

**CITY OF PARK RIDGE
PUBLIC WORKS DEPARTMENT**

**FIREWORKS REPORT
JULY 2008**

Attached is a recap of participating departments and community organizations responsibilities, comments, man-hours and costs incurred in the 2008 Fireworks Program.

Event Sponsors

City of Park Ridge
Maine Township High School District 207
Park Ridge Fine Arts Society
Park Ridge Kiwanis Clubs
Park Ridge Recreation and Park District

Fireworks Committee

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Park Ridge Kiwanis Club
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City of Park Ridge
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RESPONSIBILITIES, COMMENTS & RECAP OF EACH SPONSOR**Park Ridge Park District**

Responsibilities:

- Firework Celebration publicity (District – brochure, website, sign boards, posters and flyers) and cleanup of the entire area following the program.
- Develop budget, issue final budget and determine carry over.
- Collection of fee and distribution of preferred parking passes and letters.
- Coordination and distribution of Fireworks Celebration sponsorship and donation letter.
- Develop and coordinate proposals from fireworks vendors for program. Review and approve contract. Issue payment as outline in RFP to vendor.
- Secure certificate of insurance naming all sponsors as additionally insured.
- Prepare and submit application packet and permit information to Fire Department.
- Provide children's games including staff and games
- Site set-up including sound tent, risers and stage
- Distribution of site garbage and recycling for event
- Event staff to sell fundraising and promotional items
- Event staff for collection of parking fee

Attached is a financial recap from the Park District showing total revenue at \$9,251 and expenses of \$26,683.30. This figure includes:

- \$2,837.55 in full time non exempt salary
- \$1,065.25 in game and clean up staff
- \$91.00 for security staff
- 32.75 hours full time exempt salaries

Park Ridge Kiwanis Clubs

Responsibilities:

- Kiwanis is the only service club to sell food.
- Kiwanis members to staff all food stands.

Park Ridge Fine Arts Society

Responsibilities:

- Provide musical program - \$8,000
- Arrange for sound system - \$4,000 (paid for by donations received at City)

Police

Responsibilities:

- Contact Rosemont Police for extra help.
- Contact O'Hare Airport with times.
- Provide site security.
- Crowd control
- Provide parking direction and traffic flow before and after the program.
- In case of lightning, Police/Fire to make announcement for all to seek shelter.
- Lost and found

Comments:

- Weather conditions were ideal
- West bleachers closed due to strong winds
- Attendance was estimated at 10,000
- The Department provided cold drinks to all personnel working the event. A CSO was assigned to make rounds around the grounds and perimeter to ensure all personnel were hydrated. Water and ice – approximately \$100.
- Niles Police Department assisted at Greenwood / Ballard as well as Cumberland and Dempster, with two officers at each location. The traffic lights were allowed to continue to cycle at Dempster and Greenwood because there can be problems resetting the lights there after the event.
- Des Plaines Police Department assisted with traffic at Potter / Ballard.
- Added traffic cones on potter and Greenwood facilitated traffic control and should be continued.
- New traffic plans and written instructions provided on site staff with a better understanding of tasks and should be continued next year.
- Possibility of a gang fight either at the fireworks or just north of Dempster in Unincorporated Cook County. The CCSPD, along with the Crime Suppression Unit, flooded the area with plain clothes and uniformed officers. No incident occurred.
- Immediately following the fireworks, one of the Explorers located a man who was having trouble breathing; paramedics were summoned.

Consider for next year:

- Additional portable toilets and better placement of them.
- Placement of a crossing guard at Glenview and Northwest Highway to assist park goers crossing Northwest Highway.
- Relocate handicapped parking area to the field across from the current stadium handicapped parking.

Police Recap:

▪ Personnel reassigned from normal duties: 163 hours	\$5,310.70
▪ Personnel hired back for the event: 60 hours	\$1,484.16
▪ Explorers: 48 hours	No Cost
▪ Contracted Personnel: 128 hours @\$23/hr	\$2,944.00
▪ Miscellaneous food and beverage expenses	\$100

TOTALS

Manpower hours -	163	
Overtime hours -	60	
Contracted hours -	128	
No Charge Hours -	48	
Man Hours - 399	Cost - \$9,838.86	

Environmental Health

Responsibilities:

- Set up proposal for portable toilets in January and send to Park District for approval. (17 port-o-potties, 1 handicapped unit and 2 hand washing stations)
- Inspect all food vendors.
- Contact the Northwest Mosquito Abatement District to treat all grass areas for mosquitoes.
- Arrange with ARC Disposal for the delivery of two 20-yard dumpsters and 20 90-gallon carts. Purchased plastic liners for the 90-gallon carts.

Recap:

- Refuse dumpsters and containers -- free
- Mosquito treatment -- free
- Man-hours - 2 hours Overtime, \$64
- Cost of portable toilets and hand washing stations - \$1,452

Man Hours - 2 Cost - \$64

Finance Department

Responsibilities:

- Include donation flyer with vehicle sticker mailing.
- Track all donations and provide receipts to the Public Works Department and Park District.
- Process invoices.
- Forward balance to the Park District.

Recap:

- \$511.10 was spent for paper and printing of 18,000 flyers.
NOTE: Verify paper color and cost before printing.

No extra costs incurred

Fire Department

Responsibilities:

- Establish first aid station in the south locker room of the stadium.
- Determine off limit areas for fireworks program.
- Inspect all fireworks prior to program and inspect the area following the program.

Consider for next year:

- Additional portable toilets and better placement of them.
- Better publication that all fireworks are illegal in Park Ridge with handouts and signage as you enter the park

Recap:

- EMS Branch recorded the following activities at Maine East on 7/3/08-
 1. 2 ALS transports (dizziness and SOB/weakness)
 2. 5 eye flushes
 3. 1 very minor burn (cooled)
 4. 6 bandages / minor cuts
 5. 1 garbage can fire at Northwest Park

To staff event: On Duty Time \$930.00
Overtime \$1,593.00

Man Hours – 41 Cost - \$2,523.00

Public Works Department

Responsibilities:

- Apply for the use of the facility and sign contract with District 207 for Maine East High School.
- Prepare donation flyer to be included with the vehicle sticker applications. Send copy of approved flyer to Finance Department.
- Prepare article for *Spokesman* for April and June issues.
- Add donation and fireworks information to the City web site.
- Send e-mail to all department heads to begin planning for event.
- Keep track of names and addresses of all donors over \$100. Send list to Park District for thank you letters and parking stickers.
- Keep a copy of all receipts.
- Establish meeting of all city personnel involved in the planning of event. Include fire inspectors, police and health in this meeting
- Set aside donation money to cover the cost of Dist. 207 custodial help, printing costs, and sound system.
- Provide barricades and set up assistance at various locations (approx. 200 barricades).
- Assist in placement of portable toilets and trash receptacles at site.
- Provide plywood to protect track.
- Post No Parking signs in designated areas.
- Assist in sweeping of parking lot areas before and after the event.
- Patch any potholes in area prior to event.
- Provide and set up snow fence and caution tape around the perimeter of the display area, located north of the stadium.
- Establish and post signs for handicap parking spaces.
- Arrange for the use of and set up risers for orchestra.
- Bring chairs from City Hall or Park District and set up for orchestra.
- In case of inclement weather, cancellation will be determined by Park District and Public Works, with consultation from Police and Fire Chiefs.
- Remove all fencing, signs and barricades at completion of event.

Recap:

Maine East Custodial Staff - \$300 (paid with Fireworks Donations)
 Paper & Printing costs for Donation Flyer - \$511.10 (paid with Fireworks Donations)
 Sound System - \$4,000 (paid with Fireworks Donations)
 Portable toilets - \$1,452 (bill forwarded to Park District for payment)

Man-hours - 224.5 \$6,750.24
Truck Hours – 104.5 \$3,123.15
TOTAL \$9,873.39

Comments:

- Set up exact rain date with fireworks contractor at time of contract
- All advertising should state that the fireworks would commence at dusk, no time listed.
- Advertise a specific rain date or to be determined.
- Work with orchestra and sound company on rain out / rain date prices.
- Orchestra will need practice space inside gym or field house beginning at 3 p.m.
- No ice cream trucks, fireworks or sparklers allowed on campus.

FINANCIAL RECAP

Total Donations (City)	\$13,570
Total Donations (Park District)	\$2,200
Preferred Parking (Park District)	\$2,099
General Parking	\$3,930
T shirts & Glow Necklaces	\$1,022
<u>TOTAL REVENUE</u>	\$22,821

Costs Incurred

Portable Toilets	\$1,452
*Dist. 207 Custodial Staff	\$300
*Flyer Charges	\$511.10
Mad Bomber Program	\$18,000
Orchestra	\$8,000
*Sound System	\$4,000
Park District Expenses (excludes display & toilets)	\$5,550

*City paid for these expenses from donations

TOTAL PROGRAM COSTS **\$37,813.10**

CITY COSTS

	Man-Hours	Costs
Police Department	399	\$9,838.86
Fire Department	41	\$2,523.00
Finance Department	0	0
Health Department	2	\$64
Public Works	224.5	\$9,873.39
Total City Costs		\$22,299.25

PARK DISTRICT COSTS

Maintenance Staff		\$2,837.55
Game & Clean Up Staff		\$1,065.25
Recreation Staff	32.75	
Total Park District Costs		\$3,902.80

TOTAL CITY & PARK DISTRICT COSTS **\$26,202.05**