



ACT Committee Meeting
October 7, 2025 @ 5:30 PM
This meeting is recorded for public record.

Committee Members:

Bryan Travis, Chair
Brian McGinnis
Shelia Vaccaro

Chief Information Security Officer: William Mann

Director of Human Resources:

Borough Manager: Sean Metrick

ACT Committee Meeting:

I. Call to Order

II. Announcements

A. Announce Public Hearings - October 15 2025 @ 6:30 PM:

- i. Public Hearing for comments on Comcast's past performance under its current franchise agreement
- ii. Public Hearing to amend certain regulations in Subsection 3-38.T - Community Campus Committee
- iii. Public Hearing to enact an Ordinance reauthorizing the West Chester Business Improvement District five-year Final Plan.

III. Comments

Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit which is at the discretion of the Council President and/or Chair.

IV. Reports

V. Old Business

A. Approve September 2025 meeting minutes (attachment)

B. Discuss special event procedures for discounted fee (attachment)
Issue: Continue discussion on definition and process of public events

VI. New Business

A. Motion to approve a Resolution for participation in Pennsylvania Audubon Society Bird Town Program (attachment)

Issue: Review and consider Resolution to commit to ecological initiatives and be recognized as a Bird Town Pennsylvania community

VII. Other Business

VIII. Adjournment

Visit www.west-chester.com for access to all attachments.

Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.

Administration, Communication & Technology Committee of Borough Council

Date: Tuesday, September 9, 2025@ 5:30 PM

Committee Members: Bryan Travis, Chair
Brian McGinnis (**absent**)
Sheila Vaccaro

Staff: William Mann, Chief Information Security Officer
Nicholas Fink, Manager of Data and Enterprise Applications
Will Williams, Director of Sustainability
Sean Metrick, Borough Manager

Brian McGinnis was absent.

II. Announcements

III. Comments, suggestions, petitions by residents, property owners, and visitors in attendance regarding items not on the agenda. (Please be advised that all public comments have a 5-minute time limit.)

IV. Reports

- A. Quarterly Report: William Mann, CGCIO – Chief Information Security Officer - **completed**
- B. IT Budget Preliminary Budget Presentation for 2026 - **completed**

V. Old business

- A. Discuss special event procedures for discounted fee
Issue: Continue discussion on definition and process of public events – conversation to be continued at next month's ACT & Parking committees
- B. Motion to schedule a Public Hearing to adopt Community Campus Committee to amend Chapter 3-38 (attachment) – **Approved 2-0**
Issue: Discuss the revision of Committee name, clarify mission and membership changes
- C. Motion to schedule a public hearing to approve Comcast agreement. – **Approved 2-0**

VI. New business

VII. Adjournment

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CITY SUPPORTED EVENTS

The City maintains a formalized list of Council approved city supported special events receiving in-kind support from the City that focus on the character, diversity and quality of Wilmington and contribute to quality of life, our local economy, celebrate holidays, and raise visibility as a tourism destination or permanent place to relocate.

In an effort to create a process for identifying special events that receive City support as well as to manage these events in a cost-effective and coordinated way, requests for City support will be considered as part of a competitive application process. Application deadline and approval will coincide with the City budget cycle with a call for submission every two years with awards of support for a two year term. Applications will be reviewed by a City cross-departmental committee who will present their recommendations to the City Manager in the form of a budget recommendation for City Council approval.

All existing City supported events shall retain current levels of service but shall be subject to event evaluation and must re-apply for support per the above process. Interviews with applicant may be required. The application for Special Event Support can be found [here](#).

The process for these requests is currently on hold

Criteria for City Support of Special Events:

1. Organizations receiving support shall recognize the City at the appropriate sponsorship levels based on value of support provided and provide the City with at least the same level of recognition as a similar supporter or sponsor. The organization must include in all publicity, including print, video, television and radio that the event is supported by the City. The City will be given name, logo, and banner representation in tandem with any other supporters'/sponsors' representation. Organizations will provide clear spoken recognition of the City and its contribution to any events or functions utilizing live entertainment.
2. Applicants must be nonprofits, businesses or agencies with current IRS status licensed to do business in North Carolina. Individuals are not eligible to apply.
3. Applicants should provide a comprehensive event overview including description of the event and event goals and how the effectiveness of the event will be evaluated.
4. Applicants shall describe what kind of benefits the City will receive including how the event increases awareness of the City as a visitor destination, how the event increases the number of visitors to the area, and their average length of stay.
5. Applicants should describe how the requesting organization generates a return on investment (economic impact) and how the effectiveness of the event will be evaluated.
6. Applicants must demonstrate strong financial management and effective controls, including cost effectiveness.
7. An event budget, which includes an estimate of City services requested, shall be submitted

8. Event shall have multiple funding sources.
 - a. City cannot be sole financier
 - b. A list of all revenue streams and their ratio to the requested City funding should be included with the application
9. Applicants shall describe what percentage of funds will be expended within city limits and what attempts are made to expend funding in city limits.
10. Applicants should state how their event is aligned with one of more of City Council's Focus Areas
11. A sustainability plan must be submitted with the application.
12. Events shall be open to the public
13. Applicant must demonstrate the ability to produce a well-planned safe event.
14. Satisfactory post-event performance evaluation
15. If applying for more than one event, a separate application and distinct separate budget are required.

Current List of City Supported Events

- Azalea Festival
- Riverfest
- Downtown Tree Lighting
- American Craft Walk
- Rims on the River Car Show
- St. Patrick's Day Parade
- Martin Luther King Parade
- Riverfront Farmers Market
- Orange St. Arts Fest
- Northside Resource Center Back to School
- Juneteenth Celebration
- Veteran's Day Parade

Resolution __-2025

A RESOLUTION OF THE BOROUGH OF WEST CHESTER TO ADOPT INITIATIVES TO
BE RECOGNIZED AS A PENNSYLVANIA AUDUBON COUNCIL BIRD TOWN
PENNSYLVANIA
“BIRD TOWN”

WHEREAS, West Chester Borough recognizes that birds are indicators of environmental health and pledges to provide resources for them.

WHEREAS, Pennsylvania Audubon Council, owner of the “Bird Town” and “Bird Town Pennsylvania” service and design marks, and offeror of the Bird Town Pennsylvania programs and services, will work with municipalities to engage and educate their residents, schools and businesses about conservation actions they can take to create a healthier, more sustainable environment for birds, wildlife and people.

WHEREAS, the West Chester Borough recognizes that these programs and services could be a powerful tool to increase “green living, promote a culture of conservation in our community and provide positive social, economic and ecological outcomes.

WHEREAS, West Chester Borough recognizes that using native plants, reducing storm water runoff and energy use can help restore natural systems and ecological integrity

WHEREAS, elected representatives of West Chester Borough, we have a significant responsibility to provide leadership which will seek community-based sustainable solutions to strengthen our community, increase property values, and

THEREFORE, BE IT RESOLVED, that to engage in new efforts to live lighter on the land and provide a healthier environment for the people and birds of our town, West Chester Borough wishes to commit to ecological initiatives and by doing so, we will be recognized as a Bird Town Pennsylvania community

BE IT FURTHER RESOLVED by the _____ of _____ that we do hereby authorize the _____ to serve as _____ agent for the Bird Town Pennsylvania processes.

RESOLVED this _____