHEREAS, the City of West Chicago is a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and,

WHEREAS, the City Council of the City of West Chicago has determined that it is reasonable and in the best interest for the City to update its building codes from time to time to keep pace with current building standards and practices.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of West Chicago, DuPage County, Illinois, in regular session assembled, as follows:

Section 1. That Chapter 4, Article I, Section 4-2 (a). be modified as indicated herein:

There is hereby adopted by reference as if fully set out herein that certain code known as the “*2015 International Building Code*”, including Appendixes C and F – J inclusive, as published by the International Code Council, Inc., together with the additions, insertions, deletions and changes hereinafter set forth, one (1) copy of which has been on file for a period of more than thirty (30) days prior to the adoption of this section and is now on file in the office of the city clerk.

Section 2. That Chapter 4, Article I, Section 4-2 (b). be modified by adding the following exception as indicated herein:

903.2.10 Group U. An automatic sprinkler system shall be provided throughout all occupiable spaces of Group U exceeding 1,000 square feet (93 m²).

“Exception: Group U agricultural buildings as identified in Appendix C.”

Section 3. That Chapter 4, Article I, Section 4-11 (b). be modified by adding the following exception as indicated herein:

903.2.10 Group U. An automatic sprinkler system shall be provided throughout all occupiable spaces of Group U exceeding 1,000 square feet (93 m²).

“Exception: Group U agricultural buildings as identified in Appendix C of the 2015 International Building Code.”

Section 4. That this Ordinance shall be in full force and effect after being published in pamphlet form as provided by law.

PASSED this _____ day of _____ 2019.

Alderman J. Beifuss	_____	Alderman L. Chassee	_____
Alderman J. Sheahan	_____	Alderman H. Brown	_____
Alderman A. Hallett	_____	Alderman Ferguson	_____
Alderman Birch Ferguson	_____	Alderman S. Dimas	_____
Alderman C. Swiatek	_____	Alderman M. Garling	_____
Alderman R. Stout	_____	Alderman Short	_____
Alderman N. Ligino-Kubinski	_____	Alderman B. Gagliardi	_____

APPROVED as to form: _____
City Attorney

APPROVED this ____ day of _____ 2019.

Mayor, Ruben Pineda

ATTEST:

Nancy M. Smith, City Clerk

PUBLISHED: _____

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Ordinance No. 19-O-0017 – Authorizing the Disposal of Surplus Equipment, Stock Inventory, and/or Personal Property Owned By the City Of West Chicago

AGENDA ITEM NUMBER: 4.B.**COMMITTEE AGENDA DATE:** April 22, 2019**COUNCIL AGENDA DATE:** May 6, 2019**STAFF REVIEW:** Michael Uplegger, Chief of Police**SIGNATURE** _____**APPROVED BY CITY ADMINISTRATOR:** Michael L. Guttman**SIGNATURE** _____**ITEM SUMMARY:**

City staff has identified surplus equipment, stock inventory, and/or personal property that has no useful life and is no longer useful to the City, has little or no salvage value, and should be properly disposed of (please refer to Ordinance No. 19-O-0017 and Attachment "A" for additional information).

Therefore, staff is requesting that these items be declared surplus so that they may be disposed of through the City's contractual waste hauler, recycled, donated, or sold to a local scrap dealer for scrap value; in a manner deemed appropriate by the City Administrator, with or without consideration.

ACTIONS PROPOSED:

Staff recommends adoption of Ordinance No. 19-O-0017.

COMMITTEE RECOMMENDATION:

ORDINANCE NO. 19-O-0017

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF SURPLUS EQUIPMENT,
STOCK INVENTORY, AND/OR PERSONAL PROPERTY OWNED BY THE
CITY OF WEST CHICAGO**

WHEREAS, in the opinion of the corporate authorities of the City of West Chicago, it is no longer necessary or useful to or for the best interests of the City of West Chicago, to retain ownership of the surplus equipment, stock inventory, and/or personal property hereinafter described; and,

WHEREAS, it has been determined by the City Council of the City of West Chicago to properly dispose of said surplus equipment, stock inventory, and/or personal property.

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

SECTION 1. Pursuant to 65 ILCS 5/11-76-4, the City Council of the City of West Chicago finds that the surplus equipment, stock inventory, and/or personal property listed on Attachment "A" are no longer necessary or useful to the City of West Chicago and the best interests of the City of West Chicago will be served by their disposal.

SECTION 2. Pursuant to said Statute, the City Administrator is hereby authorized and directed to dispose of the aforementioned surplus equipment, stock inventory, and/or personal property in any manner deemed appropriate, with or without consideration.

SECTION 3. All ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

SECTION 4. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED this 6th day of May 2019.

Alderman J. Beifuss _____

Alderman L. Chassee _____

Alderman J. Sheahan _____

Alderman H. Brown _____

Alderman A. Hallett _____

Alderman Ferguson _____

Alderman Birch Ferguson _____

Alderman S. Dimas _____

Alderman C. Swiatek _____

Alderman M. Garling _____

Alderman R. Stout _____

Alderman J. Short _____

Alderman N. Ligino-Kubinski _____

Alderman B. Gagliardi _____

APPROVED as to form: _____
City Attorney

APPROVED this 6th day of May 2019.

Mayor Ruben Pineda

ATTEST:

City Clerk, Nancy M. Smith

PUBLISHED: _____

ATTACHMENT A

MISCELLANEOUS

1	X934Y4004576	Toshiba	Cordless Phone with charging base
1	700-080-322	Verifone	Credit Card Terminal
8	CCR24PNA (Model)	Arbitrator	Wireless Mics - not working; analog system
5	TDSS900H (Model)	Arbitrator	Wireless Mics - not working; analog system
6	NONE	Arbitrator	Microphone Cradle - analog system
5	NONE	Kustom Signals	Batteries: Unable to hold charge
1	32004814	Nikon	Red Point and Shoot Camera - not working
1	32005226	Nikon	Red Point and Shoot Camera - not working
6	PMMN4061A	Motorola	Shoulder Mics - damaged/missing parts
1	STEKA 12339	Speed Trak	Radar antenna - Damaged
1	STEKA 12216	Speed Trak	Radar antenna - Damaged
2	CT17102-2 (Part Number)	Zebra Tech	Batteries: Unable to hold charge
1	NONE	Unknown	Radar Unit Corded Remote - Damaged
3	NONE	Unknown	Red Circular Lights - not working
11	NONE	Motorola	Radio Batteries - unable to recondition
1	NONE	Pioneer	Car Music Radio Face

AED

5	X03K024303	ZOLL	Not operational - unable to recondition
	X03K024360	ZOLL	Not operational - unable to recondition
	X03K024282	ZOLL	Not operational - unable to recondition
	X03K024341	ZOLL	Not operational - unable to recondition
	X03J022638	ZOLL	Not operational - unable to recondition

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

West Chicago Railroad Days
Special Event Permit Application
Western DuPage Chamber of Commerce

AGENDA ITEM NUMBER: 4.C.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** April 22, 2019**COUNCIL AGENDA DATE:** _____**STAFF REVIEW:** Tom Dabareiner**SIGNATURE** **APPROVED BY CITY ADMINISTRATOR:**
Michael Guttman**SIGNATURE** _____**ITEM SUMMARY:**

The Western DuPage Chamber of Commerce (WDCC) has submitted the attached Special Event Permit Application for West Chicago Railroad Days and a request to modify the Railroad Days Funding Agreement, Resolution No. 17-R-0040. The modification would allow for the parade to take place on June 8, 2019, as opposed to July 14, 2019.

Railroad Days is scheduled to take place Thursday, July 11 through Sunday, July 14, 2019 at Pioneer Park. As in previous years, Railroad Days will include a carnival, food vendors, entertainment, beer garden, and merchant vendors, but would not include the parade this year. The June 8th parade would take place prior to the Hello Summer Park District event, which includes a City-sponsored fireworks display.

The request to change the parade date to June 8th is a result of the road construction that is scheduled to take place during the July 11-14, 2019 Railroad Days event timeframe. Public Works recommends that any parade route during this timeframe should avoid Washington Street west of Sophia Street. The WDCC indicates that all alternative route options present safety issues.

The proposed plans will be reviewed by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District and Park District during the upcoming monthly coordination meetings. Proposed event components are contingent upon approval from the above noted staff, departments, and districts.

ACTIONS PROPOSED:

Recommend approval of the Special Event Permit and change in the parade date to June 8, 2019, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:



Western DuPage Chamber of Commerce

"Doing Business Right! Doing Right for Business!"

PREMIER MEMBERS

City of
West Chicago

J² Insurance
Agency

FNBC Bank
& Trust

Northwestern
Medicine

Republic Bank

West Chicago
Park District

City of West Chicago
Bethany Baccei, Special Events
475 Main Street
West Chicago, IL 60185

March 29, 2019

Re: Railroad Days Parade

Dear Bethany,

As you are aware the improvements being made to Washington Street would have a major impact on our ability to hold a parade connected to the West Chicago Railroad Days festival held in July. The parade is a favorite attraction each year drawing residents and visitors to West Chicago's downtown and park.

We have looked at every possible alternative route on both the south and north sides of town and conclude that each alternative has safety issues unacceptable to us. While we are not contractually obligated to having a parade, it is something we think should be continued annually and, wish to propose a compromise.

The City of West Chicago and the West Chicago Park District have for the past couple of years held a season opening event with music, food and fireworks in early June. After speaking with Public Works Director Rob Flatter, it looks like we would be able to coordinate a parade using our standard route if done in connection with the City/Pak event rather than Railroad Days.

The construction is being done in phases and it is unlikely that it would reach the point of impacting the parade by the first week in June. We therefore request that you modify the Railroad Days funding agreement to allow for both in-kind services and actual expenses associated with the parade to be acceptable and qualifying expenses with the June 8th, 2019 event date.

We sincerely hope that you agree with us that safety is a top priority and that a parade is desired only if it can be done safely. We ask also that you trust our experience with parade participants that they need additional space to participate safely. Many drivers pulling trailers during the parade do not regularly handle such equipment.

On behalf of the Western DuPage Chamber of Commerce I respectfully request such amendments to our agreement for the 2019 contract year.

Finally, and personally, during a rare year that the chamber was not managing the parade a group of bystanders and me rushed and lifted a trailer caring a band off a little girl who had fallen between the truck and trailer. Having traveled up her leg we stopped the trailer at her waist as it headed for her center mass. Given this experience we must cancel the parade for 2019 if we are unable to come to a mutually acceptable agreement.

Sincerely,

David J. Sabathne, President

Chamber Office
& Training Center
306 Main St.
West Chicago, IL 60185

P: 630-231-3003
F: 630-231-3009

team@westerndupagechamber.com
westerndupagechamber.com

City of West Chicago SPECIAL EVENT PERMIT APPLICATION

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

PERMIT NO. _____



RECEIVED
APR 16 2019

BY: BB

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) - \$75
 - ☐ 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: 04/16/19

Fee Paid: \$ N/A

Receipt # N/A

Check # N/A

Event Acknowledgement Form returned by:

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

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

*** INTENT TO MEET INSURANCE REQUIREMENTS ***

Must be returned prior to application review by City staff

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

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

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

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

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

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

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

I, David J. Sabathne, representing Western DuPage Chamber of Com, Inc.
(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)

4/15/2019
(date)

West Chicago Railroad Days
(name of event)

July 11-14
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: West Chicago Railroad Days

Type of Event:

☒ Parade ☐ Walk/Run/Bike ☒ Carnivals ☐ Fireworks ☒ Festival

☐ Other _____

Location of Event: Pioneer Park, Forest Avenue, West Chicago

Date(s) of Event: July 11-14 Hours of Event: _____ to _____ Est. Attendance: 8,000

Event Website: www.westchicagochamber.com

Purpose of event: Community Festival - Economic Development

Name of Sponsoring Organization(s): City of West Chicago

Organization's Legal Status (i.e. NFP, Partnership, Corporation): Corp 501(c)(3) City

Contact person from sponsoring organization: Bethany Bayci

Organizer address: 475 Main Street

City/State/Zip: West Chicago, IL 60185 Phone: 293-2200

Cell Phone: _____ E-mail: _____

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

1st Contact: David Sabathne Phone: 675-5368

2nd Contact: Wayne Lofton Phone: 888-9928

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: July 9-12

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

NONE

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

N/A

SECTION 2 – NARRATIVE

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



Western DuPage Chamber of Commerce

"Doing Business Right! Doing Right for Business!"

2019, West Chicago Railroad Days July 11 - 14

Narrative

West Chicago Railroad Days is the most popular event of the year sponsored by the City of West Chicago. It has become a favorite activity in early July for both residents and visitors. Much of the popularity is the atmosphere of the event and the many attractions.

The carnival, free concerts, food and merchant vendors and the beer garden work well to provide a family environment. Pioneer park also has a splash pad and walking trails that visitors enjoy while spending the day at the festival or to simply take a break away from the activities.

The parade in 2019 has been rescheduled for June 8th as the primary route will be under construction for much of the mid to late summer months. If June 8th does not work out for some unforeseen reason, the 2019 Railroad Days Parade will be cancelled for safety reasons.

Bans have been signed and the infrastructure necessary to support such a major event have been secured. We will begin marketing on radio, cable TV and with printed materials; including the City Newsletter as we draw nearer to the event.

Respectfully,

David J Sabathne, President

Pending approval
of Public
Affairs
Committee
and
City Council

PREMIER
MEMBERS

City of
West Chicago

J2 Insurance
Agency

FNBC Bank
& Trust

Northwestern
Medicine

Republic Bank

West Chicago
Park District

Chamber Office
Training Center
Main St.
West Chicago, IL 60185

30-231-3003
30-231-3009

team@westerndupagechamber.com
westerndupagechamber.com

SECTION 3 – PERMITS

Will your event include a carnival? ☒ Yes ☐ No

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

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

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

Will your event include a fireworks display? ☐ Yes ☒ No

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

Are you holding a raffle at your event? ☐ Yes ☒ No

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

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

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

Will you be serving food at your event? ☒ Yes ☐ No

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

Are you requesting services from these departments?

☒ Police ☒ Fire District / Paramedics ☒ Public Works

Specify services: water, dumpsters, fence post & fencing, barricades, rolling blocks for Parade, Emergency services during busy hours (FPD)

Will you be utilizing any of the following services?

☒ Water ☒ Electric/Generator ☐ Other _____

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.

Parade only

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

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

Street	From	To	Dates	Times

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

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

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

Date of Special Event: _____

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	4/16/19
Submit Carnival Permit Application	90 days	4/16/19
Submit Fireworks Permit Application	30 days	N/A
Submit Temporary Liquor License Application	30 days	6/11/19
Submit Building (Temporary Tent) Permit Application	30 days	6/11/19
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	6/11/19
Submit Original Certificate of Insurance*	21 days*	6/20/19
Submit Raffle Registration Application	14 days	6/27/19
Notify residents/businesses of special event	14 days	6/27/19
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

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

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the Western DuPage Chamber of Commerce ^{further referred to as (WDCC)} (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Railroad Days, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to WDCC (name of organization) participation in the Activity.

To the fullest extent permitted by law, the WDCC (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 WDCC (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 WDCC (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 WDCC (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 Western DuPage Chamber of Commerce (name of organization).

Agreed this 15 day of April, 2019

Western DuPage Chamber of Commerce, Inc.
Name of Organization

David J. Sabathne
Print Name of Authorized Person

[Signature]
Signature of Authorized Person

President / CEO
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.**

Western DuPage Chamber of Commerce David J. Sabathne 4/15/2019
(Name of Organization) (Print Name of Signatory) (Date)

By [Signature]
(Authorized Signatory)



Signed and sworn to before me this 15 day of April, 2019.

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. _____

Authorized Signature

Title

Date

☐ Denied

Remarks:

RAILROAD DAYS

JULY 11 -14

WCRAILROADDAYS.COM

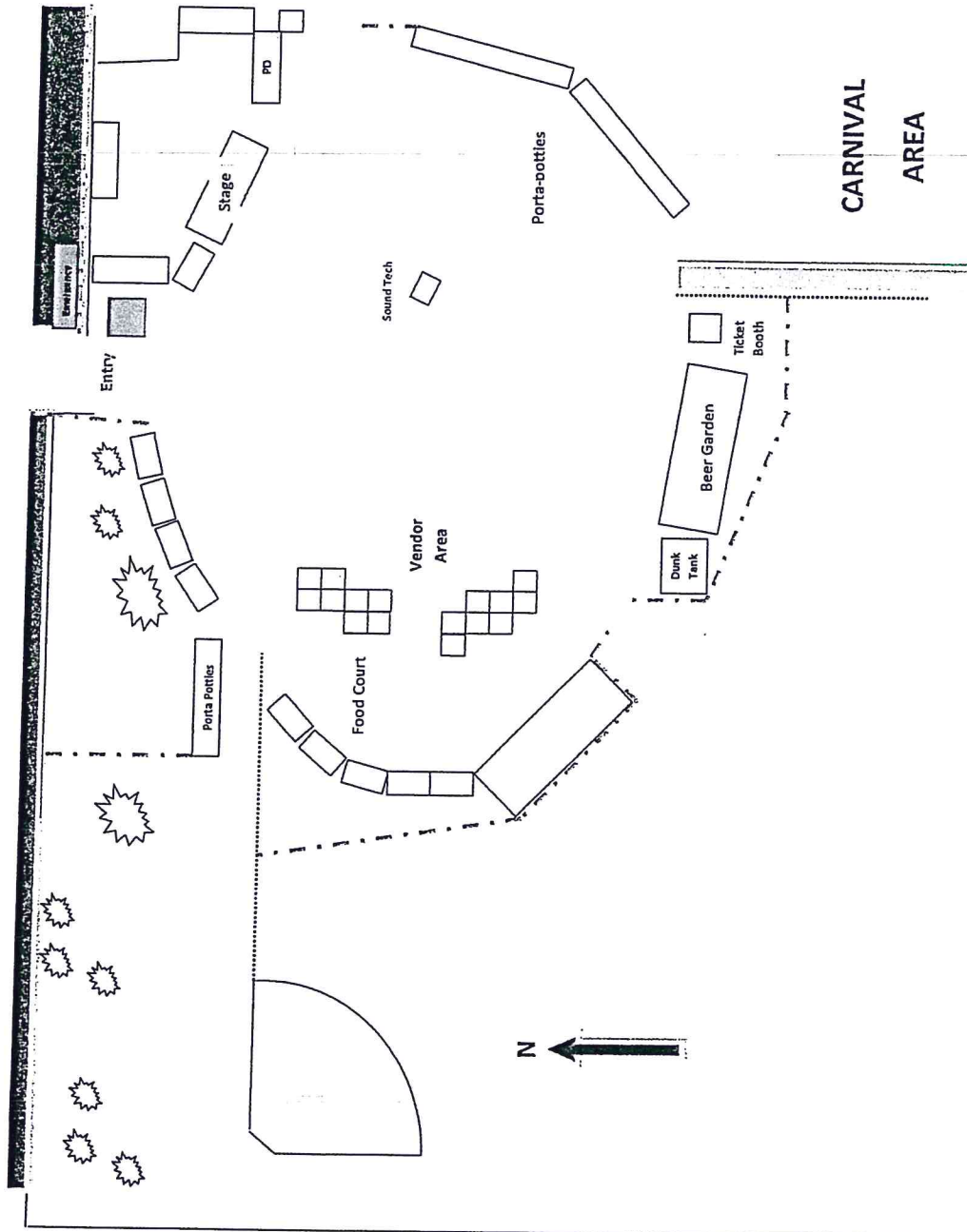
Thursday
Alibi

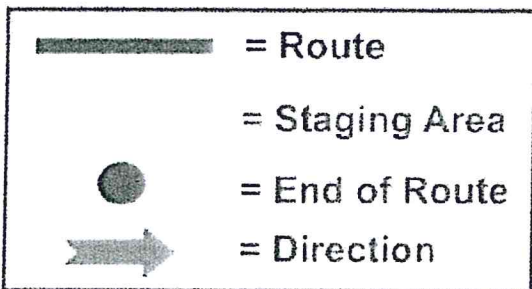
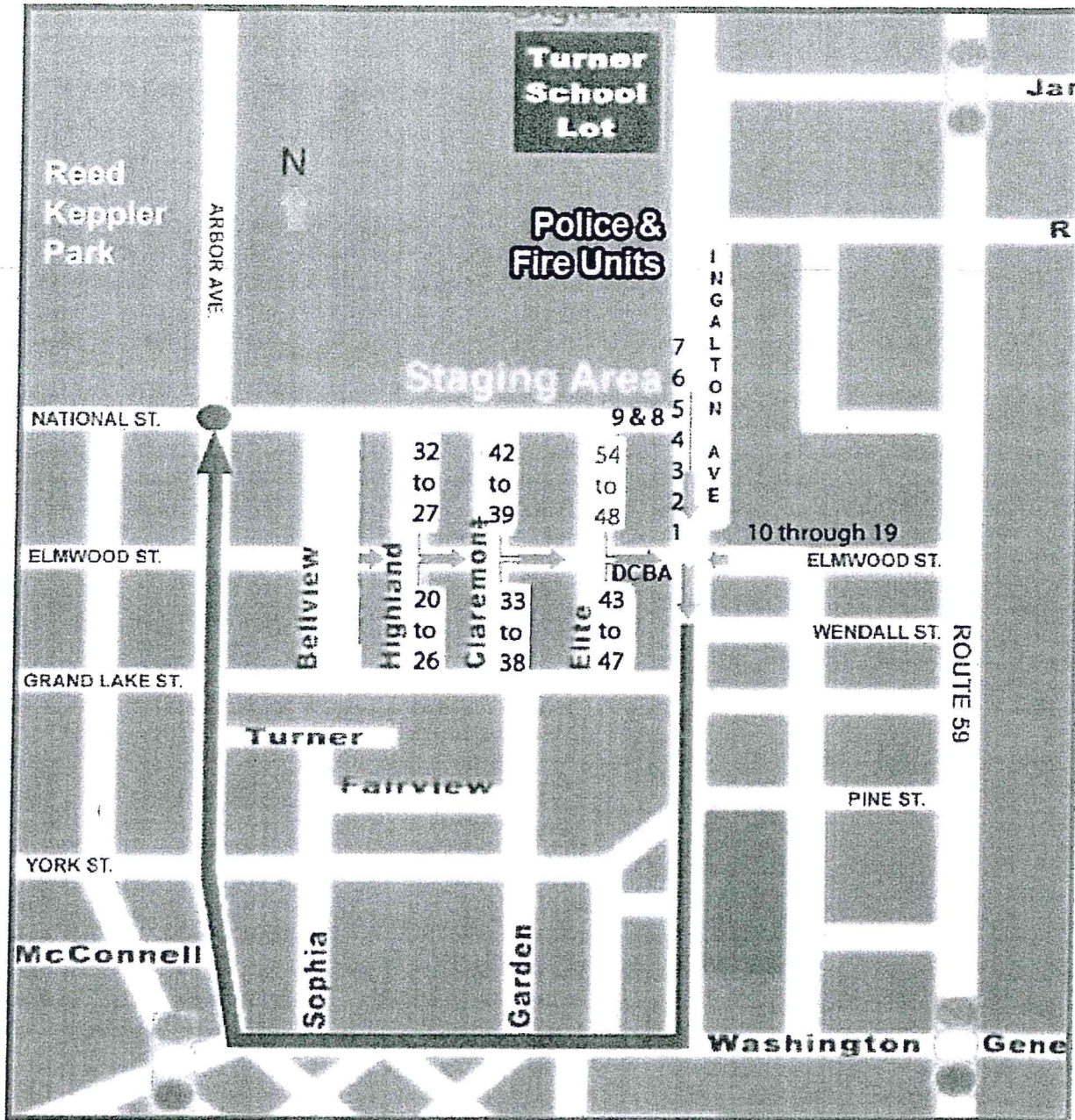
Friday
Soul Shine
Heartsfield

Saturday
Fourth Point
Who's Who
Down Pour

Sunday
Projecto 7
Sammy & the
Knights







~~2018~~ 2019
WEST CHICAGO RAILROAD DAYS
PARADE ROUTE

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Healthy West Chicago 5k & Fun Run

AGENDA ITEM NUMBER: 4.D.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: April 22, 2019

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Healthy West Chicago is seeking approval for a 5k and Fun Run scheduled for Saturday, August 24, 2019 from 6:30 a.m. – 11:00 a.m. with an estimate of 175 attendees. All proceeds from this event will be used to support Healthy West Chicago programming and sustainability.

Set-up is scheduled to begin at 6:30 a.m. The 5k race begins at 8:30 a.m. and the 100 meter Fun Run/Kiddie Dash begins at 9:30 a.m., or immediately after the last 5k participant crosses the finish line. The event is expected to end at approximately 11:00 a.m.

Healthy West Chicago has requested use of the public walkway along Yale Street as well as National Street east of Yale Street for the race route. Park District property at Reed Keppler Park and the ARC Center have also been requested for use.

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

ACTIONS PROPOSED:

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

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION

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: 3/29/19 Fee Paid: \$ N/A
 Receipt # N/A Check # N/A

Event Acknowledgement Form returned by:

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

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

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

Must be returned prior to application review by City staff

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

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

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

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

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

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

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

I, Carly Smitherman, representing Healthy West Chicago
(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)

Healthy West Chicago 5K Fun Run and Kiddie Dash

(name of event)

3/29/2019
(date)

8/24/2019

(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Healthy West Chicago 5K Fun Run

Type of Event:

☐ Parade ☒ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☐ Festival

☐ Other _____

Location of Event: Reed-Keppler Park, West Chicago

Date(s) of Event: 8/24/2019 Hours of Event: 6:30AM to 11AM Est. Attendance: 175

Event Website: healthywestchicago.com

Purpose of event: Community engagement

Name of Sponsoring Organization(s): Healthy West Chicago

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

Contact person from sponsoring organization: Carly Smitherman

Organizer address: 108 Sherman St.

City/State/Zip: West Chicago, IL 60185 Phone: 630-230-6370

Cell Phone: _____ E-mail: carlys@healthywestchicago.org

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

1st Contact: Sara Phalen Phone: 630-231-3376

2nd Contact: Marjory Lewe-Brady Phone: 630-293-6000 ext: 225

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

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

N/A

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

N/A

SECTION 2 – NARRATIVE

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

**Healthy West Chicago Sponsored Special Event
Healthy West Chicago Fun Run and Kiddie Dash
Special Event Proposal
Saturday August 24, 2019**

Event Overview:

The Back-to-School Fun Run and Kiddie Dash will be sponsored by Healthy West Chicago, with the support of Race Time Inc. This event will take place on Saturday August 24th, 2019 with the race beginning at 8:30 a.m. This event will attract participants from West Chicago and surrounding communities. The Fun Run will include features such as a race t-shirt and awards by gender/age groups.

Race Time Inc. has offered to donate select race. The Healthy West Chicago's Program Administrator will coordinate the Fun Run & Kiddie Dash activities with Race Time Inc., Healthy West Chicago Volunteer Committee, and West Chicago Park District.

General Information:

Main Contact

Carly Smitherman
Healthy West Chicago Program Administrator
Phone: (630) 230-6370
Email: carlys@healthywestchicago.org

Proposed Course

USATF course Run to Remember.
Proposed map of race course submitted with permit application.
Course length: 3.1 miles.

Registration & Fee Structure

5K Run/Walk Adult (18 and older) \$30.00
5K Run/Walk Student (17 and under) \$10.00
Kiddie Dash: Free
Resident Discount: West Chicago residents will be offered a \$5 discount.

All proceeds from the event will be used to continue with Healthy West Chicago programing and sustainability.

Main Event Schedule

6:30 AM Staff & Volunteer Set-Up Begins
7:00 AM Registration Opens
8:00 AM Registration Closes
8:15 AM Group Stretch
8:30 AM 5K Walk/Run starts
9:30 AM 100 Meter Kiddie Dash on park property starts (approximate; after last 5k participant crosses finish line)
10:00 AM Awards Announced/Distributed
10:20 AM Site Clean Up Begins
11:00 AM Site Clean Up Ends

Race Timing and 5k Course Organizer

Organizer: Race Time Finish Line Management & Timing Company
Website: <http://www.racetime.info>
Contact: Julie Pearson
Email: racetime21@hotmail.com

Awards Participants Receive

5K Run: Awards will be distributed to one male and one female in each of the following categories/age groups. Overall, 10 & under, 11 – 14, 15 – 19, 20 – 29, 30 – 39, 40 – 49, 50 – 59, 60 – 69, 70 & over

Kiddie Dash: Finisher's ribbon

5k Walk/Run Participants Receive

Short sleeved 5k t-shirt

All Event Attendees Receive the Following

Water

Aid/water stations at Start/Finish and near mile markers 1 and 2 along the course

First-aid tent

Official Chip time

Music and announcer at Start/Finish

Cancellation

Event will only be canceled in extreme weather.

City will be called the morning of the race to be notified.

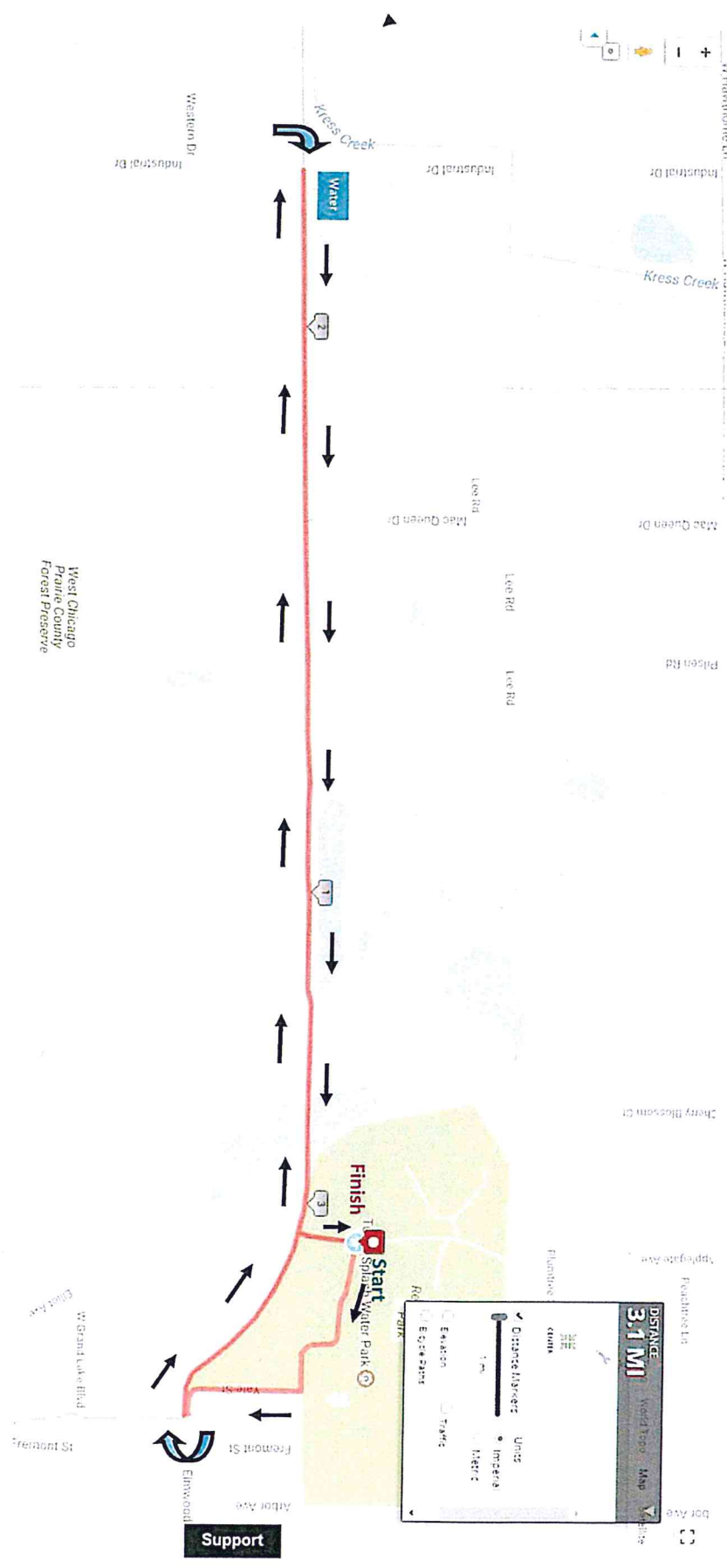
Website & Registration Structure

Participants will register using Race Time Inc.'s online platform.

Participants can also register by submitting a completed "Healthy West Chicago Fun Run Registration Form" to Race Time Inc. with cash or check payment.

Electronic signature of liability "Waiver & Release" will be required.

Volunteer sign-up option will also be available.





Road Running Technical Council
USA Track & Field
Measurement Certificate



Name of the course Run to Remember Distance 5 km
Location (state) Illinois (city) West Chicago
Type of course: road race ☒ calibration ☐ track ☐ Configuration: Out and Back
Type of surface: paved 23 % dirt % gravel 77 % grass % track %
Elevation (meters above sea level) Start 234 Finish 234 Highest 240 Lowest 228
Straight line distance between start & finish Same Point Drop 0 m/km Separation 0 %
Measured by (name, address, phone & e-mail) Winston Rasmussen 3s441 2nd Street
Warrenville, IL 60555 (630)393-4952 W.Rasmussen@comcast.net
Race contact (name, address, phone & e-mail) Robbi Peterson, West Chicago Police Dept, 325 Spencer
West Chicago, IL 60185 (630) - RPeterson@West Chicago.org
Measuring Methods: bicycle ☒ steel tape ☐ electronic distance meter ☐
Number of measurements of entire course: 2 Date(s) when course measured: April 14, 2015
Race date: April 19, 2015 Course certification effective date: April 15, 2015
Certification code: IL15011WR

Notice to Race Director: Use this Certification Code
in *all* public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year **2025**

AS NATIONALLY CERTIFIED BY:

Winston Rasmussen Date: April 15, 2015
Winston C Rasmussen – USATF/RRTC Certifier
3s441 2nd Street, Warrenville, IL 60555 (630)393-4952 W.Rasmussen@comcast.net



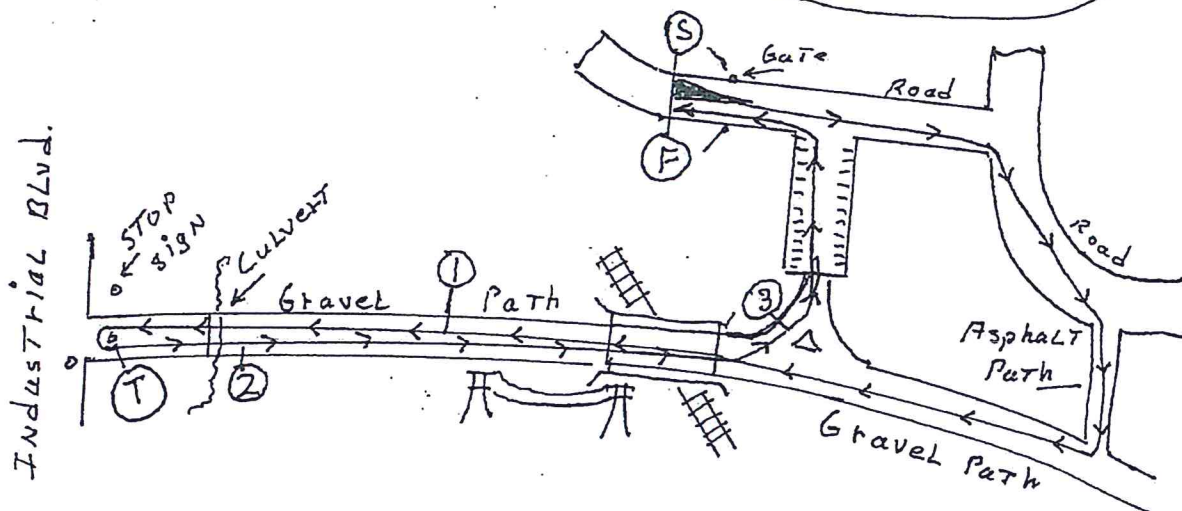
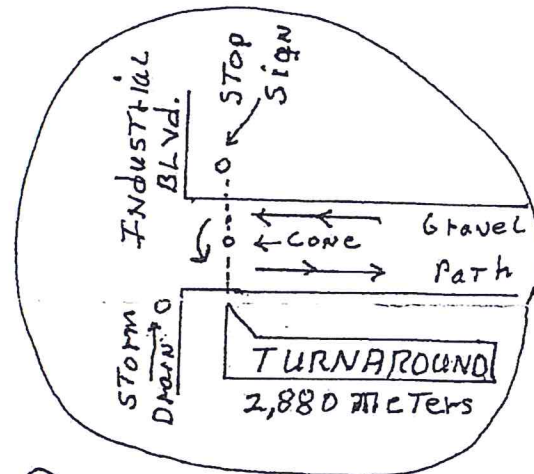
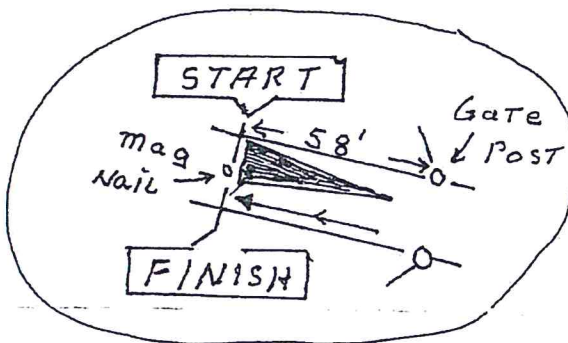
Run to Remember
 5 kilometers
 West Chicago, Illinois
 USATF Certification # IL15011WR
 Effective April 15, 2015 – Dec 31, 2025

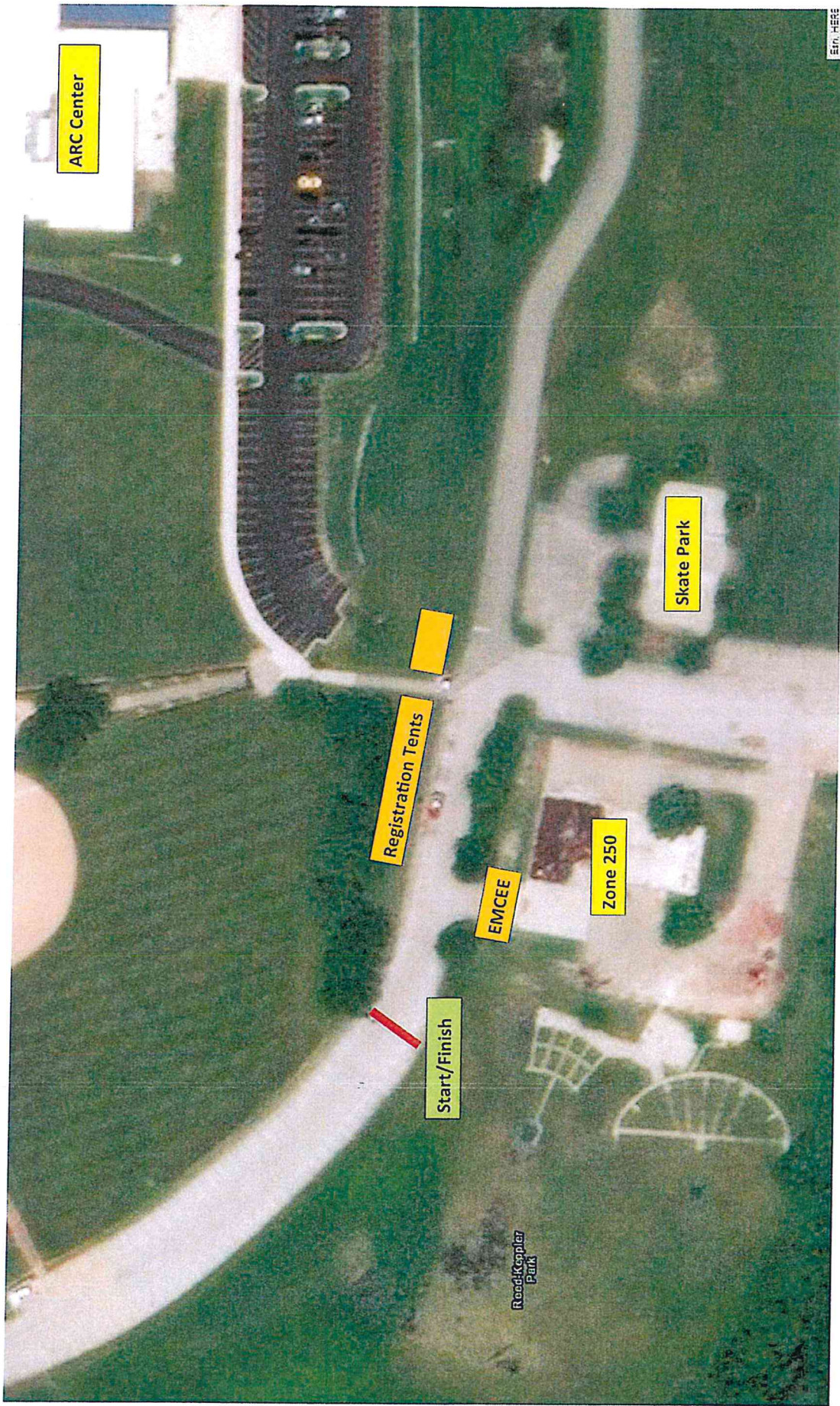


NORTH

Map Not to Scale

START: Mag nail, center of road, 58' W of edge of gate post on N side of road (See detail)
 1 MILE: North edge of gravel path, 147' W of 2nd electrical tower W of RR tracks
 Turnaround: Center of path, even with stop sign (21'6" E of center of round storm drain on Industrial Drive
 2 MILE: South edge of gravel path, 23'6" E of center of culvert
 3 MILE: West edge of gravel path, 44'6" S of S end of parking lot
 Finish: Same as the start
 Measured by Winston Rasmussen April 14, 2015 (w.rasmussen@comcast.net)





EMCEE—electrical outlet required for mic and speaker set up.

Request for closure of Wiggly Field from 6AM-11AM due to runner foot traffic along road to Wiggly Field.

Request for Park District to close ARC Center Parking lot entrance briefly for beginning of race when walkers/runners are passing by. Event organizer will ensure cones/barricades are set up in time for 8:30AM race start and then removed as soon as the last participant passes the entrance (ETA 8:45AM).

SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

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

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

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

Will your event include a fireworks display? ☐ Yes ☒ No

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

Are you holding a raffle at your event? ☐ Yes ☒ No

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

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

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

Will you be serving food at your event? ☐ Yes ☒ No

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

Are you requesting services from these departments? No

☐ Police ☐ Fire District / Paramedics ☐ Public Works

Specify services: _____

Will you be utilizing any of the following services? No

☐ Water ☐ Electric/Generator ☐ Other _____

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.

Reed-Keppler Park and associated parking lots as permitted by Park District.

Only Turtle Splash parking lot will be use for participant parking. *see below*

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
**Park District	Wiggly Field and Zone 250 parking lots.		8/24/19	6AM-11AM
Yale St.	Use of public walkway along Yale St.		8/24/19	8:30-8:50AM
National St.	National St. east of Yale St. for race route.		8/24/19	8:30-8:45AM

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

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

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

Date of Special Event: _____

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	3/29/19
Submit Carnival Permit Application	90 days	N/A
Submit Fireworks Permit Application	30 days	N/A
Submit Temporary Liquor License Application	30 days	N/A
Submit Building (Temporary Tent) Permit Application	30 days	N/A
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	7/24/19
Submit Original Certificate of Insurance*	21 days*	8/3/19
Submit Raffle Registration Application	14 days	N/A
Notify residents/businesses of special event	14 days	8/17/19
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

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

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the Healthy West Chicago (name of organization) and its Members, employees, volunteers or guests, being allow to participate in HWC 5K Fun Run, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Healthy West Chicago (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Healthy West Chicago (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 Healthy West Chicago (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 Healthy West Chicago (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 Healthy West Chicago (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 Healthy West Chicago (name of organization).

Agreed this 29 day of March, 2019

Healthy West Chicago
Name of Organization

Carly Smitherman
Print Name of Authorized Person

Carly Smitherman
Signature of Authorized Person

Healthy West Chicago Program Administrator
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.**

Healthy West Chicago Carly Smitherman 3/29/2019
(Name of Organization) (Print Name of Signatory) (Date)

By Carly Smitherman
(Authorized Signatory)



Laurie K. Jensen
(Notary Public)

Signed and sworn to before me this 29 day of MARCH, 2019.

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. _____

Authorized Signature

Title

Date

☐ Denied

Remarks: _____

WEST CHICAGO POLICE DEPARTMENT ANNUAL REPORT



2018

Michael Uplegger, Chief of Police

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A message from Chief Uplegger

It is my pleasure to present the West Chicago Police Department's 2018 Annual Report. The purpose of this Report is to provide our community a snapshot of information and statistics impacting our City and the Department including crime, traffic, our staffing levels, and what's new in our Department. While the Annual Report cannot document everything that our Department accomplishes or participates in during the year, we are confident that this Report gives a representative sample of our interaction with the community and dedication to making West Chicago a safe and secure place to live, visit or work.

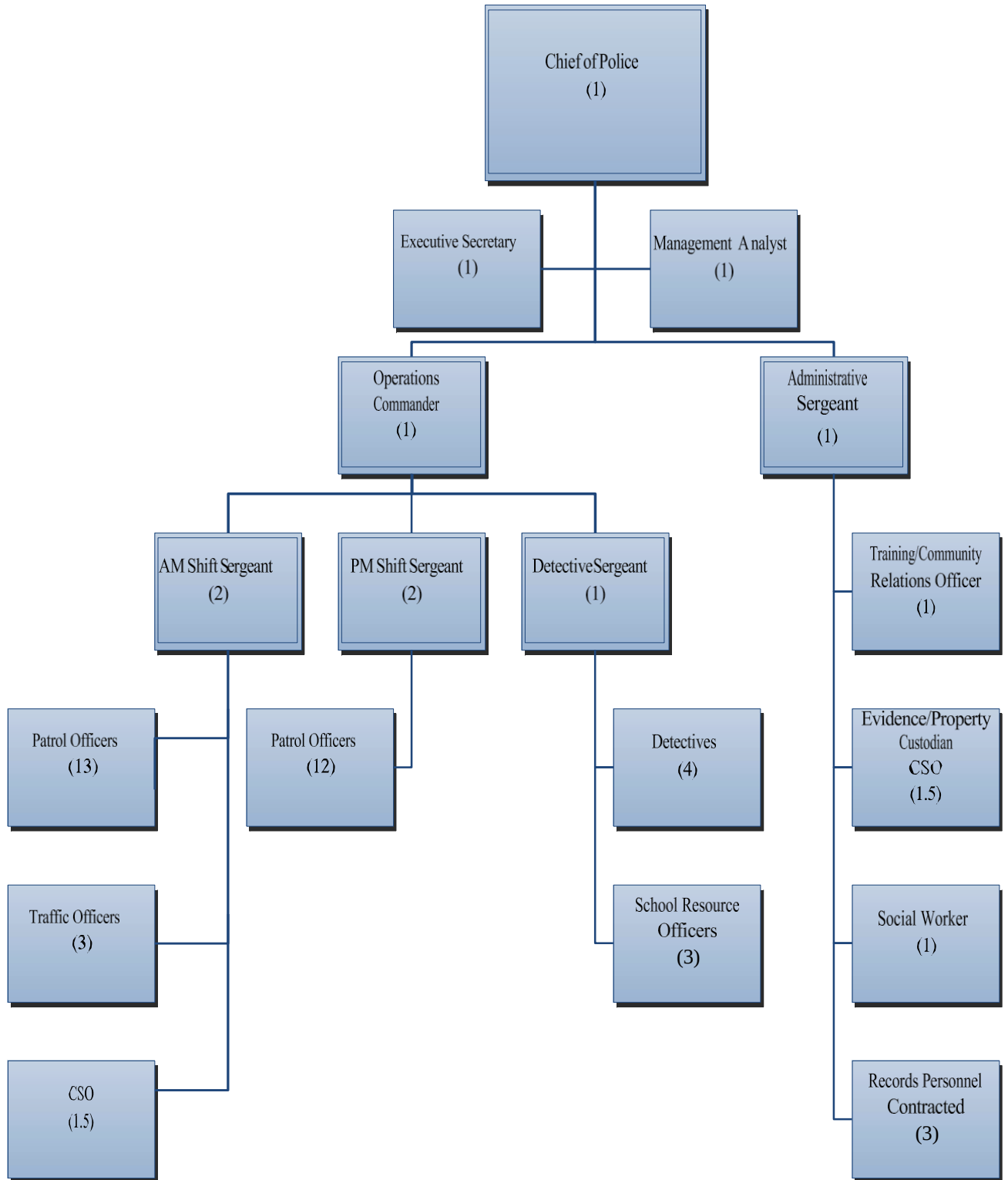
Law enforcement agencies in Illinois and across the country are seeking ways to increase the safety and efficacy of interactions between officers and individuals experiencing a mental health crisis. An estimated seven to ten percent of police-citizen interactions involve a citizen with a mental health disorder. A Crisis Intervention Team (CIT) program is an innovative, community-based approach to improve the outcomes of these encounters. Crisis Intervention Team Training is an in-depth law enforcement 40-hour state-certified specialized course, which provides officers with education about mental illness, and provides skills and tools for effectively and safely interacting with someone who is experiencing a crisis. We have taken a proactive stance on this issue and have trained over 50% of our patrol officers in the CIT approach with the goal of achieving 100% by the end of 2019.

The men and women of the West Chicago Police Department are committed to serving the community. Please do not hesitate to call upon us whenever you have questions or concerns.

Michael E. Uplegger
Chief of Police



Organizational Chart



Department Overview

The West Chicago Police Department is comprised of 50 employees, including 44 sworn police officers and six civilian personnel. All employees are dedicated to serving the 27,086 residents of the City of West Chicago. All sworn officers are responsible for investigating and enforcing both local and State criminal offenses. The Chief of Police reports directly to the City Administrator and is responsible for the overall direction and vision of the Police Department.

The Department is divided into two Divisions: the Operations Division and the Support Services Division. Each Division is led by a Supervisor who reports to the Chief of Police. The communications operation of the Department is outsourced to DuPage Public Safety Communications (DU-COMM), which provides dispatch services to 44 police and fire agencies in DuPage County and is one of the largest consolidated 9-1-1 centers in Illinois.

The Operations Commander leads the Operations Division, which consists of the Uniformed Patrol Unit, the Traffic Safety Unit and Investigations Unit. The Uniformed Patrol Unit consists of four Sergeants, 25 sworn officers and two Community Service Officers and is the most visible component to the public, as it is responsible for patrolling assigned beats within the community and responding to all emergency and non-emergency calls for service. The Traffic Safety Unit consists of three Police Officers and is responsible for traffic safety and enforcement as well as the investigation of serious injury and fatal traffic crashes. The Investigations Unit consists of one Sergeant, four Detectives and three School Resource Officers.

The Administrative Sergeant leads the Support Services Division, which consists of the Records Section, Training/Community Relations, Social Services and a Community Service Officer who acts as the Evidence/Property Custodian. The Records Section consists of three full-time contracted clerks.

Mission and Value Statement

Mission Statement

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.

Value Statement

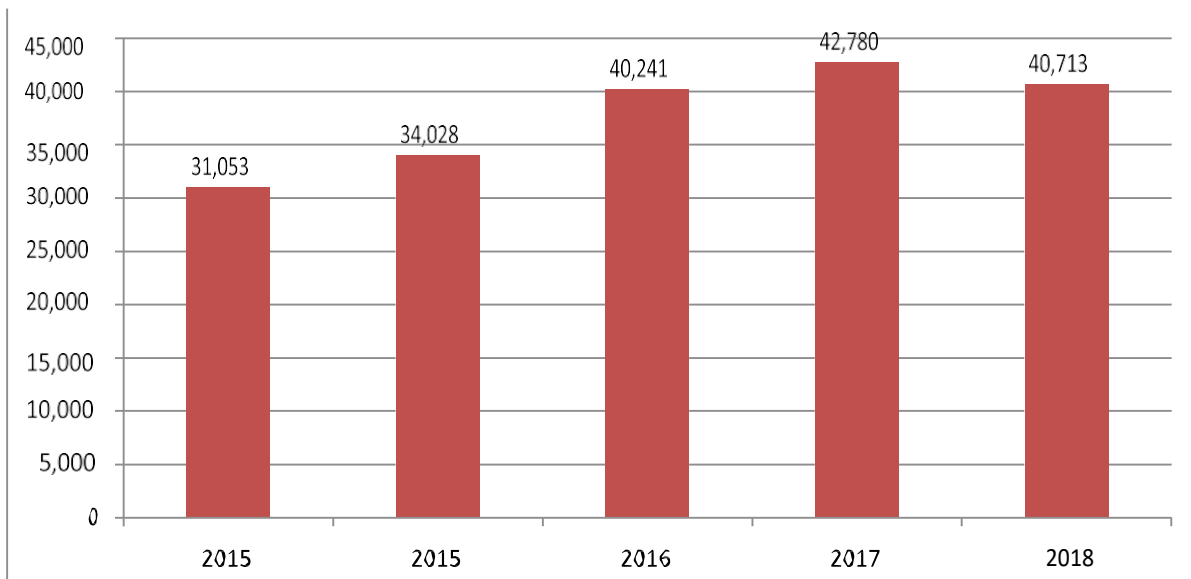
The vision of the West Chicago Police Department is to utilize state of the art technology, progressive training, professional development, and leadership to establish ourselves as a premier law enforcement agency.

Operations Division

Patrol

Officers work 12-hour shifts that are divided into four teams: two dayshift teams and two nightshift teams. The Patrol Sergeants also work 12-hour shifts, with one Sergeant assigned to each team.

In addition to their self-initiated duties such as traffic enforcement, Patrol Officers are responsible for responding to all emergency and non-emergency calls for service. This includes, but is not limited to, traffic crashes, burglaries, disputes, Fire Protection District assists, well-being checks and suspicious activity calls. These are known as Police Incidents. In 2018, West Chicago Police Department personnel responded to 40,713 incidents. This is a 5% decrease from 2017.



The Patrol Division saw the following personnel changes in 2018: one Officer resigned his position with the Department and one new police officer was hired. The new officer successfully completed training at the Chicago Police Training Academy. After the Academy, new recruits continue their training at the Police Department with a Field Training Officer. The Field Training Officer is an experienced officer trained in the art of supervising, training and evaluating entry-level police officers in the application of their recently acquired knowledge and skills.

This additional three to four months of field training allows new officers to become familiar with the City, learn Department policies and procedures and build on the skills they learned in the Academy. It also gives new officers the opportunity to work with and observe veteran officers on different shifts prior to moving to working on their own.

All officers receive on-going training during their tenure with the Department. The Police Department offers both in-house training and outside training through its partnership with North East Multi-Regional Training, Inc. and other agencies.

In addition to the standard training that is required for all sworn personnel, Patrol Officers have the option to pursue specialty training for the roles of Juvenile Officer, Evidence Technician, Traffic Crash Investigator and Range Officer. This training allows officers to become more knowledgeable in a particular skill set and adds to the level of professionalism within the Department.

Traffic Stop Analysis

In 2004, Illinois law began requiring all State and local police agencies to collect and report specific statistical data to the Illinois Department of Transportation (IDOT) for compilation in a statewide Traffic Stop Study. The data is compiled annually by IDOT and reported to the Governor, General Assembly, the Racial Profiling Prevention and Data Oversight Board and each law enforcement agency. Data collected and submitted from the West Chicago Police Department's 2018 traffic stops indicate that minority drivers are stopped less frequently than would be expected based on the IDOT estimated driving population.

Race	Stops	Percentage
White	4,633	49.16%
Black/African American	634	6.73%
American Indian/Alaskan Native	17	.18%
Hispanic/Latino	3,663	38.86%
Asian	45	.48%
Native Hawaiian/Pacific Islander	26	.28%
Total Stops Reported to IDOT	9,425	
TOTAL NON-WHITE	4,792	50.84%
IDOT NON-WHITE DRIVING POPULATION	56.29%	

Traffic Safety Unit

The Traffic Safety Unit is charged with responding to and handling traffic crashes and road-related complaints. The Traffic Safety Unit Sergeant also organizes and coordinates traffic enforcement campaigns throughout the year. Officers participated in a Distracted Driving campaign in April issuing 61 citations.



Another lesser known aspect of traffic safety is the enforcement of laws as they pertain to large trucks. Trucks are required to have a registration based on the vehicle weight, and cannot carry loads that are heavier than the registration allows.



Overweight trucks contribute to accelerated road deterioration and negatively affect braking capabilities in emergencies. The Police Department has several Patrol Officers who are trained as Truck Enforcement Officers and one who is assigned to the Traffic Safety Unit to conduct specialized enforcement on overweight trucks. In 2018, the drivers of 57 overweight trucks were cited.

Community Relations/Training

The Community Relations/Training Officer coordinates and implements the specific crime prevention, community education, crime resistance and community relations activities of the Department. The specific duties in regard to the Department include, but are not be limited to, the following:

- (a) Planning and developing training programs;
- (b) Identifying and notifying personnel of both required and available training;
- (c) Maintaining training records;
- (d) Ensuring that required training programs are attended; and
- (e) Implementing training programs.

In 2018, West Chicago personnel completed a total of 3,893 hours of training, which equates to an average of 79.44 hours of training per member. The training focused on Civil Rights, Constitutional Law/Proper Use of Law Enforcement Authority, Cultural Competency, Procedural Justice, Human Rights, Law/Legal Updates and Use of Force, all of which are required by the Illinois Police Training Act.

Community Service Officers

The Community Service Officers perform a wide variety of non-sworn field and office law enforcement work in direct support of sworn personnel including parking enforcement, traffic control, report taking, animal control, management of the Evidence/Property Room, the transportation and delivery of evidence and official documents and cash, and providing responsive, courteous and efficient service to City residents and the general public. A new CSO was hired in 2018.



Investigations Unit

In 2018, the Detectives worked on cases involving death investigations, financial crimes, weapons offenses, burglaries and narcotic investigations. A summary of the cases follows:

Offense/Incident	2018
Murder	2
Burglary/Residential Burglary	19
Background Investigations	11
Missing Person(s)	7
Aggravated Battery/Battery/Mob Action	9
Theft/Retail Theft	24
Sex Offenses	21
Criminal Damage (Property/Vehicle)	14
Shootings	10
Death/Suicide Investigations	9
Armed Robbery/Robbery	8
Weapons	4
Fraud/Credit Card Fraud/Deceptive Practice/Forgery	24
Drugs	13
TOTAL	175

School Resource Officers

The School Resource Officers (SROs) serve as the liaisons between the Police Department and West Chicago Community High School District 94 and West Chicago Elementary School District 33. The SROs primarily investigate crimes that occur on school grounds and provide intervention strategies to troubled students and their families. In 2018, the High School SROs were the primary investigators in 131 cases. The investigations completed by the SROs led to the arrest of 34 persons.

In addition to their investigative responsibilities, the SROs conduct training and education exercises for students and staff. This year the SROs participated in 39 classroom presentations, four presentations to staff, a presentation to parents and approximately 42 emergency drills, including weather, lockdown, and fire drills.

Support Services Division

Records Unit

The Records Unit is the information repository within the Police Department. The Records Unit is responsible for maintaining all paper and electronic enforcement records. The Records Unit also serves the public on a daily basis by conducting business at the customer service window.

Records personnel help citizens with Freedom of Information Act requests, arrest record checks, and citation payments. They also serve as an answering point for customers who need information about court, traffic and parking citations, overnight parking and various permits issued by the City.

Social Services

The West Chicago Police Department employs a full-time Social Worker, who is available to handle cases that are referred to her either by other Police Department personnel or by other City Staff.

The Social Worker automatically follows-up with all victims of domestic violence. During the course of 2018, the Social Worker handled hundreds of cases, which involved issues such as abuse, neglect, crisis intervention and domestic violence. Upon receiving a referral, it is the responsibility of the Social Worker to analyze the situation and provide appropriate referrals to the involved parties, which ensures that individuals are receiving help in a timely manner from agencies that specialize in these types of services.

The Social Worker assisted providing 32 children and 20 families with gifts for Christmas in 2018. Easter baskets were provided to 70 children in 2018. The Social Worker coordinated with Hawthorne's Backyard Bar and Barbeque in providing dinner on Christmas day for 18 families and their children. A summary of the cases follows:

Type of Case	#	Type of Case	#	Type of Case	#
Callout	11	Death	10	Housing	10
Advocacy	384	Domestic Violence	86	Information & Referral	221
Alleged Sexual Assault	8	Elderly Cases	9	Mental Health	16
Court	24	Family Problems	189	Youth Problems	48
Crisis Intervention	23	Financial Assistance	111	Drugs/Alcohol	17
Other Problems	309				

Department 2018 Highlights

The following are snapshots of notable cases during the year:

On January 3rd, Detectives Herbert and Bowers observed two known gang associates walk behind Pioneer School. When the Detectives turned into the school entrance off Brown St., they observed an individual walking back to a vehicle. The vehicle pulled away from the school and the two gang associates were observed running westbound from the school. Detectives Herbert and Bowers and Officer Potts initiated a traffic stop on the vehicle in the area of Forest Ave. and Kenwood Ave. Upon meeting with the occupants of the vehicle, officers detected an odor of cannabis coming from inside the vehicle. A subsequent search of the car resulted in the finding of cannabis wax and a bag of cannabis under the passenger side front seat. When questioned, the passenger of the car admitted to buying the cannabis from one of the subjects who had fled the area on foot. On January 4th, Detectives Bowers and Herbert and Community Service Officer Eichinger went to a residence in the 100 block of Galena St. to speak with the juvenile suspect and parents. They were granted parental permission to search the suspect's room(s). During the search, officers located over 60 grams of cannabis. The suspect was placed under arrest and transported to the Station where he was interviewed by Detectives. The suspect admitted to selling cannabis about three times per month. The suspect was advised he would be charged in Juvenile Court with Delivery of Cannabis (not more than 2.5 grams) and Possession of Cannabis (more than 30 grams but not more than 100 grams).

On December 27, 2017, Officers Diveley, Richards, and Perry and Sergeant Langelan responded to the Thornton's gas station located at 1330 S. Neltnor Blvd. for a reported armed robbery. An unknown person, wearing a black mask, entered the Thornton's gas station, produced a black handgun and demanded the clerk open the register and safe. The suspect took a carton of cigarettes and \$341.00 in cash. The offender then fled in a northwest direction from the scene. On January 10th, Detective Bowers received information on a possible suspect. On January 30th, Detectives Bowers and Herbert interviewed the suspect and his mother. On March 5th, the DuPage County State's Attorney approved a count of Armed Robbery against the suspect. On March 6th, the offender was served with his copies of the complaint and warrant and processed while he was in custody at the Kane County Jail on unrelated charges.

On March 29th, officers responded to the Station for an Armed Robbery complaint. The victim related that while at an apartment in the 300 block of Wilson Ave. he was robbed at gunpoint of a gold chain. The victim was able to identify the offender from a photo lineup. The suspect was arrested a short time later in the area of Main St. and Neltnor Blvd. Detectives Herbert, Bowers and Officer Potts obtained consent to search the apartment where the offense occurred. Numerous items of drug paraphernalia were located in the area of the apartment used by the suspect. Detectives Herbert and Bowers searched a second apartment in the complex where a friend of the offender lived. The occupants of this apartment granted officers consent to search their apartment. Detective Herbert located a yellow gold chain which matched the description of the stolen chain. Officers also found bags of cannabis, ammunition, and handguns. The DuPage County State's Attorney's Office approved charges of Armed Robbery and Robbery. The offender was processed, provided with copies of his paperwork and transported to the DuPage County Jail.

On November 4, 2017, Officers Zepeda, Reyes, Schoonhoven and Perry were dispatched to a call of shots fired in the area of W. Stimmel St. and Lyman St. Officer Zepeda and Reyes located evidence of a shooting in the area of the 400 block of W. Stimmel St. and Officer Schoonhoven located evidence of a shooting in the 500 block of Kenwood Ave. Officers interviewed a number of individuals who were released with charges pending. Upon completing this investigation, a complaint and warrant was obtained for the suspect for Possession of Firearm Ammunition without a FOID Card. On April 10th, the offender turned himself in at the Station. He was processed, provided his copies of the paperwork, and released after posting the required bond.

On December 25, 2017, Officers Potts responded to the 800 block of Deering Ct. for an attempted burglary report. After a lengthy investigation, Detectives Bowers and Herbert identified a suspect who was ultimately charged with Attempted Residential Burglary. On May 16th, the offender surrendered himself at the Station. The juvenile offender was processed, provided with copies of his paperwork and released to his parents.

On April 5th, Officer Fearon was dispatched to a residence in the 500 block of Harrison St. for an ambulance assist. Upon arrival, a subject was observed lying in a bed with a number of injuries. The victim was uncooperative and refused transport to the hospital by West Chicago Fire Protection District Paramedics. The victim was eventually transported to Central DuPage Hospital by one of his parents, where he was admitted to ICU for bleeding on the brain. On April 15th, Sergeant Gaztambide and Officer Flanigan met with the victim at Central DuPage Hospital. The victim stated he was struck on the head with a brick while at a party in the 1200 block of Bishop St. Detective Herbert interviewed a number of attendees at the party who provided a name of the suspect. On May 31st, Detective Herbert interviewed the suspect at the DuPage County Jail. The suspect admitted to being at the party and admitted to throwing a rock, but stated it was done in self-defense. On June 4th, a complaint and warrant for Aggravated Battery was obtained. The paperwork was delivered to the DuPage County Jail so the offender could be served and processed.

On May 2nd, the West Chicago Community High School received a phone call that seven bombs were placed inside the building and, if the School did not do anything, the caller was going to show up with an AK47. Detective Bowers learned that the phone number came back to a voice over Internet provider. The provider advised that an investigator from the Fuquay-Varina Police Department in North Carolina had inquired about the same phone number. When contacted, the investigator stated a high school in its jurisdiction had received an identical threat from the same phone number. The Federal Bureau of Investigation was also working on the North Carolina case. Detective Bowers was able to obtain subscriber information for an IP address that came back to an address in Scottsburg, Virginia. On May 21st, the FBI executed a search warrant at the juvenile suspect's residence. The suspect admitted to making the bomb threat(s). The suspect was charged in Virginia as a juvenile with two counts of Communicating a Bomb Threat.

On July 13th, West Chicago Police Officers made contact with a suspect and arranged to purchase heroin from him. Officers later met with the suspect and bought three kilograms of heroin. The suspect was taken into custody and a search of his home was conducted. Officers found another two kilograms of heroin and one kilogram of a substance suspected to be Fentanyl. The street value of the drugs recovered was estimated to be more than \$900,000.00. The offender was charged with one count of Possession of a Controlled Substance with Intent to Deliver and one count of Delivery of a Controlled Substance. He was processed and transported to the DuPage County Jail.

On August 14th, West Chicago Fire Protection District personnel were conducting training in the 1300 block of Joliet St. when they discovered what appeared to be a smoldering body. Department personnel responded to the scene where a burned human body was discovered. The DuPage Major Crimes Task Force was called to assist. As a result of the investigation, four individuals were charged with First Degree Murder, Armed Robbery and Concealing a Homicide.

On November 9th, Officers and West Chicago Fire Protection District personnel were dispatched to the 800 block of S. Oak St. for a body lying in the snow. The subject was confirmed as deceased. The DuPage Major Crimes Task Force was called to assist. As a result of the investigation, three individuals have been charged with First Degree Murder and are being held at the DuPage County Jail.

Department Programs

Prescription Drop Box



In 2011, the Department placed a collection box for prescription medication in the Police Station lobby in an effort to provide residents with an easy, secure, and safe way to dispose of unwanted or expired prescription drugs. This service is provided to assist in keeping medications out of both the water supply and the hands of individuals who might otherwise abuse prescription drugs. The safe and easy drop-off location allows residents to be eco-friendly while helping to safeguard our youth, our community and the natural environment. In 2018, a total of 306 lbs. of drugs were dropped off, which was an 82 lb. increase over 2017. Since the inception of the Program the Department has taken in 1,911 lbs. of unwanted or expired prescription drugs.

Honor Guard

The West Chicago Police Department Honor Guard is a team of Officers formed with the mission to remember and honor all those serving in law enforcement, the fire service and the United States military who have made the ultimate sacrifice in service to our communities and a grateful nation. Members of the Honor Guard receive training in military-style drill and ceremony etiquette. The Honor Guard is comprised of: Sergeant Gaztambide, and Officers Richards, Rosenwinkel, Fuller, Gelsomino, Flanigan, Calabrese and Reyes. Honor Guard activities include the presentation, posting and retiring of the Colors, parades, holiday ceremonies and, most importantly, funeral ceremonies and memorials.

In 2018, the Honor Guard participated in the Police Officer Memorial in Springfield, Operation Warrior Wishes First Responder Escort at St. Andrew's Golf & Country Club, National Night Out, Railroad Days and a Chicago Bears game.



Community Involvement

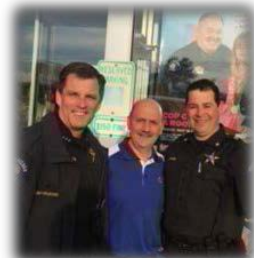


Detective Robbi Peterson successfully completed the Special Olympics "Super" Plunge in the frigid Lake Michigan waters on February 16th and 17th. As a fundraiser for Special Olympics Illinois, Detective Peterson completed one plunge an hour for 24 hours, for a total of 24 plunges. So far his efforts have raised \$3,450 of his \$5,000 goal for Special Olympics Athletes.



On March 4th, Department members and their families participated in the Polar Plunge at Silver Springs State Park in Yorkville. This Law Enforcement event raises money for the Illinois Special Olympics. The West Chicago Team raised \$1,650.

On the morning of May 18th, members of the West Chicago Police Department staked out all four Dunkin' Donuts locations in West Chicago to raise funds for the Law Enforcement Torch Run benefitting Special Olympics. Thanks to the huge support from the community, we can happily announce we raised in excess of \$4,560.96.



On June 10th, Department members, Mayor Pineda, Special Olympians, and residents joined other law enforcement organizations across the state and participated in the Annual Law Enforcement Torch Run for Special Olympics Illinois. Runners left City Hall and continued to La Chiquita at Roosevelt Road and Joliet Street. Chief Uplegger carried the torch over the 1.2-mile route. Over the past 31 years, the Run has raised more than \$43 million. Funds ensure that neither the athletes nor their families will be charged for participation in Special Olympics.



On November 3rd, the Annual Leaf Raking event was held. Thanks to all of the Department members and community volunteers who donated their time to help us this year. In addition, the Department would like to acknowledge the following for their contributions to make this event successful: West Chicago Public Works, West Chicago Park District, Menards, Parra's Bakery, West Chicago Community High School, Western DuPage Chamber of Commerce, Norton Creek PTO, Groot Industries, and Subway in West Chicago.



Coffee with a Cop

On October 3rd, members of the Department participated in Coffee with a Cop Day at McDonald's located at 325 S. Neltnor Blvd. Coffee with a Cop Day is an opportunity to build relationships and have relaxed conversations with community members.



Contractual and Auxiliary Services

Communications



DU-COMM is an intergovernmental agency formed in 1975 to provide public safety communications to police and fire agencies. DU-COMM serves 44 agencies and over 800,000 residents within DuPage County. DU-COMM receives citizens' requests for police, fire, and Emergency Medical Services via 9-1-1 and ten-digit emergency phone lines. DU-COMM averages over 200,000 9-1-1 calls for service per year, and processes over 1.1 million phone calls in and out of the Communications Center.

Dispatchers are responsible for answering all emergency and non-emergency public safety calls for service that come into the Communications Center. This includes calls for police, fire or ambulance services. During 2018, the Communications Center received in excess of 40,000 calls for service for the West Chicago jurisdiction. This includes police dispatches, traffic stops, 911 hang up calls and other service items. In addition to responding to citizen requests for assistance, Dispatchers also relay information to and from patrol officers via radio. All calls for service are processed through the Computer Aided Dispatch System by the Dispatchers, ensuring that all calls are logged and stored for future reference.

Emergency Services



The West Chicago Emergency Services and Disaster Agency (ESDA) exists to prevent, minimize, repair, and alleviate injury or damage resulting from disasters caused by enemy attack, sabotage, or other hostile action, or from natural or man-made disasters. Its primary function continues to be one of support/relief for the West Chicago Police Department. Typically, the volunteers provide assistance at major traffic accidents, protect evidence at crime scenes, and protect the public and property in the event of weather-related damage. In addition, ESDA volunteers are trained to spot potentially hazardous weather which may affect the City or western DuPage County.

Community Emergency Response Team



The Community Emergency Response Team (CERT) was established in 2005. The purpose of CERT is to train citizens to better respond to emergency situations, should they arise. These volunteers can support first responders, provide immediate assistance to injured victims, and assist with crowd control in an emergency event. More often, however, CERT members help with Non-emergency projects throughout the year, such as Railroad Days, National Night Out, Mexican Independence Day and FrostyFest.

In addition to volunteering at these events, members staff a booth to raise community awareness about CERT and disaster awareness.

West Chicago CERT currently has 150 members. All CERT members must undergo basic training provided by the Illinois Emergency Management Agency. For the duration of their tenure on CERT, members attend monthly training meetings which consist of online training, classroom instruction and practical training exercises. In 2018, the Department ran two CERT classes. Eighteen new CERT members were added to the team.



The CERT classes run a total of eight weeks and participants receive instruction in Weather Safety, Fire and Life Safety, Medical, Light Search and Rescue, CERT Organization, Psychology and Terrorism. Participants also become certified in CPR and AED use. On October 24th, West Chicago Community Emergency Response Team members received CPR training from Officer Rigler.

Regional Cooperatives

Northern Illinois Police Alarm System

The West Chicago Police Department has been a member of the Northern Illinois Police Alarm System (NIPAS) since 2012. NIPAS is a coalition of agencies that agree to respond to other jurisdictions to provide mutual aid in the event of an incident that requires additional resources.

There are three components of NIPAS. The first component is the Mobile Field Force (MFF), which is used for crowd control and civil disturbances. The second component is the Emergency Services Team (EST). The EST is called for high-risk tactical incidents. The final component is the Bicycle Response Unit (BRU) which was created in 2015 to supplement the mission of the MFF.

The Department currently has one officer serving on the Mobile Field Force. During 2018, the MFF Officer was called out for a political riot in the City of Chicago. In preparation for these incidents, the MFF Officer attended training at least monthly throughout the year.



Illinois Law Enforcement Alarm System



The Illinois Law Enforcement Alarm System (ILEAS) was developed to provide mutual aid to all Illinois police agencies. There are over 800 agencies represented in the ILEAS consortium.

In the event of an emergency in the West Chicago area, it is likely that surrounding jurisdictions will also be affected by the same circumstances, thereby making them unable to respond for mutual aid. As part of the ILEAS consortium, West Chicago would be able to request aid from other parts of the State that are not impacted by the emergency event. Additionally, West Chicago Police Department personnel can be called upon to respond to emergencies in other jurisdictions.

In 2018, there were no ILEAS activations in participating jurisdictions that required a response from West Chicago Police Officers.

DuPage Major Crimes Task Force



The DuPage County Major Crime Task Force (DCMCTF) began operating in February 1992. The Task Force was developed through a joint effort by the DuPage County Sheriff's Office, the DuPage County State's Attorney's Office, and the DuPage County Chiefs of Police Association.

The goal of the Task Force is to provide strong investigative aid and expertise to participating DuPage County agencies in especially significant cases. Task Force members typically request assistance in homicide investigations, kidnappings,

Police-involved shootings, and other exceptionally heinous crimes. In 2018, investigators from the West Chicago Police Department participated in a number of investigations with the DCMCTF. Those investigations included an officer involved shooting in Elmhurst; a suspicious death investigation at the Winfield Police Department; and an officer involved shooting in Glendale Heights. West Chicago Detectives who participate on the Major Crimes Task Force also were actively engaged in the two West Chicago homicide investigations.

DuPage County Crash Assistance Response Team

The West Chicago Police Department is a contributing agency to DuPage County Crash Assistance Response Team (DUCART), which means an Officer is provided to assist the team when a call-out is made. DUCART is activated to investigate serious motor vehicle accidents in any of the participating jurisdictions. There are 29 contributing agencies and seven non-contributing agencies within DUCART. In 2018, DUCART responded to two collision sites within West Chicago those being fatal crashes on January 7th and September 27th.

Fire Investigation



The DuPage County Fire Investigation Task Force was established in 1999 to assist local municipalities in processing and investigating significant fires of questionable origin. The Task Force is comprised of Federal, State and local investigators from 36 fire service law enforcement agencies in DuPage County Task Force.

Teams of Task Force investigators are available to respond to assist in origin and cause investigations. Task Force resources include ATF, FBI, DuPage County Sheriff's Office Forensic Investigations Unit, Hazardous Devices Unit, Crime Laboratory, Office of the State Fire Marshal, DuPage County State's Attorney's Office, accelerant detection dogs, electrical engineers, and demolition & shoring contractors.



Internet Crimes Against Children Task Force (ICAC) Internet Crimes Against Children (ICAC) Task Force is a national network of 61 coordinated task forces representing over 4,500 federal, state and local law enforcement and prosecutorial agencies.

These agencies are continually engaged in proactive/reactive investigations and prosecutions of persons involved in child abuse and exploitation involving the internet. ICAC is funded by the U.S. Department of Justice's Office of Juvenile Justice and Delinquency Prevention.

Emergency Management

As part of emergency preparedness, staff at the West Chicago Police Department maintains the Emergency Operations Plan for the City. The Emergency Operations Plan was recently revised to address changes in technology and organizational structure that have occurred over the last several years. The Plan includes a database of emergency resources, such as agencies and equipment that can be utilized in the event of a disaster.

The purpose of the Emergency Operations Plan is to familiarize City officials with procedures during an emergency, thereby coordinating staff responsibilities to efficiently respond to an event. The revised Plan was approved by the DuPage County Office of Emergency Management in 2018. Additional emergency preparedness is achieved through the West Chicago Police Department staff, working relationships with the DuPage County Office of Emergency Management, the Illinois Emergency Management Agency, and the Federal Emergency Management Agency.

The Department also partners with volunteer organizations such as the American Red Cross and the Salvation Army. These agencies provide the support and resources necessary to assist the City in managing large scale events, such as tornados or flooding. Additionally, they can provide personnel and equipment for disaster recovery, as well as food and shelter for displaced residents.

Annual Reports

Internal Affairs

It is the Policy of the West Chicago Police Department to receive and investigate complaints related to internal discipline in a manner that will assure the community of prompt corrective action when Department members conduct themselves improperly and to protect the City and its employees from unwarranted criticism pursuant to the discharge of official duties. In 2018, there was one complaint investigated against members of the Department. After a full investigation it was determined that the complaint was Not Sustained.

Any person wishing to compliment or file a complaint against an employee may do so by contacting the on-duty shift supervisor in person or by telephone at 630-293-2222.

Levels of Resistance

For the calendar year 2018, the West Chicago Police Department had 17 Levels of Resistance Encountered Reports documented and submitted. This represents no change from 2017.

In 2016, Department staff started completing Levels of Resistance Encountered Reports when Officers point a firearm or a Taser at a subject. These accounted for seven reported uses of force in 2018. Deadly force was not utilized in 2018. Note more than one application of force may have been necessary to overcome subject resistance during an incident.

A summary of the Levels of Resistance Encountered Reports follows:

Summary	2018	2017	2016
Reports Initiated	17	17	24
# of Officers Involved	29	27	31
Type of Defense Used:			
Hands/Feet/Knee Strike/Other	26	17	17
O.C. Spray	0	0	1
Expandable Baton	0	0	0
Taser Deployed	1	1	0
Taser Pointed	2	0	5
Firearm	0	0	0
Pointed Firearm	5	16	8
Canine Bite	0	0	0
Injuries:			
Officer Injured	4	4	7
Subject(s) Injured	1	0	2

According to information provided by DU-COMM, the West Chicago Police Department received 40,713 calls for service in 2018 and force was used in .041% of these calls.

Police Officers are knowledgeable of both the Use of Force Policy and appropriate Use of Force responses. In addition, all incidents of Use of Force are reviewed by a Sergeant and then subject to administration review. In 2018, Use of Force training included qualification and certification with firearms and patrol rifles, less than lethal weapons certifications, and review of the Department's Use of Force Policy.

Pursuit

In 2018, the West Chicago Police Department had seven documented Pursuit Reports. This represents a 63% increase from 2017 in which three pursuits were reported.

PURSUITs	2018	2017	2016
Total Pursuits	7	3	8
Terminated By Agency	7	1	8
Policy Compliant	7	3	8
Non-Policy Compliant	0	0	0
Crashes	1	2	3
Injuries: Officer(s)	0	0	0
Suspect(s)	1	0	0
Third Party	0	0	0
Traffic Offenses	5	2	6
Misdemeanor Offenses	1	1	0
Felony Offenses	1	0	2

The average top speed of Department vehicles involved in the pursuits was 64 MPH.

One of the seven pursuits ended in a crash. This crash was a one car collision involving only the offender's vehicle. No Department vehicles or citizen vehicles were damaged as a result of the pursuits. No Officers or third-party citizens were injured. Two pursuits were reported covering a distance of more than two miles. One of the pursuits covered a distance of one to two miles before ending. Two pursuits were 1/2 mile to one mile in length. Two pursuits covered distances of less than 1/2 mile. Five out of the seven pursuits originated from traffic violations. Two pursuits originated as a result of suspected criminal activity (a felony and a misdemeanor).

A review of the pursuits and the associated documentation did not reveal any significant trends or patterns that would necessitate additional training.

Sergeants and Command Staff reviewed the reports and Policy as part of the pursuit review. At this time there does not appear to be a need for policy modification and there were no equipment failures noted or policy violations.

Annual Performance

Activities	2018 Total	2017 Total
Calls for Service (911 Calls)	9,336	10,276
Officer Generated Activity	21,502	23,472
Traffic Stops	9,875	9,032
Traffic Citations (& NTAs)	5,928	3,563
Warnings	5,578	6,269
Parking Citations	3,094	3,026
Traffic Crashes	930	886
Incident Reports	3,396	3,720

2018 Illinois Unified Crime Report (IUCR) Statistics

Crime	2018 Total	2017 Total	2016 Total
Murder	2	0	0
Criminal Sexual Assault	9	7	6
Robbery	6	11	10
Aggravated Battery/Assault	13	12	17
Burglary	27	53	46
Theft	191	250	240
Arson	0	1	2
Motor Vehicle Theft	17	15	14
Total IUCR	265	349	335
Supplemental crimes			
Criminal Damage to Vehicle	52	68	103
Criminal Damage to Property	63	54	59
Criminal Defacement	88	34	92
Simple Assault/Battery	112	67	81
Total Supplemental Crimes	316	223	335

Goals

Accomplished Goals for 2018



The Police Department staff set several goals for 2018 and spent the year working to achieve them. Beginning in March, a number of West Chicago Police officers volunteered to participate in a program field testing body cameras while on patrol. The Department was able to use the cameras through an offer from Axon US providing the cameras, supporting hardware, software and data storage for one year at no cost to the City. The trial program successfully concluded in December with no issues involving, policy, procedures or equipment. The Body Worn Camera program will be expanded Department-wide in 2019.



Westchester Police Chief Steven Stelter, 2nd Vice-President of the Illinois Chiefs of Police Association, attended the March 5th City Council meeting to present Chief Uplegger with the Illinois Law Enforcement Accreditation Program (ILEAP) Accreditation Award. The Department successfully completed the process for Tier II Accreditation. Accreditation is the ongoing process whereby agencies evaluate policy and procedure against established criteria, and comply with those criteria as verified by an independent and authoritative body, the Illinois Law Enforcement Accreditation Council.

In 2018, the Department applied for and received two grants from the State of Illinois. The Illinois Department of Transportation awarded the Department a \$4,300.00 mini-grant to pay overtime costs associated with a Distracted Driving Enforcement action held in April. The Department also applied for and was awarded an \$18,600.00 grant by the Illinois Law Enforcement and Training Standards Board to be applied toward the purchase of body-worn cameras.