



**Village of Mount Prospect
Committee of the Whole
Meeting Agenda
50 S. Emerson St. Mount Prospect, IL 60056**

**September 10,
2024**

Village Hall - 3rd Floor Board Room

7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - 3.1. Minutes of the Committee of the Whole meeting - August 13, 2024
- 4. MAYORS REPORT**
 - 4.1. PROCLAMATION: National Hispanic Heritage Month - September 15 to October 15, 2024
- 5. CITIZENS TO BE HEARD**
- 6. DISCUSSION ITEMS**
 - 6.1. Public Representation Budget and Event Funding Discussion
- 7. VILLAGE MANAGER'S REPORT**
 - 7.1. As submitted
- 8. ANY OTHER BUSINESS**
- 9. ADJOURNMENT**

ANY INDIVIDUAL WHO WOULD LIKE TO ATTEND THIS MEETING BUT BECAUSE OF A DISABILITY OR NEEDS SOME ACCOMMODATION TO PARTICIPATE, SHOULD CONTACT THE VILLAGE MANAGER'S OFFICE AT 847/392-6000, EXTENSION 5327

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Village of Mount Prospect Meeting of the Committee of the Whole Tuesday, August 13, 2024 / 6:00 PM

CALL TO ORDER

Mayor Hoefert called the Meeting of the Village Board to order at 6:18 p.m. in the boardroom at Village Hall, 50 S. Emerson St.

ROLL CALL

Members present upon roll call by the Village Clerk: Mayor Paul Hoefert Trustee Vincent Dante, Trustee Agostino Filippone, Trustee Terri Gens, Trustee Bill Grossi, Trustee John Matuszak, Trustee Colleen Saccotelli

Absent: None

Mayor Hoefert noted the recent ribbon cutting for Raising Canes was an exciting and lively event. Mayor Hoefert welcomed them to Mount Prospect.

Mayor Hoefert announced the passing of retired Firefighter Ken Keoppen. Ken served the department for 38 years and was one of the first paramedics in the state of Illinois. He was also one of the first full-time firefighters to serve Mount Prospect. Fire Chief Dolan shared thoughts on Lieutenant Captain Keoppen and his numerous career accomplishments.

APPROVAL OF MINUTES

3.1. Minutes of the June 11, 2024 Committee of the Whole Neighborhood Meeting

Motion by Vincent Dante, second by Bill Grossi to approve the minutes of the June 11, 2024 Committee of the Whole:

Yea: Vincent Dante, Agostino Filippone, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Nay: None

Final Resolution: Motion Passed

CITIZENS TO BE HEARD

Several residents addressed the Board to express their concerns regarding the traffic issues on Audrey Lane.

Vito LiRosi
Resident

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- Explained his effort to report traffic and safety issues including working with the Transportation Safety Commission and the police department. He detailed specific issues concerning excessive speed, the use of Audrey Lane as a cut-through by trucks and school buses, and the lack of a four-way stop sign at Audrey and Connie Lanes.

Trustees Filippone and Dante responded with support and understanding of their concerns.

Resident
Corner of Audrey and Connie Lanes

- Concurred with Mr. LiRosi's concerns, shared her own experiences, and offered suggestions to reduce speed in this area.

Resident

- The neighborhood is dangerous for children playing outside; speed is a concern and many motorists ignore the stop signs in this area.

Mayor Hoefert responded to the concerns and stated Village traffic engineers could take another look at additional methods for traffic-calming on Audrey Lane. Police Chief Eterno stated the department responded to many calls and issued several tickets for traffic violations. Chief Eterno stated safety in his area is a priority for Beat 3164.

Mayor Hoefert thanked the residents for bringing this issue forward.

Louis Goodman
310 N. School St.

- Noted he has similar concerns in this neighborhood as well; similar concern in many areas of town.

DISCUSSION ITEMS

5.1. Quarterly Financial Review - Second Quarter 2024

Director of Finance Amit Thakkar presented the Village's 2024 second-quarter review.

Mr. Thakkar reported that the Village closed the second quarter in a strong and stable financial position. The annual audit was concluded in June and the Village received the highest possible, unqualified opinion on its financial statement. Mr. Thakkar provided the following details:

- The Village's General Fund reported an accounting surplus of \$4.3 million for

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2023 and a total fund balance of \$52.6 million.

- The Village collected \$32.3 million in revenues during Q2-2024, a decrease of \$10.2 million over the same period last year, due to timing issues with the property tax payment.
- The Village incurred expenditures totaling \$33.8 million during Q2-2024, a decrease of \$5.2 million over the same period last year
- As of June 30, 2024, the Village's General Fund unassigned fund balance stood at \$44.2 million, or 48 percent of the annual expenditures.
- The Police Pension Fund reported a positive \$4.8 million change in its net position, and the Fire Pension Fund reported a positive \$3.7 million change.

Mr. Thakkar provided details on the second quarter, comparing data from 2023 second quarter, regarding revenues, expenditures, Fund Balance and the Economic Emergency Fund.

Mr. Thakkar reported 2024 revenues for year-to-date totaled \$62.5 million, representing a decrease of \$1.9 million over the same period last year. Mr. Thakkar stated the decrease in the reported revenue is mainly attributed to the timing issues with the inter-fund transfers between the General Fund and the Economic Emergency Fund. Except for inter-fund transfers, the revenue collection is higher by \$4.6 million or 8 percent over last year. The top ten revenue sources for the Village totaled \$38.5 million in year-to-date revenues. Details were provided for the top revenue sources, which include sales tax, property tax, interest income, use taxes, Home Rule sales tax and utility tax.

Mr. Thakkar reported the year-to-date expenditures for 2024 totaled \$60.6 million, a decrease of \$1.5 million over the same period last year. The total year-to-date expenditures amount to 33.5% of the annual budget. Expenditures include personnel, contractual services, capital improvements, debt service, and other expenditures.

Mr. Thakkar reported that both the Police and Fire Pension funds reported positive investment income and a positive change in net position. Year-to-date, the ending net position for the Police Pension Fund is \$94.8 million and the ending net position for the Fire Pension Fund is \$82.5 million.

The General Fund unassigned fund balance is estimated at \$44.2 million as of June 30, 2024. In addition, the Economic Emergency Fund reported a balance of \$6,871,970. This included an initial funding of \$6.5 million and interest income of \$371,970.

Mr. Thakkar concluded his presentation by highlighting the Village's strengths. He stated the Village is fiscally strong and is supported by the local economy. The Village is set to collect \$36.0 million in sales tax and \$7.2 million in home-rule sales tax. The expenditures are on track as planned. He reported that the Village will likely outperform its revenue forecast again for 2024. Mr. Thakkar stated the Village is working toward achieving a AAA credit rating.

Mr. Thakkar answered questions from the Board.

5.2. Community Investment Plan - Fiscal Year 2025 to 2029

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Mr. Thakkar introduced the Community Investment Plan for the fiscal year 2025-2029. Mr. Thakkar stated the capital budget, also referred to as the Community Investment Plan (CIP), accounts for major expenditures that last beyond one year and include roads, buildings, water and sewer mains, etc. The proposed five-year CIP plan from 2025-2029 totals \$177.8 million. The proposed capital spending for 2025 is \$31.5 million. By department, Mr. Thakkar stated the Public Works department accounts for 94% of the CIP budget. The largest project and expenditure is street resurfacing and sidewalk projects totaling \$70.7 million. The plan also included \$18.2 million in street construction projects and various street and street-related projects. Other major project categories are for the water system, \$40 million, improvements to public buildings, and vehicle replacement. Mr. Thakkar provided details regarding the Village's source of funds for the projects in the Capital Improvement Plan.

Mr. Thakkar provided details of the CIP by department:

Community and Economic Development

1. Village Gateway Signs - \$600,000. Construction is scheduled to begin in 2025.

Police Department:

1. Body-worn cameras and In-car Video system - \$300,000. This item is in the discovery phase and was added as a placeholder.
2. New Squad for the Special Response Team - \$64,000. Funds for this expenditure come from the Asset Seizure Fund.

Fire Department:

1. Nine (9) Cardiac Monitors - \$674,208. These will replace monitors that have reached their end of life.
2. Replacement of power cots and load stretchers - \$142,500 in 2025 and \$142,500 in 2026
3. Radio replacement - \$750,000. The majority of the costs will be paid by Northwest Central Dispatch.

Director of Public Works Sean Dorsey summarized Public Works projects. Recurring projects include water system improvements, sanitary system improvements and street resurfacing and sidewalk programs. In addition, Phase II of the bike path improvement project for Kensington Road and Central Road is scheduled for 2025. Other key projects in 2025 include the Busse Road Reconstruction and the Northwest Highway and Central Road Gateway project. The Busse Road Reconstruction project is a Cook County Department of Transportation project and is estimated to cost \$10 million to complete. However, the potential Village's share is \$650,000 for streetlights and shared-use paths. This project will take approximately two years to complete and is scheduled to start in 2025 or 2026.

The Northwest Highway and Central Gateway Road Gateway Project includes demolishing the former auto repair shop located at 310 W. Northwest Highway to

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construct a green space gateway to downtown Mount Prospect. The Gateway will feature a clock tower, planting beds, and a small parking lot. The estimated cost for demolition and construction is \$1.2 million.

Another key project is the Rand/Kensington/Elmhurst Road Intersection improvements. Construction is scheduled to begin in Spring 2026. The estimated total cost is \$15,420,103. The Village expects to receive \$12 million in federal grant funding.

Vehicle replacements for both Police (\$695,000) and Public Works (\$2.2 million) are planned for 2024.

Mr. Dorsey and Mr. Thakkar answered questions from the Board.

VILLAGE MANAGER'S REPORT

6.1. As submitted

No report.

ANY OTHER BUSINESS

None.

ADJOURNMENT

With no additional business to conduct, Mayor Hoefert asked for a motion to adjourn. Trustee Grossi seconded by Trustee Saccotelli motioned to adjourn the meeting. By unanimous voice vote, the August 13, 2024 Committee of the Whole meeting adjourned at 8:07 p.m.

Respectfully submitted,

Karen M. Agoranos
Village Clerk

PROCLAMATION

NATIONAL HISPANIC HERITAGE MONTH

September 15 to October 15, 2024

WHEREAS, National Hispanic Heritage Month celebrates the Hispanic community and highlights its countless achievements; and

WHEREAS, the observation began in 1968 as Hispanics Heritage Week under President Lyndon B. Johnson, and was enacted into federal law on August 17, 1988, calling upon all the people of the United States to observe this time with ceremonies, activities, and programs; and

WHEREAS, September 15 through October 15 is recognized as National Hispanic Heritage Month, which is a time to honor the invaluable ways Hispanics contribute to our common goals, celebrate their diverse cultures, and work towards a stronger, more inclusive, and more prosperous society for all; and

WHEREAS, this year's theme, "Pioneers of Change: Shaping the Future Together" is meant to capture the Hispanic spirit of innovation, resilience and unity; and

WHEREAS, Hispanics have enhanced and shaped our national character with centuries-old traditions that reflect the multi-ethnic and multicultural customs of their communities, while adding their own distinct and dynamic perspectives to the story of our country; and

WHEREAS, Hispanic Americans represent a significant and growing demographic of the Village of Mount Prospect, we honor the invaluable ways they contribute to our Village and community; and

NOW, THEREFORE, I, Paul Wm. Hoefert, Mayor of the Village of Mount Prospect, do hereby proclaim September 15 – October 15, 2024 as

“NATIONAL HISPANIC HERITAGE MONTH”

In the Village of Mount Prospect and encourage our community to join us in celebrating the great contributions of Hispanic Americans in our Village, State, and Nation.

Paul Wm. Hoefert
Mayor

ATTEST:

Karen M. Agoranos
Village Clerk



Item Cover Page

Subject **Public Representation Budget and Event Funding Discussion**

Meeting September 10, 2024 - MEETING OF THE MOUNT PROSPECT COMMITTEE OF THE WHOLE

Fiscal Impact

Dollar Amount

Budget Source

Category	DISCUSSION ITEMS
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Type	Presentation
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Information

The strategic planning of the Village includes a high priority item for Events Policy, Guidelines and Process.

Background:

The Village created a Downtown TIF District Strategic Plan in 1997. The first plan objective was, "Downtown should serve as a place for Village residents to congregate". This includes outdoor dining, community events, formal and informal gathering spaces, and Village Hall and other government facilities". A few years later, in 1999, the Block Party premiered as a celebration of the reopening of Route 83 after it was closed for several weeks for repaving. It was such a success that it became an annual event. Fall Fest followed in 2004. At the same time, downtown Mount Prospect was going through its second wave of redevelopment. Residences at Village Center and Shops & Lofts were under construction. More downtown events were introduced throughout the years later, with Oktoberfest debuting in 2008, an Art Show and Blues Fest also in 2008, Fridays on the Green Summer Concert Series in 2010 and Irish Fest in 2012. Village departments, park districts, the library and non-for-profit organizations also host a variety of events throughout the community every year.

In the past 20 years, as outdoor entertainment has increased in popularity, the quantity of community events has increased in Mount Prospect and in other communities. Many new events have launched and other events' scope have grown over time. The Blues Fest was a one-day event in 2008 and 2009. It led the way for the creation of Fridays on the Green concert series that launched in 2010 and now has multiple concert nights throughout the summer.

The table below provides an overview of community events in a year hosted by the village, supported by the village or other community events in town; however, the latter list is not all-inclusive. The table also does not include the park districts, school districts, library or historical society community events.

Village Hosted Event	Village Supported Event	Other Community Events
Downtown Block Party (2 days)	Oktoberfest/Fall Fest (2 days - DMA)	56 Music Fix 56 Artisan Fix (3 days)
Celebration of Cultures (1 day)	4th of July Festival (5 days - Lions)	New Year's Eve-Eve Family Celebration (1 day - DMA)
4th of July Parade (1 day - SEC)	Movies on the Green (5 days - DMA)	Derby De Mayo Pub Crawl (1 day - DMA)
Mental Health Matters (1 day)	Downtown Trick-or-Treat (1 day - DMA)	Randhurst Village Fall Fest (1 day)
Fridays on the Green (6 days)	Bluesmobile Cruise Nights (20 days - Lions)	Randhurst Village Street Fest (1 day)
PW Open House (1 day)	Farmers Market (22 days - Lions)	Lemons of Love 5k (1 day)
FD Open House (1 day)		Boxwood Bash (1 day)
Disaster Preparedness Expo (1 day)		
5-0 5K Run/Walk (1 day)	# day(s) = The number of day(s) is intended to help show the number of events throughout a year. One day represents an event that may be one hour in length or more on one particular day. SEC = Special Events Commission organizes the event. DMA = Mount Prospect Downtown Merchants Association organizes the event. Lions = Mount Prospect Lions Club organizes the event.	
National Night Out (1 day)		
Tree Lighting / Christkindlmarket (1 day)		
Family Bike Ride (1 day - SEC)		
Shining Stars Gala / Celestial Celebration (1 day - SEC)		

Mount Prospect's reputation for hosting great events is noted in the Village's 2020 Branding Plan. Community events were mentioned frequently in focus group interviews leading to a key Branding Concept: Mount Prospect Celebrates. The quality of Village Events receives consistent positive reviews in the Village's community survey with at least 70% of respondents reporting being satisfied or very satisfied. Respondents were asked to rate the quality of Village Events on a 5-point scale (Very Satisfied, Satisfied, Neutral, Dissatisfied, Don't Know) and the table below summarizes the results, excluding the Don't Know responses:

	2016	2020	2023
Very Satisfied	30%	34%	30%
Satisfied	44%	44%	48%
Neutral	23%	18%	20%

Dissatisfied	4%	3%	3
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Interest in reviewing special events was prompted when the Village experienced cost savings from the cancelation of community events during the COVID-19 pandemic in 2020. Staff was tasked with identifying items in the budget where cost-savings could immediately be achieved with the least amount of impact to core services during the pandemic. Included in one of the Finance Department COVID-19 Impact memos, the Village had an overall budget of \$540,966 for various community programs and events. The actual savings realized that year (from the programming budget) was \$444,366. There was also an increased interest in reintroducing and expanding events once community events were back post-pandemic, which additionally contributed to the need for a review of events.

In addition, it became apparent through the process of modernizing Chapters 10 and 11 of the Village Code in April 2023 that there is a lack of clear, consistent or applicable regulations related to community/special events. It seems like the past approach was to identify and regulate each type of event separately. These code sections were added at various times, most are outdated and scattered throughout the Village Code.

Village Events and Festival Enhancement Report:

Staff created a Village Events and Festival Enhancement Report to review existing conditions, regulations, and policy recommendations. The report highlighted the Village's role in community events, how the Village supports them, cost history of the Village, and other communities' approaches to involvement (both managerial and financial) in their own events.

Discussion

Budgeting for Events:

Many of Mount Prospect's community events receive funding from the Village by way of the annual budget process through direct funding. Events also receive support through the contribution of staff time during regular working hours and overtime. Some community events are Village hosted and others are Village supported. Village hosted events may be sorted into two categories; hosted by a department(s) or by the Special Events Commission. The Public Representation budget is where most of the Village's event expenditures are allocated, not including overtime. Event overtime costs are tracked within each departments' overtime budgets. The Public Representation budget consists of four divisions and two fund community events.

- **Mayor & Board of Trustees:** Expenditures include part-time earnings for the Village board, contractual services like the annual audit and strategic planning workshops, and memberships to professional and regional organizations.
- **Community Groups and Misc:** Expenditures include funds allocated for the Memorial Day Parade, Block Party, MP Historical Society, Fridays on the Green, Celebration of Cultures, Celestial Celebrations, and Family Bike Ride.
- **4th of July and Civics Events:** Expenditures include funds allocated for the July 4th Parade, Oktoberfest, 4th of July Fireworks, Light Pole Banners, Parade/Block Party Supplies and Sign Making Materials.
- **Holiday Decorations:** Expenditures include funds for holiday decorations and white

lights.

\$232,250 is budgeted for community groups in 2024 and another \$105,825 for 4th of July and Civics Events, totaling \$338,075 representing 48% of the total Public Representation budget. Most communities have separate line items for the larger festivals, and the amount noted in the Community Events and Festival Enhancement Report comparable data sourced directly from the communities' budget documents. There are a few community engagement items budgeted by the department responsible for conducting the specific event. For example, Public Works and the Fire Department budget for their open houses in their department budgets and not as part of the Public Representation budget.

It appears that our neighboring communities' special events 2024 budgeted expenditures a low benchmark, would be around \$100,000 in Buffalo Grove, not including overtime costs, with a ceiling of \$375,000 from Arlington Heights including overtime costs. The number of events and their length impact the overall cost. Over the last 12 months, the Village has spent \$348,287 in non-personnel costs (e.g. tents, donations, programming) and \$188,830 in overtime costs to support events. The total spending for the year is \$537,116. Various revenue sources for those events provided an offset of \$162,935. The trailing 12 months net expenditures on events total \$374,182. As recommended in the Village Events and Festival Enhancement Report, the Finance Department has rolled out project accounting to track all events costs accurately.

Event Policy/Application Process:

A formal event policy with standardized application reviews will help keep the Village abreast of new events and potential scope creep of existing events, allowing for better planning and budgeting. Most events hosted start small, and over time grow into larger, more successful - yet more demanding - community events. For example, the Block Party started as a one-day event between 4 and 9 pm, and now it is a two-day event with a total of 19 hours of scheduled entertainment. Events that require very little resources at one point could end up requiring additional staff overtime, road closures, or have negative impacts on the surrounding residents or businesses. This applies to events planned for public areas like Centennial Green or private property like a business's parking lot.

Alternatives

Staff Recommendation

Staff recommends the Village Board discuss the funding of village-hosted and supported events. In addition, the level of staff involvement in the planning/oversight of non-community events. Staff recommends the current level of activities and funding.

Staff will present the financials from Village events and neighboring community events to facilitate discussion.

After the Committee of the Whole discussion, staff will bring forward Village Code amendments to establish the event application permit process. The event application permit process would be for all events that would need Village involvement.

Attachments

1. Special Event Application Draft 7.24.24
2. Community Events and Festivals Report 10.17.23



Village of Mount Prospect

SPECIAL EVENT APPLICATION PROCEDURE

1. Please complete and submit your application, no less than 90 days prior to a major special event and 30 days prior to a minor special event, to:

COMMUNITY DEVELOPMENT DIRECTOR

VILLAGE OF MOUNT PROSPECT
50 S. EMERSON STREET
MOUNT PROSPECT, IL 60056

2. Completed applications will be forwarded to all necessary Village Departments for review and approval.
3. Any application(s) requiring the use or closure of Village Streets, the use of public infrastructure, or staff time during the event will be forwarded to the **Village Manager** for final consideration.
4. The following documents will be required prior to issuance of a permit:
 - a. A completed Hold Harmless Agreement
 - b. A Certificate of Insurance naming the Village of Mount Prospect as an additional insured in the amount of \$1,000,000 per incident, aggregate of \$2,000,000.
 - c. Should further information be necessary, or if an event requires Village services, you will be contacted by the Community Development Department prior to the event.
 - d. A Surety Bond in the amount of \$10,000 may be required to guarantee cleanup and reimbursement for all Village Services related to the Special Event. Determination is based on scope and location of the proposed event. The Village's **Community Development Director** will notify the applicant if a surety bond is required, and provide them with the Village's Surety Bond form.
5. Special Event Applications are reviewed in accordance with the standards and procedures set forth in Section _____ of the Village Code, which can be found at _____. Factors that will be considered include, without limitation: impact on traffic; police and fire protection; noise; and public safety.
6. The Village reserves the right to charge the organizer for staff time associated with public safety and public work resources used in preparation for or during the event. In addition, the organizer may be held responsible for the costs associated with repairing any damage to public property that occurred because of the special event.



Village of Mount Prospect

SPECIAL EVENT PERMIT APPLICATION

Date Application
Received:

Staff:

EVENT CATEGORIES

The Village has two special event categories; major special events and minor special events, which are defined below:

Major Special Event: Any event that includes closure of a Village street(s) and/or sidewalk(s), occurs more than one day, has significant parking/traffic impact(s), and/or requires enhanced public safety and public works pre-planning and assistance.

Minor Special Event: Any event that does not require the closure of a Village street(s) and/or sidewalk(s), and does not require enhanced public safety or adversely impact parking or traffic.

The Village will determine the event category for a Special Event.

EVENT TYPE

_____ **Major Special Event**

_____ **Minor Special Event**

EVENT INFORMATION

1. Name of Event: _____
2. Date(s) of Event: _____ Rain Date(s): _____
3. Event Set-up begins: _____ Event Dismantling ends: _____
Event Start time: _____ Event End time: _____
4. Location of Event and, if applicable, Route ***Please Attach Event Site Plan/Route Map***

5. Event Type (*circle one*): Festival/Fair Race/Walk/Bike Ride Concert/Parade
Other: _____
6. Event Description: _____
7. Estimated attendance: _____ # of Event Monitors: _____

****The Village of Mount Prospect may require additional monitors at our discretion.***

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT

ORGANIZATION INFORMATION

8. Sponsoring Organization: _____

☐ Non-profit (if yes, attach 501(c)(3)) ☐ Private business ☐ Government/public entity

9. Address: _____

10. Business Phone: _____

CONTACT PERSON / EVENT MANAGER

*Please provide multiple copies of this page to include contact information for all “managers” who will be on-site the day(s) of the event.

11. Name: _____

12. Phone: _____ Cell Phone: _____

13. Email: _____

14. Driver's License #: _____ Date of Birth: _____

15. Relation to above organization: _____

16. Has a similar permit been granted by the Village or any other municipality in Illinois to the Event Manager and/or the Applicant within the past two years?

YES _____ NO _____

Has any Illinois municipality ever revoked, refused to issue or renew such a permit, either to the Event Manager or the Applicant?

YES _____ NO _____

17. Has the Event Manager and/or the Applicant ever been convicted of a felony?

YES _____ NO _____

If yes, what was the nature of the offense and the punishment or penalty assessed?

State of Illinois)
)
County of Cook) SS.

The undersigned, being first duly sworn, an oath deposes and says that he/she has read the foregoing application and knows the contents thereof, and that the matters and things therein contained are true to the best of his/her knowledge, information, and belief.

SIGNATURE of Applicant

Date

I AGREE THAT ALL ANTICIPATED VILLAGE EXPENSES IN CONNECTION WITH THIS EVENT WILL BE PAID EITHER WITH REGARD TO HOURLY OVERTIME RATES OR RENTAL RATES, UNLESS OTHERWISE APPROVED BY THE VILLAGE MANAGER.

SIGNATURE OF APPLICANT: _____

DATE: _____

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT

SPECIAL EVENT HOLD HARMLESS AGREEMENT
(Applicant)

In consideration of the Village of Mount Prospect ("Village") granting a Special Event Permit to _____, operating at _____ ("Applicant"), to allow the _____ ("Event")¹, scheduled to occur on _____, between _____ AM/PM and _____ AM/PM, at _____ ("Location")², and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Applicant hereby agrees as follows:

Waiver and Release of Claims for Injury

The Applicant shall, and does hereby, waive, release, and relinquish all claims of every kind, known and unknown, present and future, that the Applicant may have against the Village and its officers, agents, servants, and employees, arising out of, connected with or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

Indemnity and Defense

The Applicant shall, and does hereby, indemnify, hold harmless, and defend the Village and its officers, agents, servants, attorneys, and employees from and against any and all claims of every kind, known and unknown, present and future, that the Applicant may have arising out of, connected with, or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

The Applicant has read and fully understands this document and executes it of the Applicant's own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20_____.

Applicant Signature

Applicant Name (printed)

Attest

¹ Any Not-for-Profit Special Event, or Commercial Special Event approved by the Village.

² If necessary, please attach additional information regarding the Location

REQUIREMENTS

Different events have varying requirements. Please check all relevant criteria for your event. If you check “yes” to any of the following questions, please complete the referenced additional requirement(s). The Village reserves the right to determine event requirements.

YES	NO	QUESTION
		Are you requesting the closure of Village streets?
		Are you requesting the use of Village sidewalks?
		Are you requesting the use of other Village property? (parking lots/garages, Centennial Green/Village Hall/Busse Pocket Park) <i>if yes, indicate location:</i>
		Does any portion of the event take place on private property? <i>If yes, and the applicant is not the property owner, please submit a letter of consent from the property owner, or a copy of the agreement.</i>
		Are you hiring a private firm for traffic control and/or event security? <i>If no, how will traffic and pedestrian circulation be handled?</i> <i>If yes, please read the section about police services on Page X.</i> <i>The Village will determine if extra duty officers are required for the special event.</i>
		Will food, beverages, or merchandise be sold at the event? <i>If yes, please read section about short term merchants on Page X.</i> <i>Provide Attachment C to your participating short term merchants.</i>
		Will tents be used at the event? <i>If so, please read the section on tents on Page X.</i>
		Will electrical service, and/or generators be required for the event? <i>If yes, please read section on electrical service on Page X.</i>
		Temporary Signage? <i>Types of signage include: event promotion, liquor restrictions, parking restrictions, towing, and traffic detour.</i> <i>If yes, please read and complete the Temporary Signage Application on Page X. Applicant must provide # of signs and dimensions for each, sign text and graphics, how the signs will be secured, sign location site map.</i>
		Are you requesting the use of electricity in Busse Pocket Park/on Centennial Green/Melas Park? <i>If yes, please note that service is limited to 15 amps per outlet; You must provide a list of equipment and the amps to be plugged in and the location(s) with your application.</i>

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT

YES	NO	QUESTIONS
		Will you be using speakers and sound amplification equipment? <i>Weekdays 7am – 9pm, Weekends 9am – 11pm, never on Holidays other than the 4th of July.</i>
		Will portable toilets & handwashing stations be provided for the Event? <i>If yes, please provide the vendor's name and contact information.</i> Number of toilets: _____ Number of hand wash sinks: _____ Provide the location(s) of sanitary facilities to be provided at the event on a site map. <i>Please note that all sanitary facilities must be removed immediately following the event.</i> <i>The Village will provide final determination if portable toilets/handwashing stations will be required.</i>
		Will liquor be served? <i>If yes, special rules and regulations govern the sale of alcohol at Special Events.</i> <i>Read Page X for guidance.</i> Contact Executive Assistant to the Village Manager Doreen Jarosz, 847-818-5300 or djarosz@mountprospect.org
		Are you holding a raffle at the event? <i>A raffle involves selling tickets or chances and is restricted by State law to non-profit organizations only. A prize drawing involves no purchase by participants, e.g. drop business card in fishbowl.</i> <i>If yes, a Raffle Permit is required. Raffle Permit Fee is \$25. Complete Attachment F.</i>
		Are you requesting barricades? (Events on private property not eligible) If yes: Delivery location: _____ Name of contact person & phone number: _____ Date of delivery (set up will not be provided): _____ <i>Read section on Page X.</i> <i>Depending on number and type of barricade, you may be charged for these.</i>
		Will any other public works services be needed at the event? (Events on private property not eligible) <i>Read section on Page X.</i>
		Will garbage, recycling, and compost be produced as a result of this event? <i>If yes, applicant is responsible for event-related trash collection and removal.</i> <i>Read section on Page X.</i>
		Will there be provisions for First Aid & Emergency Medical Services? <i>If yes, please provide plan:</i> <i>At minimum, Event Manager must have cell phone to dial 911.</i>

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MUNICIPAL SERVICE REQUEST

POLICE

A minimum of one (1) extra-duty officer is required during all hours an event is open to the public at all Major Outdoor Special Events.

Village staff review each application to determine the total number of extra duty officers recommended based on the scale of the event, event criteria, if streets are closed, etc.

The applicant will be notified about the determination and scheduling.

For more information, please contact Investigative Commander Kanupke , 847-870-5656 or jkanupke@mountprospect.org.

The information below is provided to help the applicant better plan and budget for this type of expense.

How many extra-duty officer(s) to be scheduled: _____

FIRE/EMS SERVICES

The Village may require the presence of MPFD/EMS staff presence during all hours an event is open to the public at all Major Outdoor Special Events.

Village staff review each application to determine the total number of extra duty MPFD/EMS staff recommended based on the scale of the event, event criteria, if streets are closed, etc.

The applicant will be notified about the determination and scheduling.

For more information, please contact Deputy Chief Tom Wang, 847-818-5334 or twang@mountprospect.org

The information below is provided to help the applicant better plan and budget for this type of expense.

How many extra-duty responder(s) to be scheduled: _____

PUBLIC WORKS SERVICES

Will you be requesting any resources from the Public Works Department?

Barricades: _____

Fencing: _____

Signs: _____

Other: _____

For more information, please contact _____, 847-XXX-XXXX or XXXXXXX@mountprospect.org

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Short Term Merchant

- A short term merchant is defined as a person or business selling food, beverages, or merchandise.
- The Event Manager is responsible for coordinating collection of all completed short term merchant application forms and fees. A list of all participating vendors should be submitted to the Community Development Department on a spreadsheet.
- All participating vendors must complete a Special Event Short Term Merchant Application (**ATTACHMENT X**)
- Local businesses that are registered with the Village of Mount Prospect must also complete all forms but will not be charged a fee (typically \$20 per day).
- **All participating short term merchants, including local businesses, must sign the Event Inspection Checklist (ATTACHMENT X)**
- **IMPORTANT – As mandated by law, all participating short term merchants are required to file paperwork on gross sales with the State of Illinois, following conclusion of the event.**

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TENTS

How many tents for the event? _____

The tent(s) is/are to be used: _____ as a shelter _____ for cooking _____ for dining _____ entertainment

How will tent(s) be secured? _____

Dimensions? _____

Tent rental company and contact information: _____

Address / Phone: _____

For tents larger than 100-square-feet (or 10' x 10'), a Tent Permit is required. Please see Attachment C.

Tents, shelters, or any other kind of covering shall not be staked to any public road, parking lot, sidewalk, or right-of-way. Offenders will be fined \$500 per incident.

ELECTRICAL GENERATORS

Any event utilizing generators or temporary electrical is required to apply for and obtain an Electrical Permit from the Building and Inspection Services Division. All electrical work must be done by licensed electrical contractors. The work will be inspected on-site by the Building Division prior to the event. It is recommended that your electrical contractor be onsite during the inspection to address issues that may arise during the inspection.

Number of generators: _____

Generator Locations (attach site map): _____

Licensed Electrical Contractor Name: _____

Contractor's 24-hour phone: _____ Email: _____

Please see Attachment C for the Application form.

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TEMPORARY EVENT BANNERS & SIGN APPLICATION

Will you be displaying?

A-frame signs # _____ Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for A-frame signage

H-frame signs # _____ Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for H-frame signage

Banners # _____ Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for temporary banner

*Banner signs are limited to one 32-square-foot banner a day for a
maximum of 14 days*

Pole Signs # _____ Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for pole signage

Dates signs will be displayed: From: _____ To: _____ (14 days max.)

Signage must be removed after the event.

Important Warning – it is illegal to install temporary signs on the public parkways (unless you're specifically instructed to do a public alert about a race route which will impact residents). All illegal signage will be removed and disposed of by Village staff.

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TEMPORARY SPECIAL EVENT LIQUOR PERMIT

- A. Temporary Special Event liquor permits may be issued on a daily basis. No event permit can be issued for more than five (5) consecutive days.
- B. No more than twelve (12) such permit days shall be available to any one such organization during a year term.
- C. The permittee is responsible for securing any applicable State Permit. If the State Liquor Commission requires a permit and it is not obtained, then the Village temporary permit shall be deemed void ab initio. It is the responsibility of the permittee to determine whether or not a State permit is needed and issuance of a Village Permit has no bearing on the issue of whether a State permit is required.
- D. Liquor Liability insurance must be submitted with the Special Event application and the Village of Mount Prospect named as the certificate holder. The insurance rider must specifically identify the location where the event is being held and the coverage must coincide with the dates of the event.
- E. The Liquor Commissioner may attach such conditions as are appropriate for the temporary event. A Bassett Certified manager must be in attendance at all times of the event.
- F. Cost is \$25 per day.

REFUSE & RECYCLING REQUIREMENTS

The Applicant/Event Manager is responsible for providing refuse, recycling, and composting collection services for events which generate waste that impacts the Village's receptacles.

For more information about temporary cans, dumpsters, and special pick-ups, contact _____.

LIST OF ATTACHMENTS

Attachment A – Short Term Merchant Application

Attachment B – Event Checklist for Participating Short Term Merchants

Attachment C – Food Merchant Addendum

Attachment D – Tent / Generator Inspection Application

Attachment E – State of Illinois Special Event Liquor License

Attachment F – Special Event Liquor Permit

Attachment G – Raffle License Application

DRAFT

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ATTACHMENT A: SHORT TERM MERCHANT APPLICATION

Annual license for vendors, peddlers, and itinerant merchants

1. Vendor Name/Names: _____
2. Date of Birth (attach copy of license or State ID): _____
3. Vendor Business Name: _____
4. Vendor Business Address: _____
5. Mailing Address if different from above: _____
6. Business Phone Number: _____
7. Business Email Address: _____
8. Nature and kind of business conducted (if selling food products, attach Temporary Food Event Application):

9. Location where goods are to be sold: _____
10. Illinois Sales Tax Number: _____
11. Please list all vehicles, including state and license plate number to be used in conjunction with this vendor permit:

12. Please list all addresses (other than permanent place of business) where the applicant conducted a transient business within the last 6 months: _____

****Please attach a Certificate of Insurance naming the Village of Mount Prospect as an additional insured in the sum of \$1,000,000 per incident, \$2,000,000 aggregate****

The undersigned acknowledges and agrees that they are familiar with, have read and reviewed, and understand, all laws and regulations applicable to this application and the requested license, including, without limitation, the Village Code. The undersigned further agrees that the applicant complies with any and all eligibility requirements for the requested license, and that the applicant will comply with all applicable laws and regulations with respect to the requested license.

Dated this _____ day of _____, 20 _____

Vendor Signature

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ATTACHMENT B: VENDOR CHECKLIST

DRAFT

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ATTACHMENT C: FOOD VENDOR ADDENDUM

In addition to the information submitted with Attachments A and B, please submit the following (**you do not have to submit Health Permit, Business License, and food inspection report if your business operated within the Village of Mount Prospect**):

- ☐ Most recent Health Permit and Business License from the community that your business operates in
- ☐ Most recent food inspection report from the community that your business operates in
- ☐ Cottage Food License (if applicable)
- ☐ Certified Food Protection Manager (CFPM) certificate if preparing or serving open foods

Failure to maintain all potentially hazardous foods at proper temperature (less than 41 degrees or more than 135 degrees) will result in their immediate disposal.

I agree to abide by the rules and regulations established for this event.

Owner's signature (Required) _____

Date _____

Please do not hesitate to contact the Environmental Health Division with any questions (847) 818-5292.

TEMPORARY FOOD OPERATOR MENU REQUIREMENTS

All potentially hazardous foods (including, but not limited to, most animal products, sliced melons, cooked starches) must be stored at temperatures outside of the Danger Zone (41°F - 135°F). **A calibrated thermometer is required to monitor temperatures often at the event.**

Indicate below all temperature control measures you will use to keep potentially hazardous foods either below 41°F or above 135°F. Specify how many units and sources of power (electric, generator, propane, freezer packs). Identify which food items correspond to each category.

Cold Holding

- ☐ Refrigerator
- ☐ Refrigerated Truck
- ☐ Freezer
- ☐ Dry Ice
- ☐ Ice Chest
- ☐ Other

Cooking

- ☐ Oven
- ☐ Wok
- ☐ Stove
- ☐ Roaster Oven
- ☐ Fryer
- ☐ Gas Grill
- ☐ Other

Hot Holding

- ☐ Oven
- ☐ Steam Table
- ☐ Gas Grill Oven
- ☐ Stove
- ☐ Chafing Dish
- ☐ Other

Note: STERNO is not acceptable as a heating source

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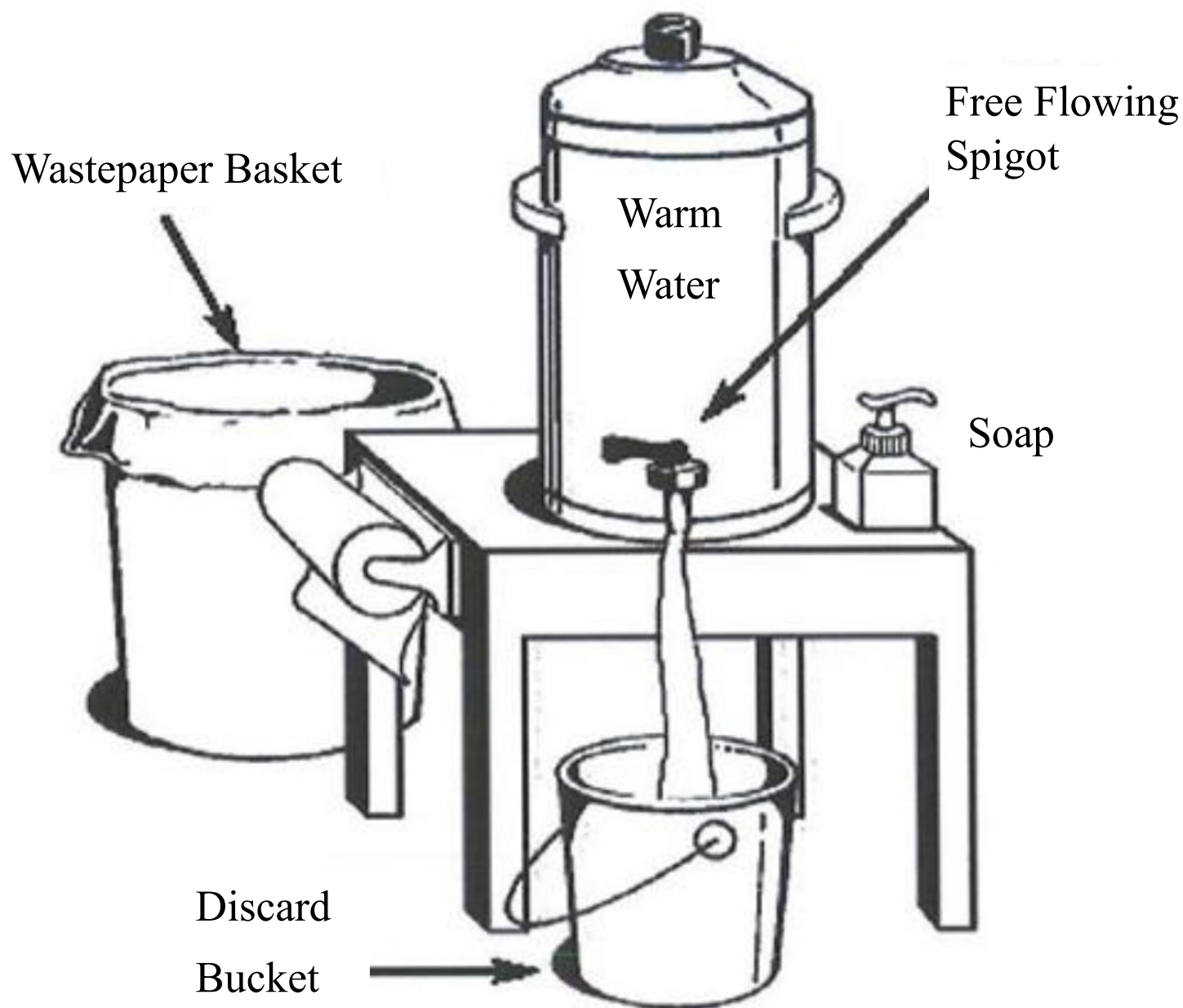
Temporary Food Vendor Checklist

Use this list as a guide to assure you are prepared for the event and an inspection. Items on the list are **required to be onsite and set up prior to opening your booth to sales.**

- ___ 1. Check the amount of power that you will need to adequately operate all of your equipment and lighting (# of AMPS) and verify with the event organizer that sufficient power is provided.
- ___ 2. A rented portable toilet with hand sink is recommended for hand washing, but other methods can be used. You must provide adequate amount of warm water, pump style hand soap, paper towels, and a catch bucket for wastewater.
- ___ 3. A tent/overhead covering must be provided to protect food service areas. Grills/cooking equipment should not be under the tent.
- ___ 4. All food and non-food items must be stored 6" off the ground on pallets, tables, or dunnage racks.
- ___ 5. Dish washing onsite is not required. Provide enough extra clean utensils to get through the duration of the event.
- ___ 6. Provide sanitizer wipe buckets or spray bottles to keep tables clean and sanitized. Also, provide chemical test kits to verify concentration.
- ___ 7. Provide lidded garbage cans. Cardboard boxes are not approved.
- ___ 8. Clean aprons, shirts, hats, and adequate hair restraints are required for all booth workers.
- ___ 9. A food probe thermometer is required for all food handling tasks.
- ___ 10. Single use disposable gloves are required for all food handling tasks.
- ___ 11. Ground covering shall be made of concrete, wood, asphalt, duckboards, or platforms.
- ___ 12. Dispensers for condiments (individual packets, pump dispensers, or squeeze bottles and lidded containers for condiments such as onions, relish, etc.)
- ___ 13. Eating utensils must be dispensed properly and organized to avoid hand contact. Individual sealed utensils are best.
- ___ 14. Brooms, oil dry, etc. for booth cleanup at the end of the event.
- ___ 15. Containers to transport, store, and remove used charcoal and fryer grease.
- ___ 16. Water must be obtained from an approved source and be run through a food grade hose to your booth.
- ___ 17. Mechanical refrigeration / freezers must be provided for cold holding potentially hazardous foods at a temperature of 41°F or below. Please contact the sanitarian to determine what foods are not permitted on ice.
- ___ 18. Electric or propane fired equipment must be provided for hot holding potentially hazardous foods at 135°F or above. **STERNOS ARE NOT APPROVED OUTDOORS.**
- ___ 19. If you are transporting hot food, it must be reheated to 165°F rapidly, if it does not arrive at 135°F or above to the event.
- ___ 20. **USE YOUR THERMOMETER TO CHECK FOOD TEMPERATURES OFTEN.**
- ___ 21. Leftover foods must be discarded at the end of each day and shall not be reserved during subsequent days of the event.

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Temporary Hand Washing Set-Up



Each temporary hand washing set-up for food service employees must be provided with:

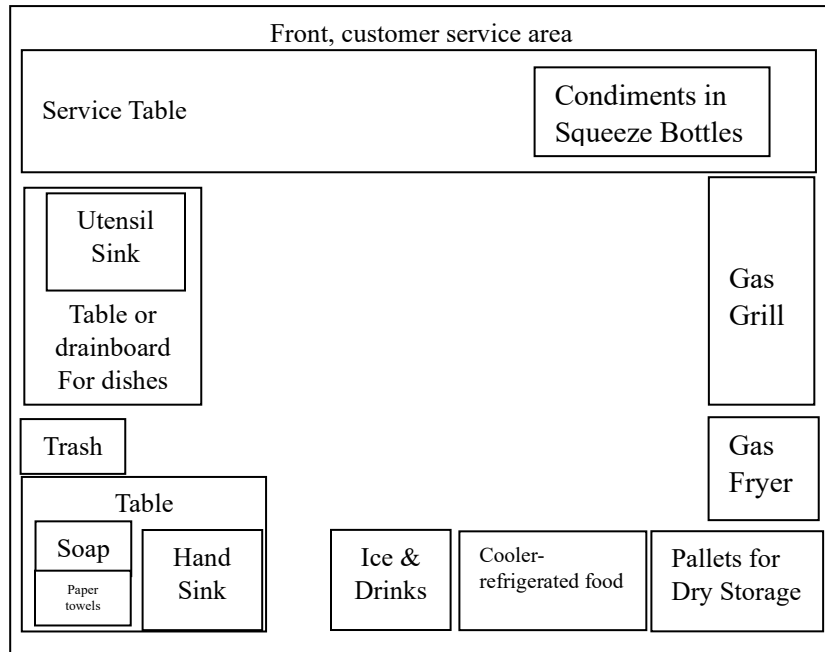
- ☐ A container of clean water with a free flowing spigot
- ☐ A wastewater discard bucket
- ☐ Liquid, dispensed hand soap
- ☐ Paper towels
- ☐ Wastepaper basket

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Booth Layout Information

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dish washing facilities, sneeze guards, sanitizer, potable water supply, garbage cans, racks or pallets for food and single service storage, electrical source, gas cylinders, fire extinguishers, and insect fans.

SAMPLE



PROVIDE DRAWING OF BOOTH IN BOX BELOW

A large, empty rectangular box intended for the applicant to draw their booth layout. A large, light gray "DRAFT" watermark is oriented diagonally across the center of this box.

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Guidelines for Temporary Food Events and Farmers' Markets

- Limit foods to the least potentially hazardous, such as frankfurters and hamburgers, prepackaged chips, and snack foods from approved sources. If other foods are to be served, contact your health inspector. Minimize onsite preparation.
- Mechanical refrigeration is strongly recommended to be available for potentially hazardous foods. Ice coolers must be approved by Health authority. Store cold foods at **41 degrees or lower**. If foods are kept hot in a steam table or by other means, they must be **135 degrees or higher**. Foods must be transported and received onsite at the proper temperatures.
- Protect foods by use of sneeze guards, display counters, tents, storage trucks, locking refrigerators, etc. Flooring or hard surfaces are strongly recommended. All pre-packaged items must be properly labeled.
- Store cleaners, bleach, and other toxics away from the food preparation and food storage areas.
- Condiments must be served prepackaged or with hand pumps or squeeze bottles.
- Use bagged ice from an approved source. Use ice scoops for dispensing. Cover ice in ice storage bins.
- Don't eat or smoke in the food preparation area.
- Use aprons, hats, or effective hair restraints. Remove aprons when using restroom facilities.
- Provide hand-washing facilities: provide a jug or container of water with a tap, liquid hand soap, paper hand towels, refuse container, and a bucket to catch wastewater. This must be set up prior to any food preparation.
- Provide a sufficient number of lined garbage containers, preferably covered to minimize insect activity.
- Provide an approved method of utensil washing (wash, rinse, sanitize). Three large buckets with wash water, rinse, and sanitizer are acceptable. Use test strips to check sanitizing agent.
- Use single service items only, such as plastic knives, forks, and spoons, paper napkins, paper plates, cups, etc.
- Wiping cloths must be stored in a sanitizing solution (½ ounce of household bleach per gallon of water) and must be used for wiping non-food contact surfaces of equipment. A separate bucket of bleach sanitizer must be used for food contact surfaces of equipment and utensils.
- Provide an adequate number of restrooms conveniently located throughout the event area.
- Fans are recommended for flying insect control in areas where food is being cut, prepared, or assembled.
- Store food and food supplies off the ground or pavement.
- A food grade hose is required for all temporary potable water connections. Provide vacuum breakers on hose bibs for water.
- Do not dispose of liquid waste on the ground. Capture waste and return to facility for proper disposal in a sink.
- Honey, maple syrup, apple cider, fruit and vegetable juices, and herb vinegars shall be made in an inspected facility.
- Baked goods shall be prepared in an inspected facility. Potentially hazardous baked goods (i.e. cream or custard filled items, egg-based or custard pies, etc.) shall be transported and held at or below 41 degrees at all times.
- Raw or milk cheeses may be sold if made in a licensed dairy plant and aged over 60 days.
- Meats and poultry must bear U.S.D.A. and/or the State of Illinois inspection label or stamp.
- Seafood must come from a verified source with a bill of lading.

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ATTACHMENT D: Tent / Generator Inspection Application

A Tent Permit is REQUIRED if the tent is over 100 square feet.

Submission Requirements: Along with this completed application, please submit signed rental agreement, State business license or registration, Certificate of flame resistance, liability insurance, and sketch of layout for tent.

Date: _____ Event Name: _____

Applicant Name(s): _____ Must schedule an inspection 24hrs prior to event

Event Address: _____ Event Date: _____

Applicant's Phone: _____ Applicant's Email: _____

Property Owner's Name(s): _____

Property Owner's Phone: _____

Property Owner's Address: _____

Number of tents: _____ Tents to be properly secured and certificate of flame resistance displayed.

Contractor Signature: _____ Date: _____

GENERATORS: LICENSED ELECTRICIAN REQUIRED

Date: _____ Event Address: _____ Must schedule an inspection 24 hours prior to the event:

Contractor Name: _____

Contractor Address: _____

Contractor Phone: _____

Contractor Email: _____

Contractor's License Number: _____

Number of Generators: _____

Contractor Signature: _____

- Grounding on the generator is required
- Extension cords required to have GFCI & covered
- Fire extinguisher required by the generator
- Avoid tripping hazards with the extension cords
- Provide a copy of the electrical license

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ATTACHMENT E: STATE OF ILLINOIS LIQUOR LICENSING

State liquor licensing information and applications can be found at the links provided below. A copy of the state-provided liquor license must be provided prior to the event for liquor to be present.

APPLICATION FOR STATE OF ILLINOIS SPECIAL USE PERMIT LIQUOR LICENSE
(<https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-use-permit.pdf>)

APPLICATION FOR STATE OF ILLINOIS SPECIAL EVENT RETAILER'S LIQUOR LICENSE (NOT-FOR-PROFIT)
(<https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf>)

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ATTACHMENT F: SPECIAL EVENT LIQUOR PERMIT


**VILLAGE OF MOUNT PROSPECT
SPECIAL EVENT LIQUOR PERMIT**

(ALL INFORMATION ON THIS FORM MUST BE COMPLETED IN BLACK INK, PRINTED OR TYPED AND
RETURNED TO THE LIQUOR CONTROL COMMISSIONER'S OFFICE

I. BUSINESS/ORGANIZATION INFORMATION

Name: _____

Address: _____

Phone: _____ Fax: _____

Website: _____

Type: ☐ Corporation ☐ Civic ☐ Religious ☐ Government ☐ Other: _____

Employer Identification Number (EIN)
or 501C3 Number _____

Business License Number: _____

Does your business have a Liquor License? ☐ Yes ☐ No If Yes, what is your license? _____

II. APPLICANT

(Applicant must be the owner, primary manager, or authorized agent of the business or organization.)

Name: _____

Address: _____

Work Phone: _____

Cell Phone: _____

Email: _____

III. EVENT

Name: _____

Purpose: _____

Location: _____ Outdoors? ☐ Yes ☐ No

Type: ☐ Civic (\$0) ☐ Library (\$0) ☐ Village (\$0) ☐ Daily Sampling (\$25 per day) ☐ Temporary Outdoor Entertainment (\$0) ☐ Promotion (\$25 per day)

Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

Type of Liquor Served: ☐ Beer ☐ Wine ☐ Spirits

Live or Amplified Music? ☐ Yes ☐ No

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IV. INSTRUCTIONS

1. APPLICATION DATE: Permit applications MUST be submitted at least seven (7) calendar days prior to the date of the event.
2. INSURANCE: In addition to this application, you must also submit proof of Dram Shop or Host Liability Insurance for the event. The insurance rider must specifically identify the location where the event is being held and the coverage must coincide with the dates of the event. If the event is being hosted on a liquor licensee's premises, no proof of insurance is necessary.
3. PERMIT FEE: Make you check or money order payable to the VILLAGE OF MOUNT PROSPECT and attach it to this application.
4. STATE OF ILLINOIS SPECIAL EVENT PERMIT: If an applicant is applying for a Civic Permit, then they must obtain a State of Illinois Special Event Permit after they obtain an approved Village of Mount Prospect Civic Permit.

V. AFFIDAVIT

I, the undersigned applicant or authorized agent thereof, have read this application and the statements are true, complete and correct. The statements are made for the purpose of inducing the Village of Mount Prospect to issue a liquor permit for a specific event. I further understand that any misrepresentation or failure to notify the Liquor Control Commissioner of any fact requested in this application or omission of any fact pertinent to this application shall constitute good cause for the Liquor Control Commissioner to deny this permit application and/or to revoke any permit issued pursuant to this application.

Signature of Applicant/Authorized Agent

Title/Position

Date

OFFICIAL USE ONLY

Requirements

☐ APPROVED ☐ DENIED

☐ Insurance

☐ Fee

☐

☐

NOTES

Signature of Local Liquor Control Commissioner

Local Liquor Control Commissioner

Date

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APPENDIX G: APPLICATION FOR NONPROFIT RAFFLE



**VILLAGE OF MOUNT PROSPECT
APPLICATION FOR NONPROFIT RAFFLE**

	APPLICATION DATE	
I. APPLICANT		
Name of Organization:		
Address of Organization:		
City, State and ZIP code:		
Business Phone:		
Corporation Name (if applicable):		
State and Date of Incorporation:		
Name and addresses of officers and directors of applicant (if applicable):		
Name	Title	Address
Name and addresses of all persons with a proprietary, equitable or credit interest in the applicant (if applicable):		
Name	Address	
Name raffle manager:		
Address	Town:	Zip:
Cell Phone Number:		
E-Mail :		
Date during which raffle chances will be sold or issued <i>From:</i> <i>to</i>		
Cost of each chance:		
What is being raffled and approximate value: (Attach additional sheet if needed)		
1.		
2.		
3.		
Areas which raffle chances will be sold or issued:		
1.		
2.		
3.		
Winning chance to be determined at the following location:		
Address:		
On the day of and the hour of		

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PLEASE PROVIDE THE FOLLOWING
FOR LICENSE TO ISSUE OR SELL CHANCES UP TO 120 DAYS

1. Application needs to be submitted 14 days prior to the first sale of raffle chances.
2. Application fee \$25.00 made out to the ***Village of Mount Prospect***
3. Fidelity Bond of \$1000.00 as required by Sec.11.3004B.7 of the Village Code of Mount Prospect
4. Notarized signature on sworn affidavit of Organization Officer or Member
5. Evidence of the Organization not for profit status. Federal and State tax exempt certificate or acknowledgement.

FOR LICENSE TO ISSUE OR SELL CHANCES UP TO , BUT NO MORE THAN 54 WEEKS

1. Additional application needs to be submitted seven (7) days prior to the second round of tickets sold or the 121st day of sale
2. Application fee \$250.00 made out to the ***Village of Mount Prospect***
- 2 Fidelity Bond of \$5000.00 as required by Sec.11.3004B.7 of the Village Code of Mount Prospect
- 3 Notarized signature on sworn affidavit of Organization Officer or Member
- 4 Evidence of the Organization not for profit status. Federal and State tax exempt certificate or acknowledgement

AFFIDAVIT

State of Illinois)
 County of Cook) SS

The undersigned, _____,
 being duly sworn on oath states that the above information is true and correct to the best of his/her knowledge and belief, the applicant is a not-for-profit organization, that has been in existence continuously for a period of 5 years immediately to the submission of this application, that during that entire five year period it has had a bona fide membership engaged in carrying out its objectives and, that it is not ineligible for a license under section 3(5) of An Act to provide for licensing and regulating certain games of the State of Illinois as it may be amended from time to time.

SUBSCRIBED and sworn to

Before me this _____ day

Of _____,

20____.

 Signature

 Notary Public

(Notary Seal)

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT



VILLAGE EVENTS AND FESTIVAL ENHANCEMENT REPORT

A review of existing conditions, regulations, and policy recommendations

Village of Mount Prospect
Village Administration
October 17, 2023



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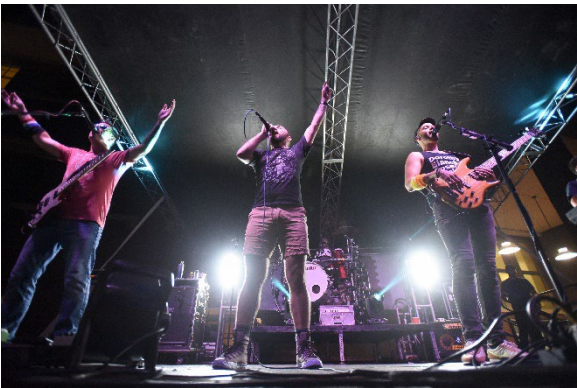
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Introduction

The Village Board prioritized Community Events and Festival Enhancement in the 2022-2023 Strategic Plan under Goal 2 “Enhancing Mount Prospect Charm/Character: Honoring History, Heritage, and Diversity, Equity, and Inclusion”. The Village Board also included a “Special Events Policy, Guidelines and Process: Development and Adoption” in the 2023-2024 Strategic Plan. Most will recall that the COVID-19 pandemic caused widespread cancellation of community events which carried through the first half of 2021, to help mitigate the spread of the virus. However, the pause in community events helped to mitigate the loss of revenue the Village saw during this timeframe. In particular, as noted in the 2021 1st Quarter Budget Review, the Village saw greater cost savings than initially anticipated from the cancellation of community events. This brought to light the need to truly assess the amount of funds used to support community events.

Once community events were back post-pandemic, there was an increased interest not only to reintroduce past events but expand event offerings. A lack of codified processes to review and approve community events puts the Village at a bit of a disadvantage with regard to internal communication, budgeting, and efficiency. Additional research indicates the Village is a bit of an anomaly in its management of community events, as most comparable communities have application processes and code requirements associated with them.

As the Strategic Plan Action Item’s title suggests, there was also an ask to look at festival enhancement – how can we as a Village gain community engagement in a way that is cost effective and serves as many people and stakeholders as possible.

Activity Milestones noted in the 2022-2023 Strategic Plan which are included in this report are: review and evaluate event policies, processes; examine the Village’s role and costs; and assess performance and value to the community.

The 2023-2024 Strategic Plan includes the following Activity Milestones, which are identified in this report as recommendations and next steps: finalize report, hold a Committee of the Whole (COW) meeting on the report for Board direction, prepare policy text amendments, concluding with Board decision on the policy.

STRATEGIC PLAN GOALS

Throughout this document, the reader will discover how the Village’s efficient management and support of community events supports at least four of the Village’s five Strategic Plan Goals.

Effective Village Government:
Financially Sound, Exceptional Service

Enhancing Mount Prospect Charm and
Character: Honoring History, Heritage,
and Diversity, Equity, and Inclusion

Top-Quality Village Infrastructure:
Balanced and Proactive Community
Investment

Family-Friendly Neighborhoods:
Safe and Livable for All

Vibrant Community Destinations:
Downtown, Randhurst Village,
South Mount Prospect and
Other Commercial Corridors

SUMMARY

The purpose of this report is to bring together how the Village of Mount Prospect is handling special events in the community. The report will give a summary of the Village's role in current community events and festivals, in which ways the Village supports or is involved with these events, and the financial impact of the involvement. The report includes a cost history to the Village, which vary in type from monetary support to staff labor costs. Other communities' approaches to the management and financial involvement in their own community events is also discussed. The report then dives into the need for an event policy, what that policy should entail, and how the Village can implement it. Again, support from other communities' policies is referred to help guide the Village in what to include in the policy itself, why having these regulations are important, and how a special event policy will benefit both the Village and hosting organization. The report concludes with next-steps, should the guidance be to continue to draft the policy.

EXISTING CONDITIONS

The Village's Role in Community Events and Festivals

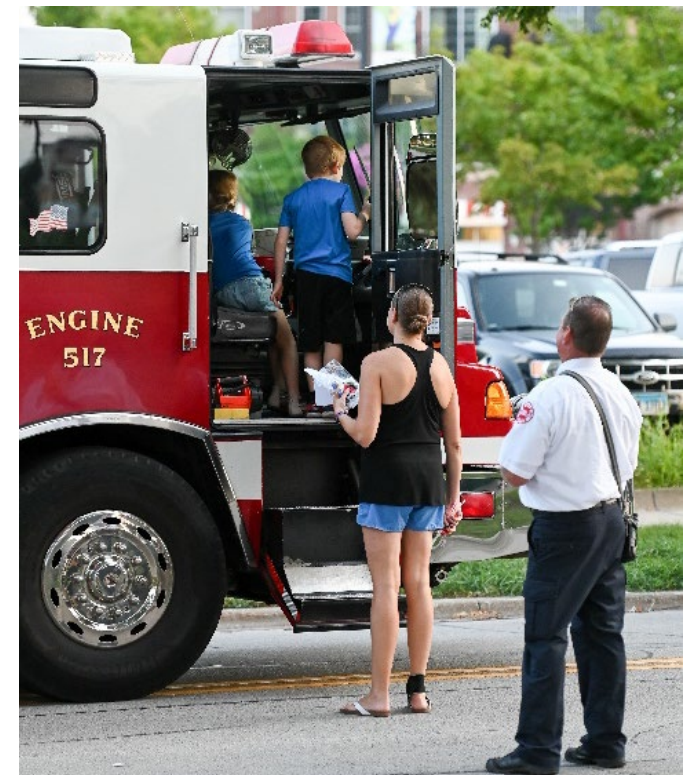
This report will cover the current state of Village community events, including costs, policies, and related challenges. For the purposes of this report, a **Village special event** is defined as:

1. An event which occurs on Village property and/or reservation of the Village right-of-way, AND/OR
2. An event which is financially supported using Village funds, including the use of Village employee labor.

Some events include *both* 1. and 2., while others *only* 1. or 2. Examples:

- Mount Prospect Downtown Merchant's Oktoberfest = 1. + 2. This event occurs on Village property, and receives financial support from the Village.
- Mount Prospect Lions Club Farmers Market = only 1, on Village property.
- Village Special Events Commission Shining Stars Gala = only 2, hosted on private property, with use of Village funds.

There are also hundreds of community events which would not fall into either 1. or 2. definition criteria. The vast majority of Mount Prospect Public Library, Mt. Prospect and River Trails Park District events as well as many events sponsored by the most



prominent Village organizations hold events which, for the purposes of this discussion, would not be considered a Village event, even if it's held in Mount Prospect.

For example:

- Mount Prospect Historical Society's Holiday Housewalk
- Mount Prospect Lions Club Annual Corned Beef and Cabbage Dinner

While all these events are popular and held within the Village, the Village does not support them via sponsorship funds, employee labor, nor do they use our property to host the event - though Village staff or elected officials may buy tickets to attend these events.

For the sake of discussion, the majority of community events can be broken into three event categories (A, B, and C) based on the amount of time and funding provided by the Village to make the event occur. However, the key distinguishing factor between the categories **is the amount of control or decision-making authority the Village has over the event itself**. In Category A, the Village is the decision-maker for the event's foundation (i.e., when the event is going to be held, what is the event going to entail); for Category C, the Village makes very few decisions on the creation and operation of the event, short providing basic services (i.e., permit review, public safety support).

This categorization of events is not set in stone. If additional review by staff or the Village Board dictates, the types of categories or the characteristics within may be altered. For example, if there is desire to group events by duration (number of days) or expected attendance, events like the Mount Prospect Lions Club Farmer's Market would change from a "C" event (requiring little Village staff time and funding) to likely an "A".

Event Categorization – Grouping Events by Village Involvement

This categorization exercise was conducted to help determine the amount of regulation, process or paperwork that would be necessary to conduct such an event. Many communities apply different application review standards depending on the size or resources required for the event.

CATEGORY A | VILLAGE HOSTS THE EVENT

In this scenario, the Village is the primary funding source and/or puts in the majority of the work to plan and run the event. These events may have a specific funding source identified in the Village's budget. They may also have specific committees or commissions involved to plan and support the event; however, this does not mean that other organizations are excluded. For example, the Celebration of Cultures would fall into this event category, but



our staff works closely with the Mt. Prospect Park District for use of their facilities (Kopp Park and Rec Plex), as well as with many community organizations to offer cultural booths and food/beverage.

Category A events may or may not be time consuming. For example, staff spends a lot of time on planning the Celebration of Cultures, but not as much time on “Pool Party with the Cops”, which would also be considered a Category A event.

Having an event policy in place, even for Category A events, will be beneficial – even if the event is managed mostly internally. Standardized event policies will support interdepartmental communication, which leads to better marketing and promotion of the event. The policies will also serve to inform staff in a timely manner of any needed resources, enabling departments to plan work accordingly.

CATEGORY B | VILLAGE AS AN EVENT PARTNER

For this category the Village contributes significant time or money to help another organizations event succeed – but the much of the decision making, planning, and event operations are in the hands of the outside organization. An example of this type of event is Mount Prospect Downtown Merchants Association’s Oktoberfest. This event receives support from the Village by way of funding and time, particularly from Public Works, who are a part of the subcommittee meetings and assist with rental and set up of tents and other logistical items. Prior to 2020, the Mount Prospect Chamber’s Irish Fest would also fall within this category.

Category B events are particularly in need of additional policy structure, as they are currently provided both time and money from the Village, but the majority of the decision-making lies within the sponsoring organization. The history of these partnerships are strong, and the goal of this exercise in analysis is not to reduce or eliminate Category B type events. However, having a policy structure in place helps to stabilize expectations for both sides of the partnership. Knowing how the Village can contribute, and in what ways, as well as understanding the details of the event through a permitting process, will improve communication between the Village and the event’s sponsoring organization.

CATEGORY C | VILLAGE AS AN EVENT SPONSOR/SUPPORTER

Category C events are the most “hands-off” from the Village’s perspective. These events are organized and operated by the sponsoring organization, and in some cases may not require any assistance from the Village. The Village may contribute financially in small amounts, (i.e. banner posting or organizational membership), or we may provide staff in few enough numbers or hours to absorb the costs without additional overtime. In many instances for Category C events, the host is looking to utilize Village-owned property, such as Centennial Green, but otherwise may seek no additional support from the Village.



As with the other categories, size of the event is not necessarily a factor. The 56 Music Fix is a Village-wide music festival held over three days, but the Village's involvement in this event is limited to promotion – which the Village has staff needed to accomplish this task.

Having event policies in place would help the Village better promote Category C events. The policies would also alert us to events that could have potential to need Village assistance (i.e., road closures or police presence).

Again, these categories are in place for discussion purposes and may help to outline future event policies. It is prudent to note that there are some events, such as the Mount Prospect Lions Club 4th of July Festival, which could fall within Category B or C, depending on interpretation; although the Village does not contribute via a large funding amount or make key decisions in its operation, we do provide significant public safety and public works support. There is also potential for a Category C event to grow into a Category B event due to success; the greater the attendance, the more likely the need for increased public safety hours or other assistance from the Village.

Village Cost Breakdown

No analysis of community events would be complete without a cost breakdown. The events and costs highlighted in this report are not all encompassing but provide a snapshot with the most noteworthy events listed.

- There are many smaller community engagement-type events held by departments (Category A) which are funded through operational line items within the Village's budget, such as Human Services' Mental Health fair or Fire Department Open House.
- The budgeted amounts are not the total costs for the event, especially B and C events which the Village does not host and sponsor.
- All events were cancelled in 2020 due to the COVID-19 pandemic. There were budgeted amounts for that year but no expenditures to report; the 2020 year is not included in the spreadsheet as to not skew cost averages.

Understanding the Cost Tables

Budgeted Amount: This is the amount entered into a line item within the Village's annual budget document. Not all event costs have their own line item. For example, costs the Village incurred due to MPDMA's Oktoberfest prior to 2019 were taken out of other various line items within the Public Works budget. To better understand costs, the Finance Department created a line item as a budget amendment in 2019, which is used currently. Another example would be the Lions Club Bluesmobile Car Show, which the Village sponsors in-part with a \$2,500 donation, coming from the Economic Development budget.

Actuals Excluding Labor: This is the true amount spent on the event, after all invoices have been processed, for the time incorporated into staff's regular workday are not included in the calculations of total event cost; an example of regular workday hours not included in the calculations would be in-house promotion of the event by our Communications Division, or any set-up of event infrastructure prior to the accumulation of overtime.

Staff OT (PW and PD): This is the amount, in dollars, paid out for overtime for Public Works (PW) and Police (PD) employees. Public Works employees have a code they enter for overtime for the event they are working; Police only have this code for 4th of July festival, which also (for the purposes of their OT calculations only) includes the 4th of July Parade. Therefore, the numbers for police may be an overestimation, as the OT numbers for the department include any overtime clocked that day.

Actual Total: The total of the actuals excluding labor, plus OT for Public Works and Police, minus any sponsorship dollars the Village collects. Does not include sponsorships not collected by the Village. Does not include staff time spent on an event which was conducted during the employee's regularly scheduled hours.

Event Days: The total number of days the particular event runs, on average, each year.

N/A: Not applicable; for example, the event was not conducted during the specific year or staff overtime labor was not utilized for that event.

Community Events and Festival Enhancement Report | October 2023

Category A Events, Cost Breakdown | 2016 - 2022

Event	Financial Category	2016	2017	2018	2019	2021	2022
Downtown Block Party	Budgeted Amount (\$)	40,000	40,000	40,000	50,000	65,000	65,000
	Actuals excluding Labor (\$)	48,016	42,676	62,398	61,585	49,156	54,551
	Staff OT - PW (\$)		19,325	14,249	20,843	15,698	11,366
	Staff OT - PD (\$) (19 hours)	3,733	5,682	7,773	7,121	6,513	11,833
	Actual Total (\$)	51,749	67,684	84,421	89,549	71,367	77,750
4th of July Parade	Budgeted Amount (\$)	20,808	21,224	21,648	22,080	22,040	22,481
	Actuals excluding Labor (\$)	15,249	20,201	21,648	21,593	21,989	21,242
	Staff OT - PW (\$)	27,545	28,752	31,337	35,829	19,260	20,518
	Staff OT - PD (\$) (see Lions	-	-	-	-	-	-
	Actual Total (\$)	42,794	48,953	52,985	57,422	41,249	41,760
Fridays on the Green	Budgeted Amount (\$)	9,506	20,000	20,000	8,000	5,000	5,000
	Actuals excluding Labor (\$)	6,920	16,774	4,386	6,007	3,715	4,286
	Staff OT - PW (\$)	no data	6,564	3,830	6,653	5,437	4,620
	Staff OT - PD (\$) (2.5 hours)	-	-	674	674	-	674
	Sponsorship (\$)	3,500	4,500	2,500	2,500	-	2,000
	Actual Total minus Spon (\$)	3,420	18,838	6,390	10,834	9,152	7,580
Celebration of Cultures	Budgeted Amount (\$)	N/A	N/A	30,000	32,000	32,000	32,000
	Actuals excluding Labor (\$)	N/A	N/A	32,117	26,558	9,684	20,079
	Staff OT - PW (\$)	N/A	N/A	4,386	6,007	Inc w/Block	7,166
	Staff OT - PD (\$) (6 hours)	N/A	N/A	4,145	3,617	1,599	487
	Actual Total (\$)			40,649	36,182	11,282	27,732

Category B & C Events, Cost Breakdown | 2016 – 2022

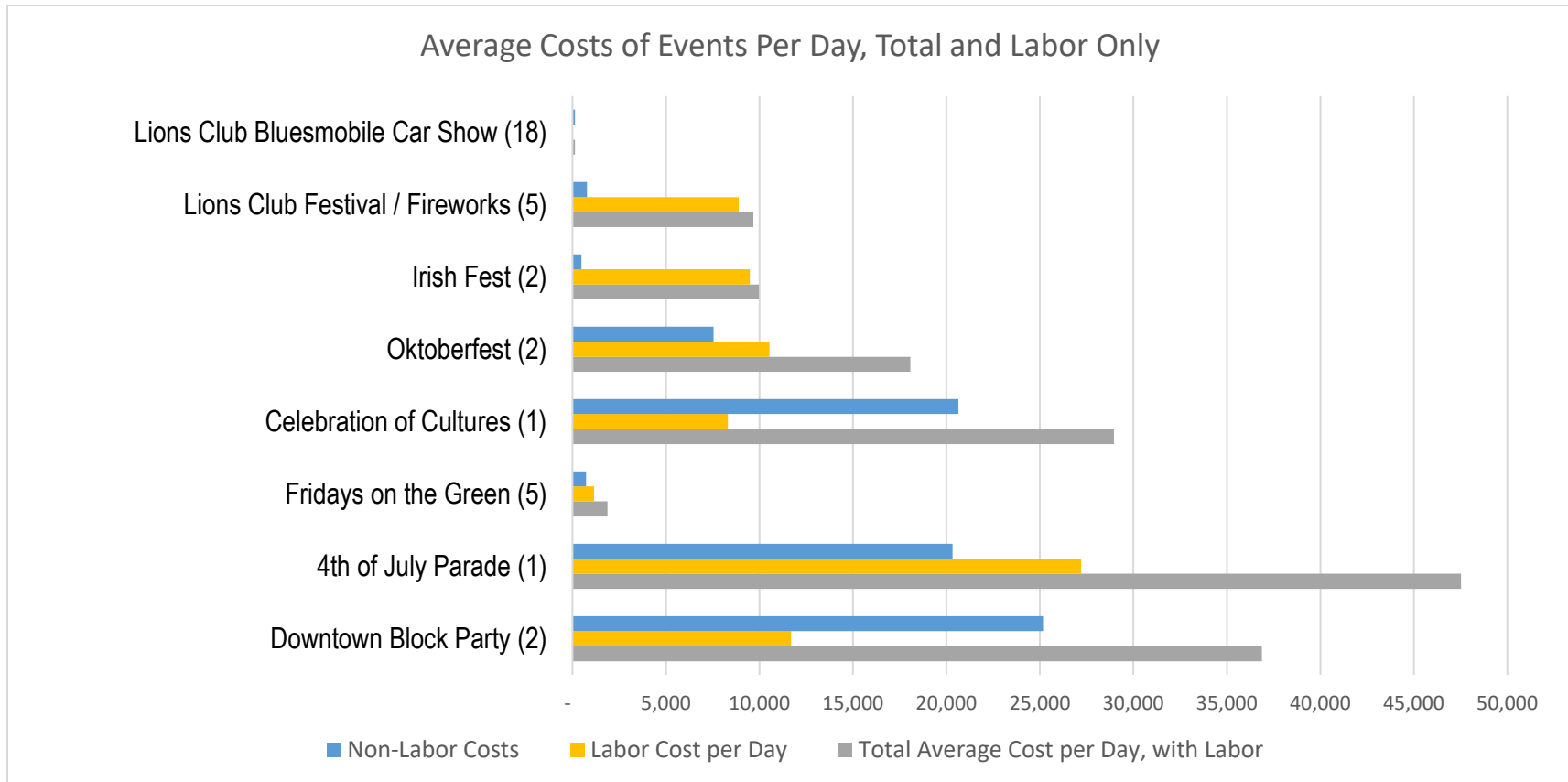
Event	Financial Category	2016	2017	2018	2019	2021	2022
Oktoberfest and Fall Festival	Budgeted Amount (\$)	N/A ¹	N/A ¹	N/A ¹	10,000	24,635	25,128
	Actuals excluding Labor (\$)	N/A ¹	N/A ¹	N/A ¹	39,331	24,635	26,470
	Staff OT - PW (\$)	15,244	14,052	15,991	13,858	16,823	15,024
	Staff OT - PD (\$) (18 hours)	3,620	3,063	7,782	5,180	9,127	6,694
	Actual Total (\$)	18,864	17,115	23,773	58,369	50,585	48,188
Irish Fest	Budgeted Amount (\$)	4,500	4,500	4,500	4,000	21,900	-
	Actuals excluding Labor (\$)	2,172	1,601	2,800	14,377	-	-
	Staff OT - PW (\$)	no data	12,484	15,052	23,656	-	-
	Staff OT - PD (\$) (18 hours)	624	2,465	2,511	2,004	-	-
	Actual Total (\$)	2,796	16,550	20,363	40,037	-	-
Lions Club Festival / Fireworks	Budgeted Amount (\$)	3,714	6,788	3,863	3,940	4,018	4,100
	Actuals excluding Labor (\$)	3,641	3,788	3,863	3,900	4,018	4,100
	Staff OT - PW (\$)	N/A	N/A	N/A	N/A	N/A	N/A
	Staff OT - PD (\$) (38 hours)	41,387	34,197	42,311	50,039	53,650	45,340
	Actual Total (\$)	45,028	37,985	46,174	53,939	57,668	49,440
Lions Club Bluesmobile Car Show	Budgeted Amount (\$)	N/A	N/A	N/A	N/A	N/A	N/A
	Actuals excluding Labor (\$)	-	2,500	2,500	2,500	2,500	2,500
	Staff OT - PW (\$)	N/A	N/A	N/A	N/A	N/A	N/A
	Staff OT - PD (\$)	N/A	N/A	N/A	N/A	N/A	N/A
	Actual Total (\$)	-	2,500	2,500	2,500	2,500	2,500

1: The Event Cost table indicates “N/A” for Oktoberfest years prior to 2019 but should not be interpreted as no money spent by the Village; rather, the costs were covered by the Public Works Department as part of other line items in their budget prior to 2019.

Additional Analysis on Village Event Costs

There are many ways the data for events could be further broken down. To tell a more accurate story on costs of Village events we will also consider the duration (number of days) of the event, as well as the labor costs, as see in the charts below.

The number of days an event lasts does not always equate to a more costly event. Some costs are fixed, or semi-fixed. Examples: tent rental is the same cost for the weekend, whether the event runs the entire weekend; purchasing items that will be used not only for one event but for other Village events such as audio visual equipment.



The utilization of staff covered by a collective bargaining agreement (Police, Public Works), represented by the yellow bar in the chart, add to the overall event cost. Adding to this cost is the fact that most events occur on weekends or on holidays. An example of this variable at play is the Village's 4th of July Parade. This event always occurs on a contracted holiday, resulting in greater overtime costs; Public Works labor costs are roughly 57% of the amount spent on the event itself, on average.

Expensive rentals and entertainment fees also add to the cost of the event. Celebration of Cultures and Downtown Block Party require tents, large stages and live entertainment by paid musicians. This is represented by the blue bar, or "non-labor" costs on the chart. The exception to this could be Fridays on the Green, in part because the Village recoups anywhere from 27% - 57% of the non-labor costs via Village-raised event sponsorship [2016 – 2022 data].

Reminder that this report is focused on Village costs; therefore, the "actual" amounts in the tables and graphs are not representative of total event costs unless the Village pays for the event in its entirety. Short of requiring all non-profit organizations submit their financial reports back to 2016 to the Village, it's difficult to know the cost of non-Village sponsored events. Of the events listed in the chart, two were entirely paid for by the Village of Mount Prospect: 4th of July Parade and Fridays on the Green. Events like Downtown Block Party, Lions Club Festival and Oktoberfest had additional costs – for example, beer/alcohol – which the Village did not contribute to arranging. However, these organizations (Mount Prospect Chamber of Commerce, Mount Prospect Lions Club, and Mount Prospect Downtown Merchants Association) are able to sell beverages, food, booth space, collect sponsorships, etc. as ways to offset their portion of the event cost – with profits made to serve as a fundraiser for the organization itself.

Aside from Fridays on the Green, the Village does not currently have a policy in place to recoup costs on events. The 2023 Downtown Block Party was the first large-scale effort to recoup the majority of Village costs by way of beverage profits and sponsorship participation. More on the topic of cost recovery is included in the Event Policy section of this report.

What Other Communities Spend

To help get a picture of what other communities spend on events, staff referred to the respective community's event policies and budget documents with support from survey data. Most communities have separate line items for the larger festivals, and the amounts noted are what comes directly from the budget document. Note that it is not clear how this money is allocated (i.e. what bills are being paid with the amounts). Some communities collect sponsorships for events which may cover the budgeted costs, or alternatively may be used to offset costs.

Arlington Heights has an Arts, Entertainment & Events Fund within their budget. Their budgetary numbers are much higher than the Village of Mount Prospect and an examination of their budget shows they generate over \$700,000 per year in business taxes to fund events as well as some (not all) operating and capital costs for the Metropolis Theatre [2023 Adopted Budget, Village of Arlington Heights].

The Village of Barrington contributes resources and personnel depending on the level of sponsorship and not to exceed \$2,500 for a one-day event and up to \$7,500 for a multiple-day event for the first year; 75% of first year contribution of up to \$1,875 for a one-day event and up to \$5,625 for a multiple-day event for the second year; 50% of first year contribution of up to \$1,250 for a one-day event and up to \$3,750 for a multiple-day event for the third year. No contribution will be provided by the Village after the third year [Village of Barrington Special Events Policy document].

Buffalo Grove's event budget totals nearly \$140,000 for the 2023 Budget Year, but this includes commission and committee expenditures (Planning and Zoning, BOFPC). Excluding the commissions, this number is reduced to just under \$100,000. Their most notable event is "Buffalo Grove Days", which had a 2021 expenditure of \$72,100 and 2021 revenue of \$110,618 [2023 Adopted Budget, Village of Buffalo Grove].

Des Plaines has a line item in their 2023 budget titled "Subsidy – City Sponsored Events, which had a 2022 Budgeted amount of \$150,000 but a projected expenditure amount of \$50,000. Examples of City events are Taste of Des Plaines, fireworks display, and the 4th of July Parade. Interestingly, all special events in Des Plaines are coordinated through their Police Department Support Services Division. They also recently hired a Communications and Event Associate (full time position) within their City Manager's office.

Hoffman Estates hosts its own 4th of July festival "Northwest 4th Fest" and has a commission associated with this event. The 2022 estimated actuals were \$160,180. They also host "Platzkonzert Germanfest" with 2022 estimated actuals of \$41,900 and Celtic Fest at \$15,000 (again, via commission budget). There are sponsors for these events and they're hosted on their Village Green adjacent to NOW arena.

Village of Palatine hosts its own "Streetfest" which looks similar to the Downtown Block Party, with beer, food, and entertainment. The Village of Palatine budgets \$155,000 to host the event (this amount includes equipment such as rentals, entertainment, and alcohol). In their budget document, "Other Streetfest Revenue" came in at \$180,000 for 2022 year.

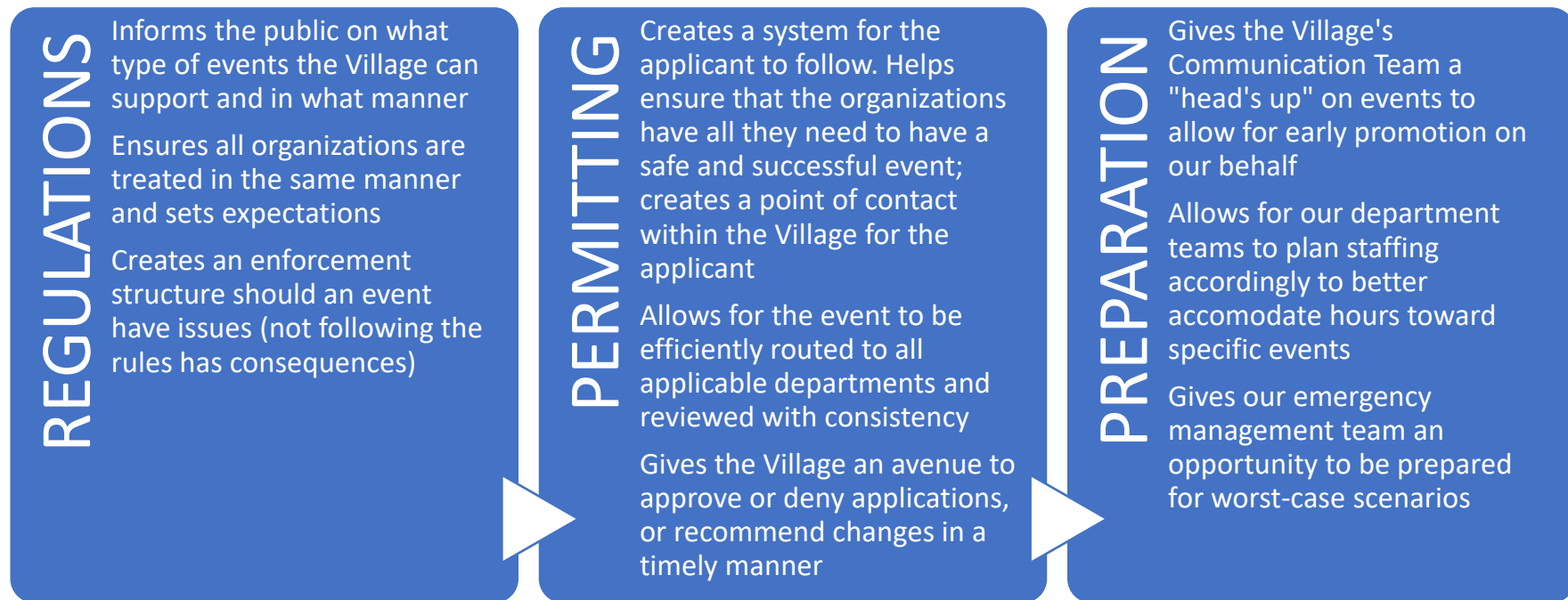
Schaumburg hosts a 3-day "Septemberfest" festival Labor Day weekend, and budgets \$405,400 for the event. One of the goals listed in their 2022/23 budget is to collect at least \$92,500 in cash sponsorships for Septemberfest (\$129,893 was collected in 2019), and at least \$15,000 of in-kind contributions (\$27,525 was collected in 2019). Septemberfest includes fireworks, three live music stages, a "taste of Schaumburg" and is held on their municipal grounds.

Wheeling hosts "Rock N' Run the Runway" at Chicago Executive Airport, in conjunction with the city of Prospect Heights. Wheeling has a special event budget worksheet in their 2023 budget, which indicates special events overtime (\$20,000 budgeted); total special events budget for 2023 is \$127,190 for events not associated with holiday lighting and employee appreciation. It is noted in the budget that the Rock N' Run the Runway event cost is "offset by donations", so it's difficult to know net costs. The event consists of fireworks, two bands, stage, food truck participation, and kids entertainment and is scheduled for June 24, 2023.

How other communities finance their community events, what costs are covered, and how they track and report these expenditures provides examples of how the Village of Mount Prospect could improve upon current event management and become more transparent in the process.

Event Policies Within the Village Code

Local municipalities use event policies to better review, manage, and promote special events in their community. The event policy is not a substitute for current code requirements related to health, safety, and public welfare, but instead are supported by these existing regulations.



Mount Prospect does not have a comprehensive events policy in place that includes regulation and permitting for all Village events. This does not mean that there is no regulation whatsoever; rather, the process today is a bit piecemeal, often reviewed on a case-by-case basis, and the process is not clear to any new entity that would like to host an event. For example, the Village's health inspectors still inspect food service booths when necessary, but the method in which they are informed to do so is not standardized.

Amendments recently proposed to Chapter 11 of the Village Code (Merchants, Businesses, Occupations and Amusements) touch on the regulation of certain events like carnivals and circuses, but in a very outdated manner which was no longer followed. Additional review of the Village code found regulations related to events, but scattered throughout the code, some of which are equally out-of-date. Below are a list of various event types and where they are addressed in the Village code.

Chapter 11

- Carnivals and Circuses, to be struck from the code and regulated as a short-term merchant (effective January 1, 2024)
- Public Dances and “other” Entertainment, to be struck from the code and enforced via Chapter 14 (zoning code)
- Promotional Events (by a business), to be struck from the code

Chapter 13, Alcoholic Liquors

- Entertainment Related to a Business with a Liquor License, Article II under Temporary Permits

Chapter 23 Offenses and Miscellaneous Regulations

- Sound Amplifiers, Article VII (last modification, 2008)
- Public Gatherings, Article VIII (last modification, 2001)
- Mass Gatherings, Article IX (last modification, 2020)
- Parades, Article X (last modification, 1967)
- Fireworks and Explosives (fireworks shows), Article XIII (last modification, 2005)
- Solicitation on Streets and Highways (a.k.a. “tag days”), Article XV (last modification, 2012)

The Village’s lone permit process for events relates to block party requests: if a neighborhood would like to host a block party, where the street is temporarily blocked off by the Village for this event, they apply online via our customer service portal. The request goes to Public Works for review/approval. Police and Fire departments are also made aware not only for emergency response but they often visit the party as a way to further community engagement.

All other Village events, including the ones referenced in this report, follow an informal process of meeting with the members of the sponsoring organization, and working out details of what staff would need to have submitted for review. Nearly all of our events are occur annually and the Village staff have established contacts within these organizations. No fees are charged to the organizations (such as an application review fee), and we do our best to communicate with event organizers on things like food service inspections, liquor license requirements, and police/fire coverage.

The Village does have the following permitting processes in place, which would likely work in conjunction with any special event policy created: special event liquor licensing, temporary sign permits, tent permits, and amplification permits. However, with exception of state-mandated alcohol permitting, the Village has been spotty in its requiring of temporary sign or amplification permits.

For larger scale events, our Emergency Management staff organize an Emergency Operations Plan meeting, where several departments are able to meet with key event organizers to discuss emergency planning. This is done a few days prior to the event to work out last minute issues like key contacts and discuss any weather or other threats. The Emergency Management Meetings are not event planning meetings, as all the details of the event should be finalized at this point in the process. The Village has conducted meetings and produced an Emergency Operations Plan document for the following events:

- Downtown Block Party
- Memorial Day Parade
- 4th of July Parade and Lions Club Annual 4th of July Festival
- Irish Fest (ended in 2019)
- Celebration of Cultures
- Oktoberfest/Fall Festival
- Village Tree Lighting



EVENT POLICIES IN OTHER MUNICIPALITIES

Staff has examined if other communities have event policies and to what extent. The Northwest Municipal Conference (NWMC) has assisted in this research through survey data, which was supported by staff research in the case that a community did not respond to their survey request.

At this point in the process of policy creation, staff wanted to better understand how other municipalities regulate special events. At minimum, it appeared that most municipalities researched had at least an application process – 25 of 28 area municipalities. We also researched if the municipality charges for Village services such as police or public works labor; in this instance, 21 of 28 indicate that there are charges for certain village services beyond the application fee.

The result of these two questions are in the table on the following page. “No Response” means no answer was provided to the NWMC’s survey.

Table of NWMC Survey Responses: Application and Fees for Service

Municipality	Charges Fees for Special Events: Police Fire, PW, Application	Has an Application Process and/or Special Event Policy
Antioch	No Response	No
Arlington Heights	Yes	Application on the Website. Review by Committee.
Barrington	Yes	Yes
Bartlett	No Response	Internal Procedures Policy
Buffalo Grove	Yes	Application on Website
Carpentersville	Yes	Yes
Des Plaines	Yes	Application on Website
Evanston	Yes	Yes
Fox Lake	Yes	Facility Rental Application
Glencoe	Yes	Yes
Glenview	Yes	Yes
Grayslake	Yes	No
Highland Park	Yes	Yes
Hoffman Estates	Yes	Application on Website

Municipality	Charges Fees for Special Events: Police Fire, PW, Application	Has an Application Process and/or Special Event Policy
Lake Forest	Yes	Yes
Lake Zurich	Yes	Policy and Application on Website
Lincolnshire	No Response	Block Party and Races only
Morton Grove	Yes	Yes
Niles	Yes	Yes
Northbrook	No Response	Yes
Palatine	May charge for police services	Certain events require meeting with Village staff
Park Ridge	Yes	Yes
Prospect Heights	Only for Liquor License	Application on Website
Rolling Meadows	No Response	Block Party Permit
Schaumburg	Yes	Yes
Streamwood	No Response	Unknown
Wheeling	Yes	Yes
Winnetka	Yes	Application on Website

Common Regulations

To help assist the Village in creating an event policy, it is a good idea to start with summarizing what regulations other communities have within their own applications and policies. Below are examples of common rules, regulations or requirements seen in event policies.

- Definition of Special Event
- Application fee
- Deadline to submit application
- Require a certificate of insurance with minimum coverage indicated
- Require a hold harmless certificate
- List additional fees charged and permits required (liquor license, food and beverage, tents, temporary signs, employee labor, amplification, etc.)
- Options for fee waivers
- Safety or emergency operation plans
- Trash and recycling requirements
- Reference an attendance threshold to determine submission requirements

Note that the special event permit is not a substitute for any other permit, but works in conjunction with existing permits such as temporary signs, temporary food/beverage/liquor licenses, etc. The majority of special event policies and permit applications examined reference the need for additional permits depending on event details.

With an application process comes its review by the municipality. Usually, event applications are submitted to the Village Manager's office (or similar), though specific permit applications such as tents, signs, or food/beverage are then forwarded to the appropriate department. Some municipalities detail how the application will be reviewed – such as applying various standards. These standards include the protection of health, safety and welfare, the parking and traffic impacts of the event, nuisance to surrounding properties/residents, and so on.

Every community examined which has an event permit application conducts its review and approval internally, meaning the Village Manager or their designee has the authority to approve special events as some level. Two communities require Village Board approval for certain items related to special events: request for fee waivers (Glenview, Hoffman Estates), and events over 5,000 people (Glenview). Four other communities which note the potential for fee waivers have this decision given to the municipal Manager (Barrington, Bartlett, Morton Grove, Park Ridge). All other communities make no mention of fee waivers and may even state specifically that the event is responsible for all incurred charges.

OTHER COMMUNITY EVENT POLICY TRENDS

Use of Commissions

Over the course of research for this report, it became obvious that some communities use commissions to help manage community events, particularly the events which are primarily financed by the municipality. The Villages of Schaumburg and Hoffman Estates utilize this model with their “Septemberfest” and “4th of July” commissions, respectively, among others. Mount Prospect has a Special Events Commission which works in this regard, for the 4th of July Parade and Celestial Celebration Shining Stars Gala. In addition, the Special Events Commission is becoming more involved with the Celebration of Cultures for the 2023 year. The use of commissions to guide event planning and budgeting adds to public involvement and transparency of the process.

Evaluating and Tracking Event Performance

How does an organization track event performance? Typically, this could be done via ticket sales or other attendance measures. The challenge for Village-supported events is that they are free and open to anyone that wishes to attend, so attendance numbers are estimated. In addition, nearly all events are weather-dependent. Good weather results in strong attendance, poor weather results in low attendance and possibly the cancelation of the event altogether. It’s not always possible to gather information on sales of food or beverage, either, as this information may not be shared with the event organizer, or the event itself (like Fridays on the Green) does not offer food or beverage for purchase.

The Village tracks the number of “event days” and Village funds spent on events as a Key Performance Indicator (KPI) in our strategic planning software. This and other KPI’s are visible to the public on the Village’s Strategic Plan Dashboard. The events tracked in this KPI have line items in the Public Representation Budget, and the dollar amounts do not include staff overtime. However, simply tracking the number of event offerings, while somewhat supporting the overall Village goal of Enhancing Mount Prospect Charm and Character, does not necessarily denote if the event was successful.

The Village also has data for marketing reach for certain events as well, particularly for events the Village hosts (and therefore markets). For the Downtown Block Party, there are separate metrics for the event’s stand-alone website. For example, in 2022, there were over 7,000 unique visitors to mpdowntownblockparty.com, and in 2023 there were nearly 11,000. For the first time, the Village conducted a post-event survey for Downtown Block Party attendees; this allows the Village to use this feedback to improve future events.

The Village also holds post-event meetings for some of the larger events, where successes and challenges are shared directly from the event coordinator/sponsoring organization.

In the Village’s 2020 Community Survey completed by ETC Institute, only 5% of survey responders noted they were “dissatisfied” with the quality of Village events, while 34% were “very satisfied”; the satisfaction rate also increased between 2016 (the prior community survey) and 2020.

Additional recommendations to track event performance which the Village could consider implementing are:

- Post-event surveying volunteers and participants to gauge success as well as receive constructive criticism
- Surveying residents/attendees on the quality or content of a specific event, or on the Village's event opportunities as a whole
- Doing rough attendance counts at event entrance(s) or in areas where attendees gather
- Monitoring social media engagement, reading posts and denoting overall public sentiment
- Tracking any of the above through KPIs

Value to the Community

Those municipalities examined in this report have which have an application process in place usually define “special event”. Occasionally, the application or policy language touches on the values the community finds important.

Special events can enhance our quality of life and community character by helping to create a vibrant and interesting community. They also involve advance planning, logistics and can create impacts that require Village services and regulation. The Village of Morton Grove's Special Event process has been developed to ensure that these events are safe and enjoyable for residents, participants and guests alike. – Village of Morton Grove

The variety of events held in the Village of Barrington are instrumental in maintaining our vibrant, smalltown heritage, and contribute to our goal of Barrington being a “great place to live, work and play”. Our goal is to assist organizations in creating sustainable and successful special events that enhance the quality of life for our residents, promote tourism, showcase local talent, draw first-time visitors, and strengthen our community's character. – Village of Barrington

Also, some municipalities require the event applicant describe the purpose of the event and its value to the community within the application.

The Village of Mount Prospect has not explicitly stated why community events are important to support (in part because no event policy currently exists), but history shows that these events have contributed positively to the Village's brand, instilled a sense of pride and togetherness, and served to support non-profit organizations. Considering the category in which this report resides within the 2022-2023 Strategic Plan, “Enhancing Mount Prospect Charm/Character: Honoring History, Heritage, and Diversity, Equity, and Inclusion”, community events serve to support all of these components. In addition, Mount Prospect's reputation of throwing great events is noted

in the Village's 2020 Branding Plan. Community events were mentioned enough from focus groups interviews to become a Key Branding Concept: *Mount Prospect Celebrates*. "Mount Prospect throws great celebrations. Trick-or-treat in the streets of downtown; join in a community bike ride; rock it out at a summer evening concert; celebrate the season with the tree lighting and historic home tours. Mount Prospect is a vibrant gathering place for friends, neighbors and family". [page 7, Mount Prospect Branding Plan, 2020]

To help guide future policy implementation, it is recommended that the Village determine why community events deserve continued support, and what type of events the Village is interested in supporting. This determination will set the stage for the creation of specific policies and regulations. The below list is a start as to why a community would want to invest time and money into public events – but prioritizing which are the most important will clear a path to answering the questions of why and what type.

*Inclusion | Vibrancy | Economic Development | Partnerships | Support a Common Cause | Strengthen Brand Identity
Celebrate Holidays | Recognize the Extraordinary | Fun*

Value as a Dollar Amount

As noted earlier in this report, many of Mount Prospect's community events receive funding from the Village by way of the annual budget process. However, not all the events currently listed in the Village budget had their own "line item" identified in the Public Representation section of the budget and instead were paid for out of various other accounts. In 2019, greater consolidation of these expenditures and re-assignment of dollars to a dedicated account number has made it easier to track many event expenditures, but these account codes are not all-encompassing. Village support of events by organizations such as the Mount Prospect Lions Club are done through membership payment or check. Smaller Village-hosted events such as the Marche Francais French Farmers Market, or the Village Tree Lighting ceremony are paid out of accounts such as the Sister Cities Commission and the Holiday Lighting budgets, respectively.

Intangible Value

It is important to emphasize that, although this report has focused on budgetary impact of events, there is great value in hosting or supporting them which go beyond dollars. The Village partners with community organizations, both large and small, and this carries over into the realm of public events. **The reader of this report should not assume that the ultimate goal in the management of events is for the Village to only participate in a way which offset costs or makes a profit.** There is tremendous value in hosting and supporting community events which go beyond dollars and cents.

As mentioned above in *Value to the Community*, these events support inclusion and provide a sense of civic pride for all residents and businesses. Community events can also preserve and educate the public about Mount Prospect's history and diversity. Although difficult to put a "price" on these contributions – the values are at the heart of the Village's mission and are clearly outlined in the Strategic Plan Goals noted in the Introduction of this document.

Supporting community events hosted by other non-profit entities also strengthens the relationship between the Village and the organization. This relationship is multi-faceted and goes beyond the event itself. A few of the benefits of these organizational partnerships which are enhanced by community events are highlighted below.

- The Mount Prospect Lions Club, one of the Village's strongest non-profit organizations in terms of volunteerism, hosts events which, to put it simply, only an organization of their size can handle due to the amount of work (i.e., volunteer staff) it takes to operate them. The Lions Club Farmer's Market and Bluesmobile Cruise Nights occur nearly every weekend throughout the summer. They also host the long-standing 4th of July Festival at Melas Park – a multi-day festival with carnival rides, live music, food, and of course fireworks. However, it is important to note that the Lions Club also contributes back to the Village in other important ways, both financially through donations to the Village's Food Pantry, the gazebo within the Busse Pocket Park and more, as well as through their dedicated service to those in need throughout Mount Prospect. Learn more about the Mount Prospect Lions Club at www.mplions.org.
- The Mount Prospect Downtown Merchants Association hosts Oktoberfest, pub crawls and progressive dinners, Movies on the Green and more, to encourage people to visit downtown Mount Prospect. Many of their events are family-friendly and center around the business community. The MPDMA is a vital supporter of the Downtown, encouraging everyone to "Play, Gather, Relax" in our downtown public spaces, restaurants and shops. The Village's collaboration with the MPDMA extends to an ex-officio role on their executive board. This relationship allows the Village to hear from, and work directly with, the business community. The Village often taps into members of the MPDMA for guidance on Village projects impacting the downtown, from overall development to specific projects like the Village's Downtown Wayfinding Signs and Downtown Implementation Plan. Learn more about the MPDMA at www.mpdowntown.com.
- The Mount Prospect Chamber of Commerce was most impacted by the pandemic and as a result restructured their organization with the use of a Co-Op management company. Prior to 2023, they co-managed the Mount Prospect Downtown Block Party, organize a popular annual Golf Outing and host numerous networking events and expos throughout the year. They are also a supporting partner in the Village's Celebration of Cultures, assisting with restaurant participation and management of the beer tent. As stated in www.mountprospectchamber.org, the Mount Prospect Chamber's mission is to help "businesses realize greater success" and serve residents and community organizations. They have provided the Village with a business-owner's perspective on Village policy decisions, such as Video Gaming and downtown development. Their monthly networking sessions allow Village staff to interact directly with the local business community.
- There is a long list of organizations who host or contribute to community events throughout the year: the Mount Prospect Junior Women's Club, Lemons of Love, Moose Lodge 660, VFW Post 1337, American Legion Post 525, to name a few. This is in addition to all the wonderful support by the Mt. Prospect and River Trails Park Districts and the Mount Prospect Public Library. Each of these groups contribute value to the Village of Mount Prospect beyond simple accounting measure

While community events do take staff time or have other costs, the Village is keenly aware that community events, at the scale in which they currently take place, could not happen without the leadership and hard work of the organizations, their staff and volunteers. When

examining the value of community events, the Village is sure to respect the value of these relationships with any event process or regulation which may be implemented.

Challenges to Determining Value

Type A Village events can, and should be, assessed during the Village's annual budget process. These are the events of which the Village as an organization hosts and controls. It is common practice to discuss the larger of these events, such as Fridays on the Green, during internal budget review. Any changes to these events are considered at that time. Moving forward, it may be wise to gather input from the Special Events Commission prior to budgeting workshops to determine any budget modifications they recommend for their events the following year – for example, if the commission wants to expand an event or create a new one, this should be done well enough in advance that it's reflected in the final budget presented for Village Board review. For example, the Special Events Commission has identified two new events they would like to add to the 2024 calendar year, so they have been requested in the 2024 Village Budget.

Assessing the Village's return on investment for Type B and C community events, of which we contribute funding and time but have little control, is the most difficult issue to address. Questions that arise internally when examining this type of event support:

- Should the Village continue to contribute to this event financially or in other ways?
- What amount of investment is sufficient?
- Should the Village have any control in how Village funds are spent?
- What responsibility does the organization have in being transparent with their spending of Village funds?
- How long should this support last? When should the Village's participation be re-evaluated?
- What impacts does the event have on staffing levels within Police, Fire and Public Works, and when are these impacts detrimental?

Event Scope Creep

What has occurred for some events over time is what can be termed "scope creep". Most events hosted by partner organizations start small, and over time they grow into larger, more successful – yet more demanding – community events. Scope creep is the result of successful public events or the expansion of events in an effort to grow them. Past examples, of which the Village has accommodated needs are:

- Oktoberfest's expansion from 1 day to 2
- Lions Club 4th of July Festival – additional officers required due to increased need to protect the public's safety
- Bluesmobile Cruise Nights – this event was a MPDMA event (and even run through the Historical Society at one point), but the length of the event (Saturdays throughout the summer) required additional volunteers – hence the move to the Mount Prospect Lions Club. This event often has live music and requires the closure of a commuter lot for the majority of the day. The closure of

the lot may become more important as the downtown continues to redevelopment and demand for public parking increases on Saturday nights.

Other events on the horizon have the potential for scope creep. These are what we would consider Type C events, as the Village contributes little to no financial support, but does provide a location and has begun to require public safety.

- Movie Nights on the Green (MPDMA) – additional nights added, increases in attendance results in the ask for road closures and additional public safety. This event was previously held at Moehling Park and run by Capannari Ice Cream, but became so popular they outgrew the space and required more volunteers to operate, resulting in the MPDMA taking them over.
- Downtown Trick or Treat (MPDMA) – this relatively new event has grown significantly and results in hundreds of children needing to cross busy streets during rush hour, requiring police presence and potentially the future need for road closures or other support to protect public safety.
- 56 Music Fix – this is also a newer event run completely independently from the Village. The 56 Music Fix committee partners with the Mt. Prospect Park District as well as dozens of local business owners to provide live music over 3 days, with an artisan expo at Lions Park. It's not unreasonable to plan for growth of this festival and the impact that would have on public spaces, although as of today, very little Village resources (aside from some marketing support) are provided.

The Village should be aware about scope creep for Type B and C events; what may have required very little resources at one point, could end up requiring additional staff OT, road closures, or have negative impacts on the surrounding residents or businesses. Existing and future demands on the Village, both tangible in the form of financial impact or intangible in terms of reduced parking and increased noise complaints, should be considered when assessing an event's value.

Having a formal event policy in place, with standardized application reviews, will help keep the Village abreast of potential scope creep and allows for proper planning and budgeting. All communities with a special event application process have deadlines associated with them and most are contingent upon size of the event.

SPECIAL EVENT POLICY RECOMMENDATIONS

Research on surrounding communities' practices on the management and regulation of community/special events has shown it would be in the Village's best interest to have a uniform policy in place. This research has also shown variables to achieve that goal; the amount of regulation and fees put in place are up for discussion. Staff recommends the following be included in the Village's event policy, as detailed below: Codification of the most important regulations/requirements, internal improvements to better track spending and other impacts to staff, and enhancement of partnerships with community organizations to ensure a successful policy implementation.

Recommendation: Creation of Special Event Regulations

Staff recommends the next step in the process be drafting of regulations which would be included in the Village Code.

1. Scour the current Village Code to identify any Chapters/Sections which could apply to event regulation, such as those already identified in Chapter 11.
2. Meet with departments, including the Village Managers Office, Police, Fire, Building and Inspection Services, and Public Works, to determine any state or county regulations which are in place that impact any draft regulations proposed. This includes assembly/crowd control regulations, health and sanitation, and building code requirements.
3. Examine other communities code language and application policies in detail. Items like definitions of terms should be relatively consistent if possible, from community to community.
4. Draft the code language and route to departments for review.
5. Using the draft code as a guide, develop an application system which would be used by any group wishing to hold a community/special event in the Village.

Recommendation: Improve Internal Clarity

Staff recommends the following items, which will improve transparency, provide for easier tracking of the financial and personnel impact event may have.

1. Refresh the Village budgeting system to include specific line items in the Village Budget for high-dollar events.
2. Introduce payroll overtime “tags” for specific events to accurately understand financial impact, and to bill back if necessary.
3. Implement a special event review process, one where applications are reviewed for code compliance, issues can be addressed prior to the event and lines of communication are established.
4. Track applications and event impact through the use of Key Performance Indicators and quarterly/annual budget reviews.

Recommendation: Enhance Partnerships

Those most impacted by a special event policy would be the event organizers themselves. It is important to inform community organizations on why a policy is important, how to navigate the process, and what to expect moving forward. There are benefits to the event organizers, in that an application policy alerts the Village of an event with enough advanced notice that staff can provide marketing support. It also allows for staff to alert organizers of any potential conflicts, logistical issues, or safety concerns. Staff recommends using the creation of an event policy to enhance community partnerships, as such a policy would:

- Provide a clear set of expectations on both sides – the organization will clearly understand what the Village is able to provide for the event.
- Establish equity across all organizations, as all groups would be going through the same application process for events of similar size or design.
- Provide transparency to the public on which events are supported by the Village, either financial or other means of support.

NEXT STEPS

Now that there's an understanding of how the Village of Mount Prospect is involved with, and handling, community special events, this is the recommended next steps.

1. Present this report to the Village Board and public during a Committee of the Whole meeting or workshop.
2. Gather feedback from the Village Board, Special Events Commission, and key community organizations on how best to implement an events policy. Key discussion items should include:
 - a. At what point should an event require an application? With how much notice?
 - b. To what extent should the Village provide staffing at no charge to the organization hosting the special event?
 - c. To what extent should the Village provide financial support to the organization hosting the special event?
3. The draft redline of regulations and event application will offer answers to these questions; however, they are being highlighted as the extent of these regulations would be up for discussion.
4. Return to Village Board for additional discussion on the proposed Code Amendments for policy adoption.