

Committee of the Whole Agenda Cover Memorandum

Meeting Date: October 26, 2009

Item Title: Modification to the 3P Manual - Special Events Policy

Action Requested:

<input checked="" type="checkbox"/>	Approval
<input type="checkbox"/>	For discussion
<input type="checkbox"/>	Feedback requested
<input type="checkbox"/>	For your information

Staff Contact: Cathy Doczekalski, Assistant to the City Manager
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Email Address: cdoczeka@parkridge.us

Background:

Mayor Schmidt has requested that the Committee of the Whole review the expenses the City incurs for the special events that take place throughout the year. Staff has compiled the attached report that outlines both direct overtime expenses and indirect reassigned personnel expenses for events that took place in 2009. As much as possible, staff works to reassign personnel to cover these events, however that is not always possible.

City staff has implemented a Special Events Process to track the expenses associated with the events. By asking certain questions for events, staff is able to plan ahead and reassign personnel and prepare for the events as much as possible without incurring additional expenses. The Special Event Application is attached. The City also requires an insurance policy for any special event with the City listed as an additional insured.

At the August 24, 2009 Committee of the Whole meeting, the Committee came to consensus to gather information on other communities. Attached is that information. Lincolnwood, Glenview and Skokie require the reimbursement of expenses incurred during the special events. Glenview requires a deposit, which they call a fee, based on the number of expected attendees and any money left after the incurred expenses is refunded.

At the September 28, 2009 Committee of the Whole meeting the Committee requested information on additional communities in the area and also referred the matter to Procedures and Regulations for a policy to be drafted for the 3P Manual.

Recommendation:

Review policy and provide direction to staff.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No
If Yes, Total Cost:
If Yes, is this a Budgeted Item: Yes No

Attachments:

- Draft 3P Manual Policy on Special Events
- Information from other communities
- Report of Expenses from Events
- Special Events Application

COUNCIL POLICY STATEMENT

Policy No. 46
General Subject: General
Specific Subject: Special Event Approval Process
Date Approved:

PURPOSE

To establish guidelines for the approval of special events within the City of Park Ridge that utilize City services.

RATIONALE

A policy for the planning of special events that have an impact on City services. This policy will apply to any event:

1. That is held on City owned, leased or maintained property and or;
2. An event that has significant impact on the City, such as providing food, beverages, entertainment, liquor, erecting temporary structures, street closures, selling products, etc.

POLICY STATEMENT

Process

1. Application must be made to the City on the provided form (Exhibit A) at least sixty (60) days prior to the event. The Special Event Application is in addition to other necessary forms and permits, such as a temporary food permit, tent permit, liquor license, etc.
 - a. Events that take place on City owned, leased or maintained property will require a \$2,000,000 general liability insurance policy with the City of Park Ridge listed as an additional insured.
2. Staff will review the application and provide the information to the City Council for approval or denial.
3. Approval by the City Council will be based on the following:
 - a. The organizer of the event has completed the application and has obtained all necessary permits.
 - b. The organizer of the event provides adequate security for the estimated number of people attending.
 - c. The organizer of the event provides security approved by the Police Department if liquor will be served.
 - d. The organizer of the event has provided the insurance necessary to the City.
 - e. The organizer of the event has demonstrated adequate funding for the event.

Community	Signature Event	Sponsor, Organize or Operate	Expenses Reimbursed	Fees for Events such as parades, fireworks, etc.
	Yes	City Special Events Commission, obtains sponsorships	Yes, Commission raises money and reimburses overtime expenses	No
Des Plaines	No, several smaller	No, just support for services	Yes	Yes, in the form of a deposit upon application
Glenview	Yes	No, Chamber of Commerce does	Yes	No
Lincolnwood	Yes, several	Local businesses and Village together	No	No, but approval required for new events
Mount Prospect	Yes, 4th of July parade	Yes to all	Paid for by Village	No other events
Niles	No			No, only have a Memorial Day ceremony, no fees charged
Norridge	Yes	Sponsor	No	No, permits required
Park Ridge	No			No other events
Rosemont	Yes, just had first one	Yes to all	Paid for by Village	No other events
Schiller Park	Yes	Park District organizes, \$10,000 from Village	Yes	No, permits required
Skokie	No*			No
Wilmette				

*\$12,000 was proposed for a Village Block Party, with the Village sponsoring and running the event, however the item was removed from the budget.

Special Events 2009

	Direct Additional Expenses	Indirect Reassigned Personnel Costs	Total
Anelise Run			
Police	\$330	\$258	\$588
Fire	\$0	\$0	\$0
Public Works	\$0	\$493	\$493
CP&D	\$66	\$0	\$66
			\$1,147
Norwegian Day Parade			
Police	\$652	\$433	\$1,085
Fire	\$0	\$0	\$0
Public Works	\$0	\$183	\$183
CP&D	\$66	\$0	\$66
			\$1,334
Memorial Day Parade			
Police	\$943	\$364	\$1,307
Fire	\$0	\$225	\$225
Public Works	\$488	\$386	\$874
CP&D	\$0	\$0	\$0
			\$2,406
July 3 Fireworks			
Police	\$7,533	\$4,123	\$11,656
Fire	\$1,248	\$979	\$2,227
Public Works	\$2,934	\$3,931	\$6,865
CP&D	\$66	\$0	\$66
			\$20,814
July 4 Kiddie Parade			
Police	\$129	\$88	\$217
Fire	\$0	\$0	\$0
Public Works	\$0	\$0	\$0
CP&D	\$0	\$0	\$0
			\$217
Taste of Park Ridge			
Police	\$3,269	\$6,381	\$9,650
Fire	\$3,212	\$2,020	\$5,232
Public Works	\$5,202	\$2,688	\$7,890
CP&D	\$66	\$0	\$66
			\$22,838
Polish Fest			
Police	\$2,394	\$398	\$2,792
Fire	\$0	\$0	\$0
Public Works	\$0	\$0	\$0
CP&D	\$66	\$0	\$66
			\$2,858
National Night Out			
Police	\$872	\$8,422	\$7,294
Fire	\$271	\$0	\$271
Public Works	\$1,291	\$238	\$1,529
CP&D	\$0	\$0	\$0
			\$9,094
Autumnfest*			
Police	\$0	\$0	\$0
Fire	\$0	\$0	\$0
Public Works	\$0	\$0	\$0
CP&D	\$0	\$0	\$0
			\$0
Winterfest (2008)**			
Police	\$2,600	\$1,200	\$3,800
Fire	\$925	\$0	\$925
Public Works	\$1,000	\$3,000	\$4,000
CP&D	\$0	\$0	\$0
			\$8,725
Year to Date Expenses excluding Winterfest 2008	\$31,088	\$29,610	\$60,433

*New event in 2009

**Estimates



CITY OF PARK RIDGE

505 BUTLER PLACE
PARK RIDGE, IL 60068

TEL: 847/318-5200

FAX: 847/318-5300

TDD: 847/318-5252

URL: <http://www.parkridge.us>

APPLICATION FOR SPECIAL EVENT PERMIT

(Please submit 60 days prior to the event to the Administration Department at City Hall)

Today's date: _____

Applicant Information

Name of event _____

Applicant name: _____

Applicant address: _____

Phone number: _____ Email: _____

Relationship of applicant to event: _____

Has applicant ever been convicted of a felony? _____

Group Information

Group coordinating event _____ Phone _____

Secondary contact for event _____ Phone _____

Event Information

Proposed date(s) and time(s) of event _____

Address or location of event _____

Nature, purpose and detailed description of event _____

Will the event be open to the public? _____ If so, please describe _____

Estimated number of people attending event _____

Will any part of the event take place on public property? _____ If so, where? _____

Our Mission:

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE, SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.

Please answer all of the following questions by circling yes or no for each question:

- | | | |
|--|-----|----|
| 1. Will food be sold or served at the event? | Yes | No |
| 2. Will food be prepared at the event? | Yes | No |
| 3. Will liquor be sold or served at the event? | Yes | No |
| 4. Will any streets need to be closed for the event? | Yes | No |
| 5. Will police or security services be needed at the event? | Yes | No |
| 6. Will fire or paramedic services be needed at the event? | Yes | No |
| 7. Will sanitary facilities be needed at the event? | Yes | No |
| 8. Will tents be used at the event? | Yes | No |
| 9. Will there be any amusement rides at the event? | Yes | No |
| 10. Will there be any live animals at the event? | Yes | No |
| 11. Will electrical service be required for the event? | Yes | No |
| 12. Will there be live entertainment at the event? | Yes | No |
| 13. Will items be sold at the event? | Yes | No |
| 14. Will a fee be charged to attend the event? | Yes | No |
| 15. Will any public works services be needed at the event?
<small>(This includes barricades, garbage and recycling, etc.)</small> | Yes | No |

16. What is the setup and cleanup timeframe needed? _____

If you answered yes to any of the above questions, please describe below. It is also very likely that you will need an additional permit and/or a health inspection. (Attach additional pages if necessary.) If a vendor is being used for the event, please provide the vendor's contact information,

A site plan must be submitted with this application.

Applicant's Signature _____ Date _____

For office use only

Approved by _____ on _____
Name and title Date