

Agenda
Village of Glen Ellyn
Village Board Workshop
Monday, February 18, 2013
7:00 P.M. – Galligan Board Room
Glen Ellyn Civic Center

1. Call to Order
2. Volunteer Fire Company 2012 Services Brief (*Fire Chief Buccola*)
3. GIS Presentation (*MGP Consultant Tom Thomey*)
4. Special Event Permit Process (*Administrative Intern Strong*)
5. Other Items?
6. Adjournment

MEMORANDUM

TO: Mark Franz *MF*
FROM: Mark Binkerd
DATE: 02/12/2013
RE: Geographic Information System (GIS)



The Village has been working with GIS technology for several years and it has become clear that it has the potential to provide efficiencies in our work processes over the use of traditional tabular data. The roadblock to increased use of GIS technology has been the large investment in specialized staff and computing infrastructure to develop a viable GIS system. An alternative to internal development is now available through The GIS Consortium.

The GIS Consortium has the advantage of dedicated experts in GIS development and the ability to share the cost of software licenses among its members. There is also a sharing of technology developed by the group among all of its members. The attached viewgraphs from the GIS Consortium give an overview of the organization and the services they provide. We are currently comparing the costs and benefits of the GIS Consortium with internal development of a GIS System that meets the needs of the Village. Since there are some budget impacts to either option, we wanted to discuss these plans with the Village Board prior to finalizing the recommended budget. We are prepared to discuss the Consortium with the Village Board at the 2/18/13 Village Board Workshop.

If you have any questions, please let me know.



The GIS Consortium

Greater Chicago Illinois



Tom Thomey, Owner & Senior Consultant

Municipal GIS Partners, Inc.

- GIS Industry since 1985
- City of Highland Park, GIS Manager, 1994-1997
- Created MGP Inc in 1998
- Founder of the GIS Consortium (www.GISConsortium.org)
- B.S. Computer Science; B.S. Applied Science; Minor Mathematics
University of Wisconsin - Parkside



Formed in 1998

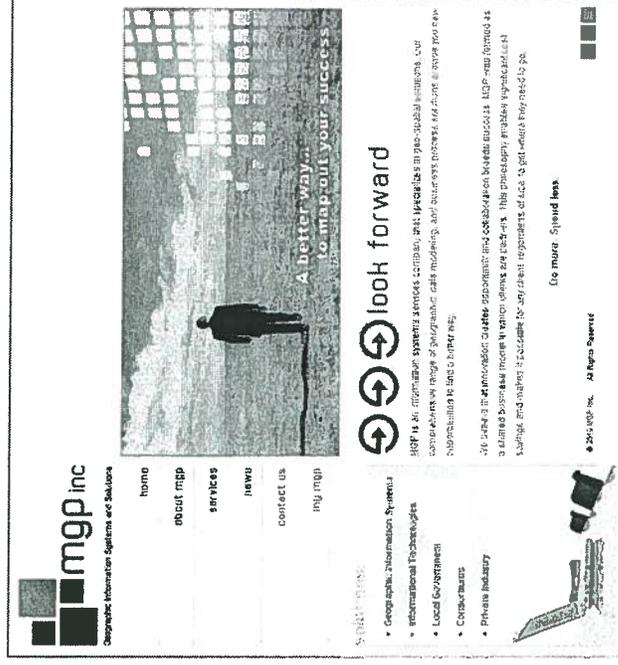
Local government and GIS focus

GIS Consortium architect

Staff proficiencies

- 14 GIS Specialists
- 2 Application developers
- 2 GIS Analyst
- 2 GIS Coordinator
- 1 GIS Manager

www.MGPInc.com





3rd Party supported systems

Accele Automation	Franklin Information Systems	NFIRS 5
Aegis	GEAC	OffenderWatch
Canopy	Global Software - Global Dispatch	OSSI
Cartegraph	GovQA	Papervision
CIMS Cemetery Information Management System	Granite XP	Pave Pro
CityView	HTE	Penemation
CityWorks	Innoprise for Financial Applications	Permits Plus
Code Red	Laserfische	Pinnacle
CompassCom	LEARMS	Pipe Tech
Contact One	Logos	Point System
EDENS	Map Star	PreFire
eGov	MSI Applications	Springbrook
EnRoute 911	MUNIS	Tree Keeper
FireHouse	NetRMS	Visionair



Agenda

GIS and Local Government

Demonstration – MapOffice™ Advanced

GIS Consortium overview

Discussion

Operational efficiency

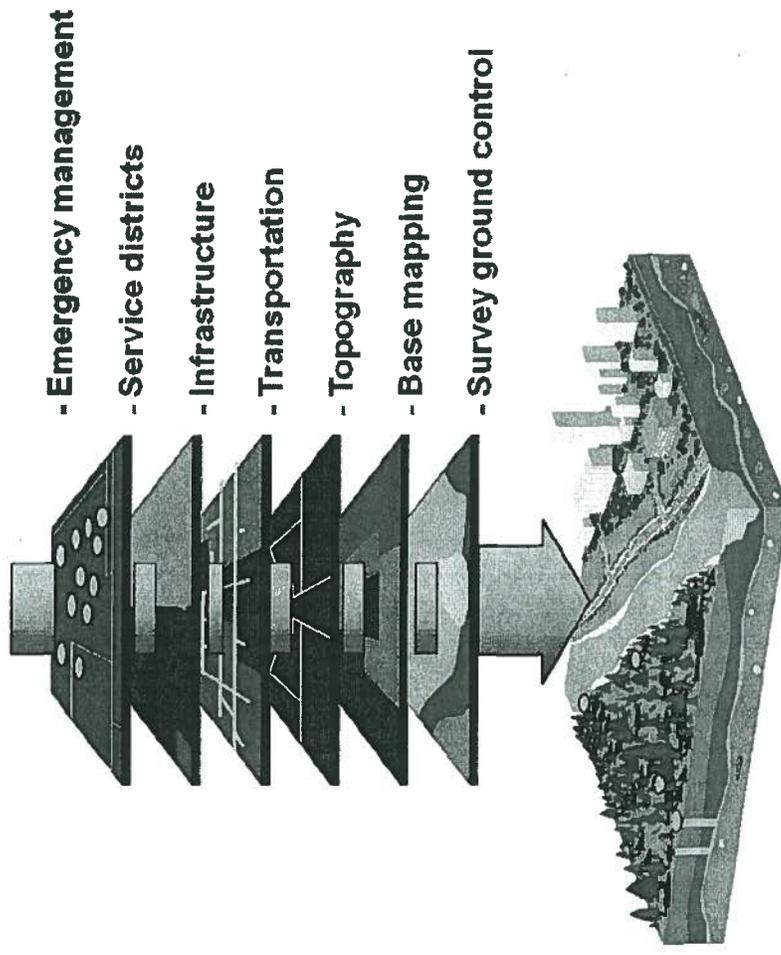
Evolving workforce

Analysis

Presentation

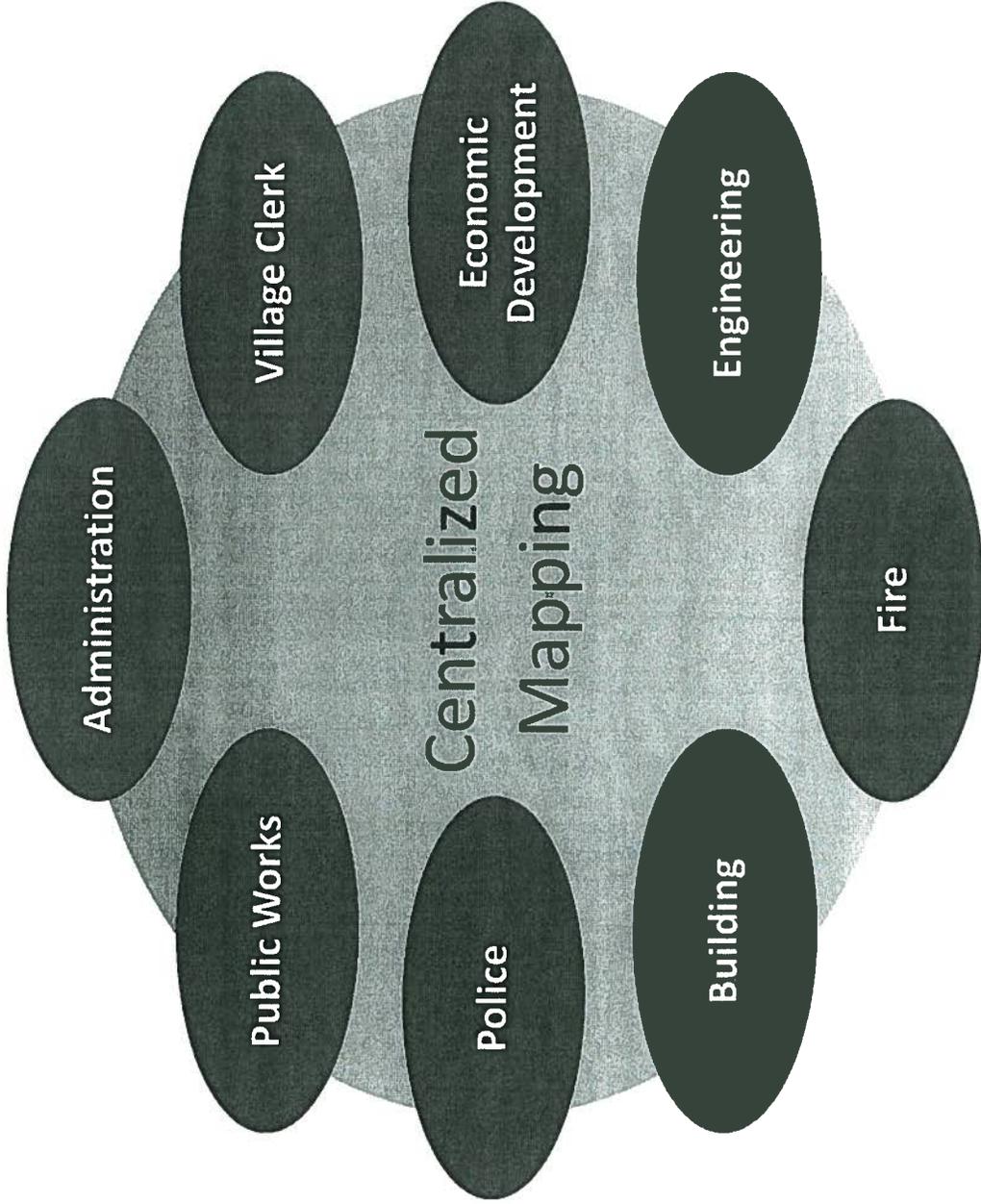
Enterprise model

Flexibility





GIS Supports every department

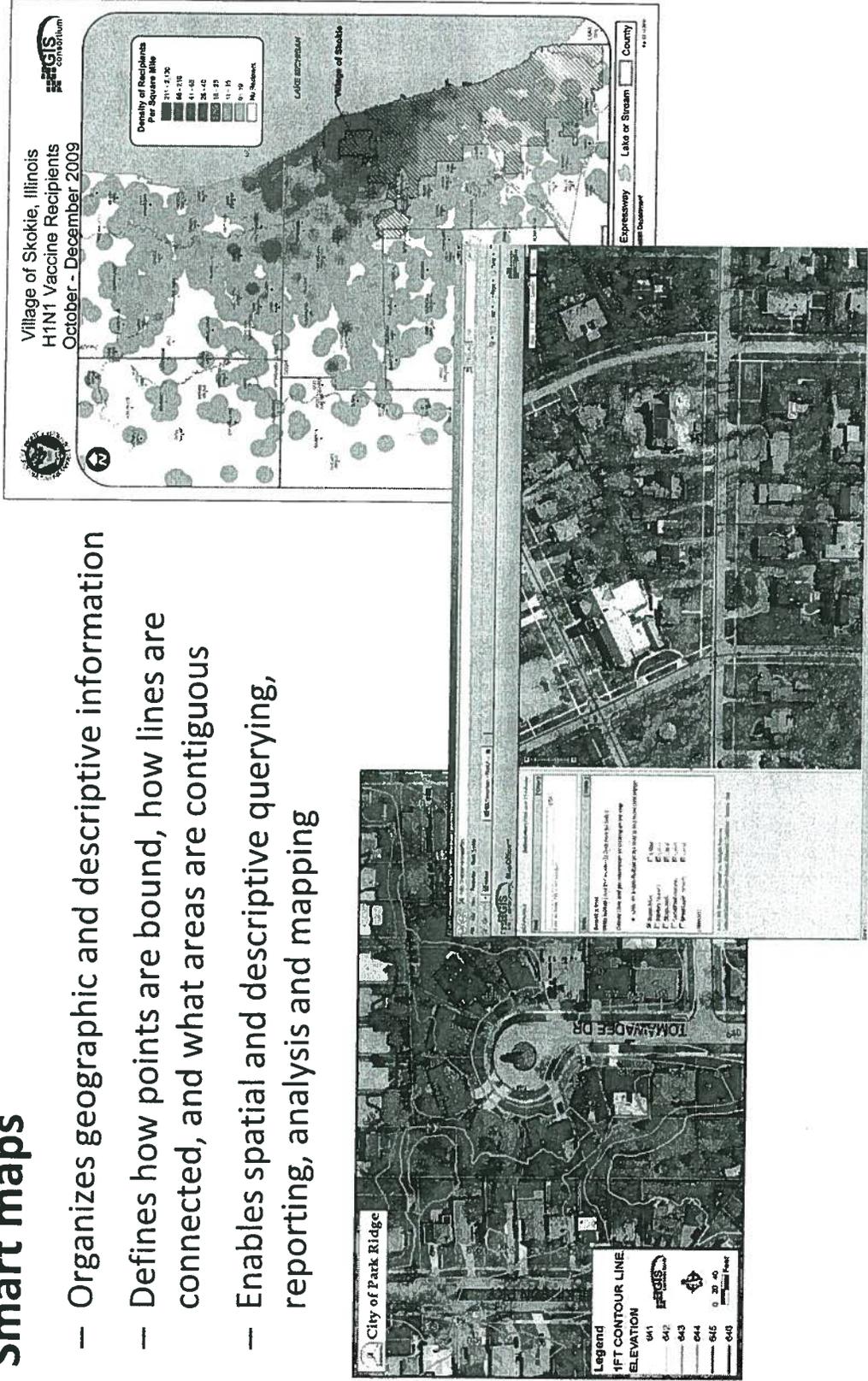




Geographic Information Systems (GIS)

Smart maps

- Organizes geographic and descriptive information
- Defines how points are bound, how lines are connected, and what areas are contiguous
- Enables spatial and descriptive querying, reporting, analysis and mapping



Match needs with technology

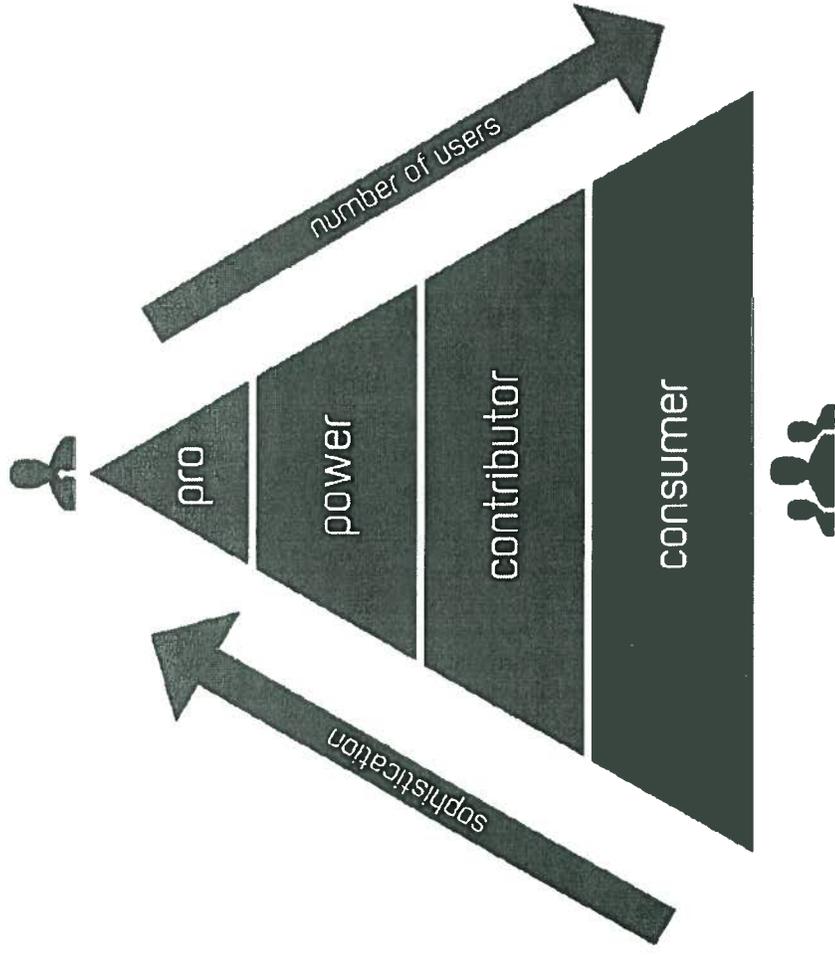
Expedite tasks

Reduce complexity

Enhance decision-making

Engage staff

Enable collaboration





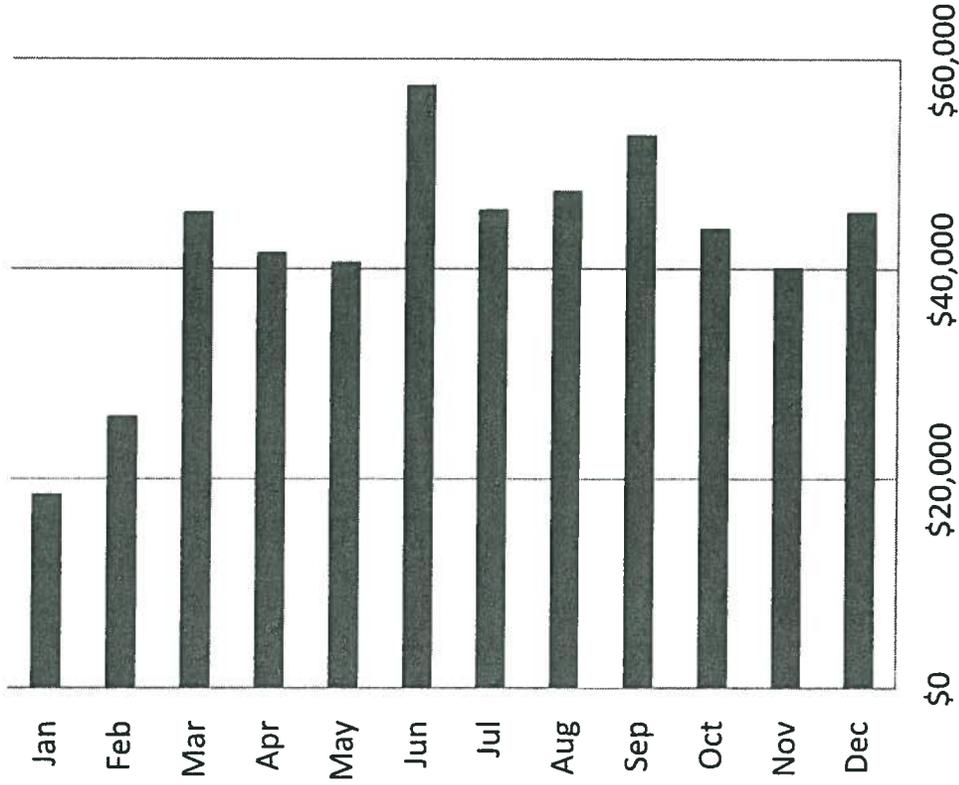
GIS annual cost efficiencies

Community	Total Savings =	Repetitive Tasks +	Special Projects
Glenview	\$615,975	\$534,550	\$81,425
Des Plaines	\$555,875	\$505,100	\$50,775
Winnetka	\$433,675	\$352,250	\$81,425
Elk Grove	\$396,762	\$348,700	\$48,062
Highland Park	\$322,450	\$305,850	\$16,600
Wheeling	\$219,675	\$159,350	\$60,325
Skokie	\$212,450	\$183,300	\$29,150
Oak Brook	\$129,550	\$108,050	\$21,500
Park Ridge	\$88,062	\$43,050	\$45,012
Deerfield	\$85,600	\$40,250	\$45,350
Norridge	\$80,837	\$18,100	\$62,737
Lake Forest	\$80,012	\$58,200	\$21,812
Morton Grove	\$74,737	\$61,900	\$12,837



City of Des Plaines GIS cost efficiencies detail

Repetitive Tasks (MapOffice™)



Special Projects List

Addressing	\$1,575.00
Auto-Aid Zone Development	\$850.00
Bike Network Development	\$1,912.50
Casino planning and support	\$787.50
Community Map Product	\$1,275.00
Data Maintenance	\$2,637.50
Data sharing and delivery support	\$1,225.00
GIS MapOffice (2.x)	\$1,900.00
GraniteXP	\$3,262.50
Meals on wheels support	\$787.50
Police Incident Mapping	\$2,662.50
Sewer Utility Maintenance	\$2,550.00
Sign Management Support	\$5,500.00
Support Based Work	\$5,812.50
Water Utility Maintenance	\$912.50
Zoning Map Product	\$937.50
Snow Plow Operations Support	\$912.50
Business License Review	\$1,250.00
DCEO Grant Application	\$1,700.00
Hydrant Flushing Data Entry	\$787.50
Water Main Break Analysis	\$1,100.00
2011 Blizzard Emergency Event	\$1,587.50
Tree Inventory Management and Support	\$1,037.50
Firehouse PrePlan Conversion & Integration	\$900.00
Hydrant Testing Support	\$2,212.50
Apache Park Improvement Map	\$887.50



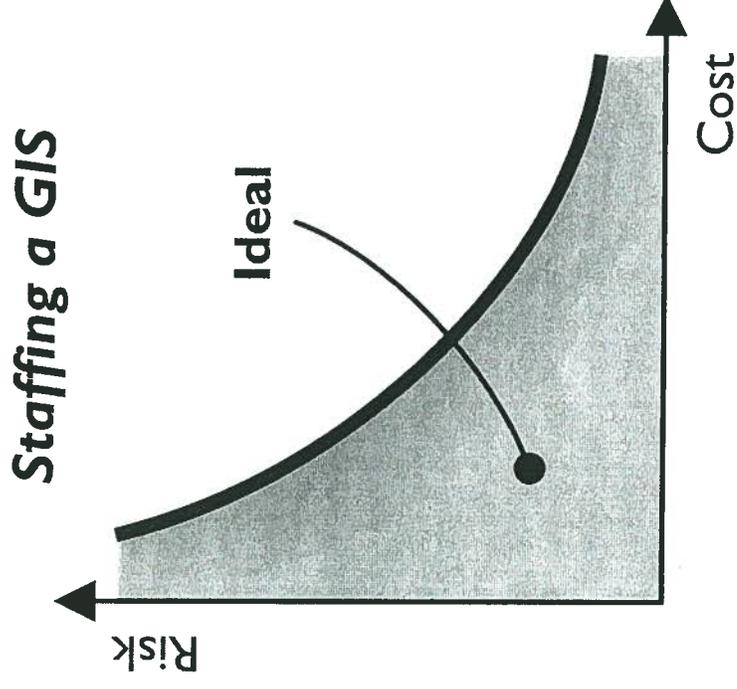
Staffing challenge

Multiple specializations

High risk factor

Cost prohibitive

Long-term liability





Distributed staffing cost model

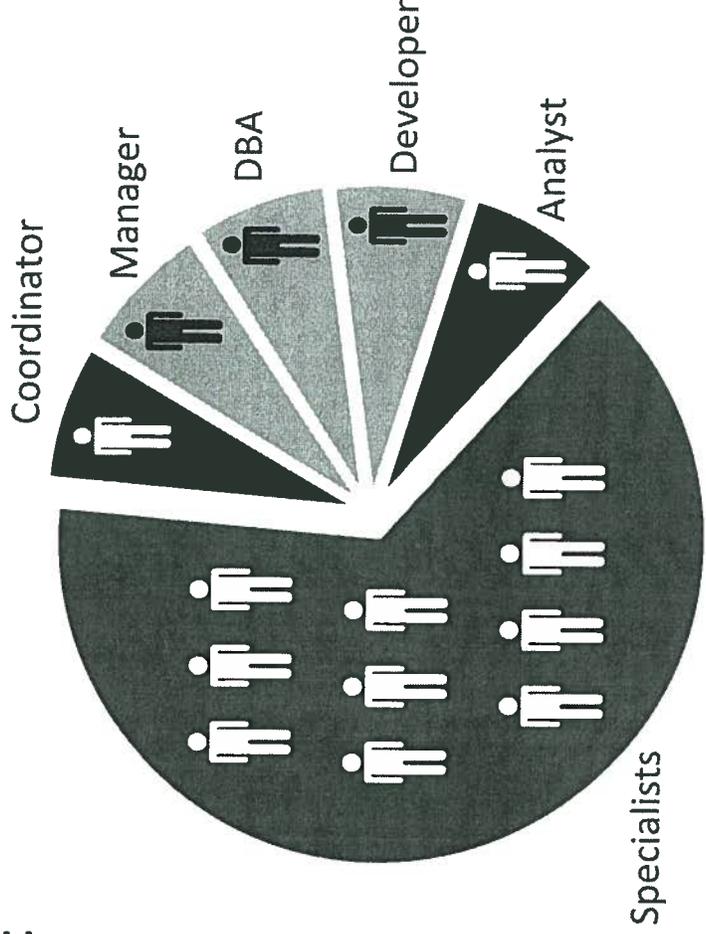
Addresses staffing challenge

Access without fulltime cost

Rates based on service

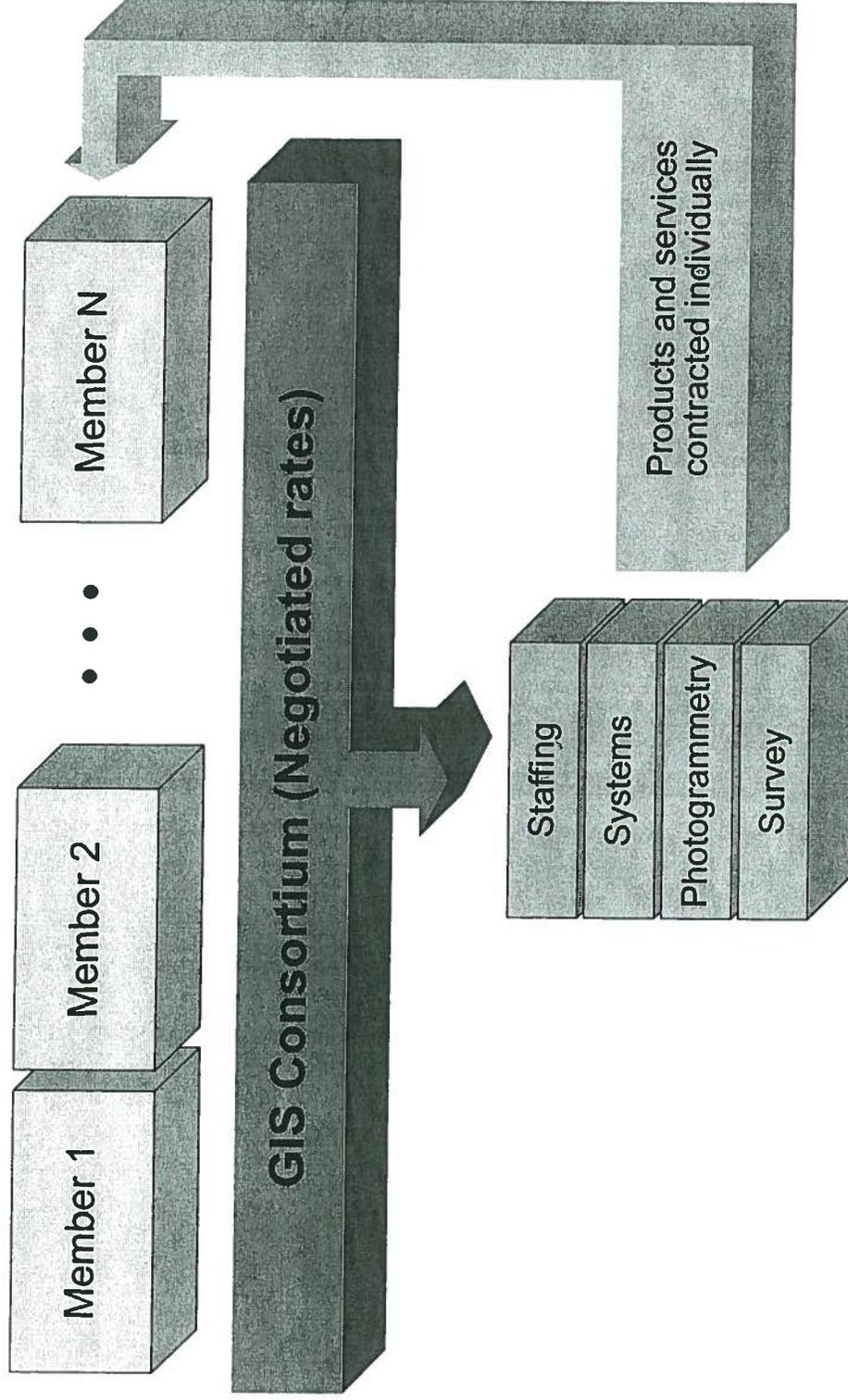
Accountability

Shared staffing model





GIS Consortium – Creates buying power

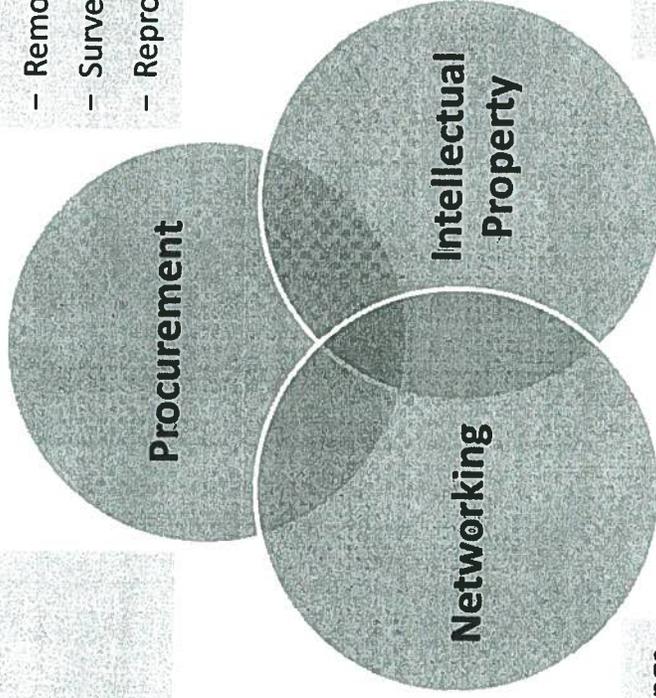




Other GIS Consortium Benefits

- Base mapping
- Web conferencing
- Co-location server
- Esri Business Analyst

- Esri ArcGIS Extensions
- Remote access services
- Survey equipment
- Reproduction

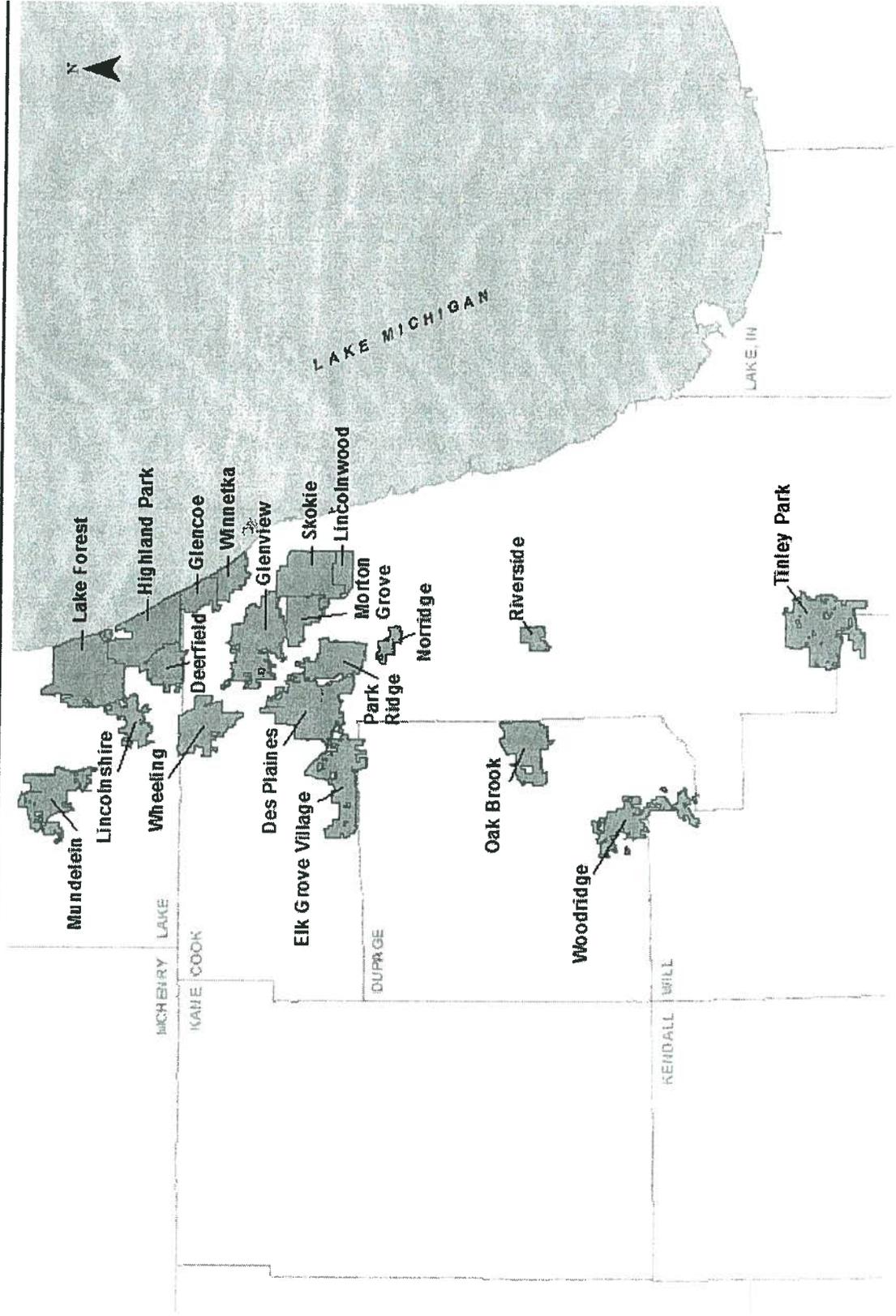


- Strategic department meetings
- Board committees
- Solutions webinars
- Website

- Applications (e.g MapOffice™)
- Data model
- Productivity suites
- Bets practices



GIS Consortium – Membership map





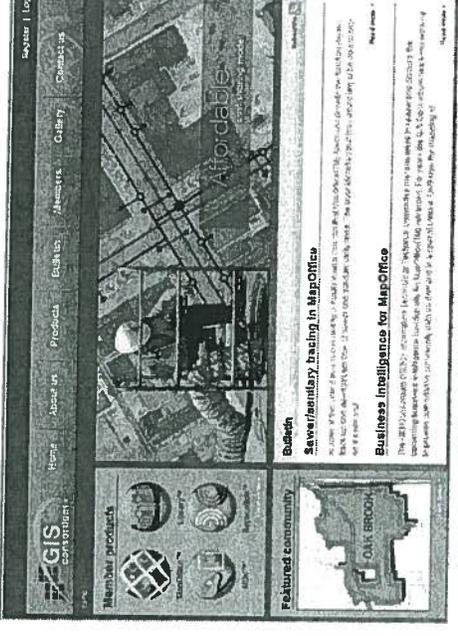
GIS Consortium – Membership statistics

Members	Since	Population	Parcels	Area (Sq. Mi.)
City of Highland Park	2000	29,763	11,230	12.26
Village of Glencoe	2000	8,723	3,658	3.81
City of Park Ridge	2000	37,480	13,388	7.12
Village of Lincolnshire	2000	7,275	2,358	4.56
City of Des Plaines	2002	58,364	18,635	14.36
Village of Deerfield	2002	18,225	6,288	5.43
Village of Winnetka	2003	12,187	4,470	3.86
Village of Morton Grove	2003	23,270	8,959	5.09
Village of Skokie	2005	64,784	22,723	10.06
Village of Lincolnwood	2005	12,590	5,301	2.69
Village of Glenview	2006	44,692	14,415	14.07
Village of Norridge	2007	14,572	3,750	2.00
Village of Wheeling	2008	37,648	7,199	9.00
Village of Riverside	2008	8,875	3,307	1.97
Elk Grove Village	2008	33,127	10,687	11.04
Village of Oak Brook	2008	7,883	3,401	8.16
City of Lake Forest	2010	19,375	7,563	16.96
Village of Tinley Park	2011	56,703	23,468	15.00
Village of Mundelein	2012	33,235	10,154	9.95
Village of Woodridge	2012	30,934	8,148	9.40
GIS Consortium Purchasing Power		559,705	189,102	166.79



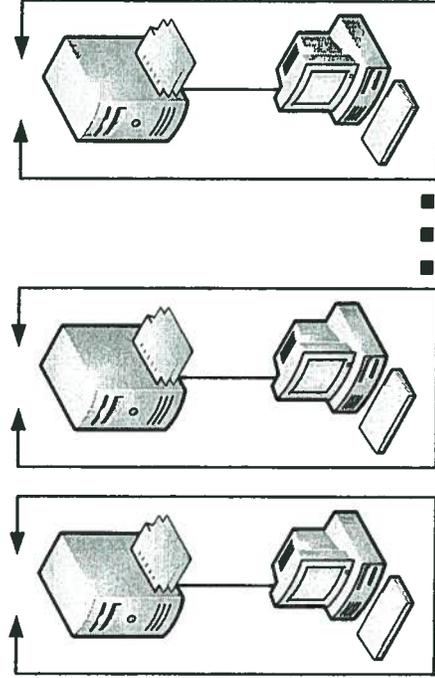
GIS Consortium – Fact sheet

- Formed in 1999
- Initiation fee (\$4,000 - \$20,000)
- There are no annual membership fees
- Joint initiative costs are distributed
- Each member has one-vote
- Community owns its equipment, software, and data
- All members have equal rights to intellectual properties
- Data-sharing among members is required
- Service providers are evaluated annually
- The GIS Consortium has never lost a member



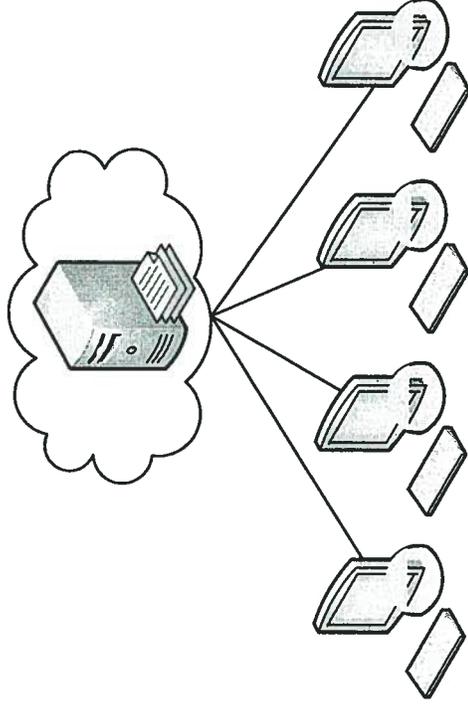
www.GISConsortium.org

Traditional



Each individual community purchases, services, and maintains their own GIS equipment and software licenses

RAS



Service provider owns and manages these resources and cost shares with individual members

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MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Kristen Schrader, Assistant to the Village Manager – ADM
Michael Strong, Administrative Intern



DATE: February 13, 2013

RE: Special Event Request Process

Background

The purpose of this memorandum is to initiate a discussion on the current request and approval process for special events which are conducted in the Village. As part of an ongoing review of internal administrative processes, Village staff believes that the current procedures can be enhanced to achieve better efficiency.

Current Special Event Approval Process

The Village's special event request process is administered by several different departments depending on the scope of the event. First, the Village receives a written request from an individual or organization regarding their interest in hosting an event. The Administration Department reviews the request and solicits feedback from other departments on the event's potential impact on Village resources. Additionally, departments may provide recommendations or reminders if additional information or licenses (i.e. liquor license, parade permit, etc.) are required. Once any unresolved issues have been addressed, an approval letter is drafted which outlines the request and any code waivers that may be needed to safely conduct the event. For first-time events, this letter is sent to the Village Board for final approval.

Issues

Proposed Improvements – Documentation for Special Event Request Process

Village staff is seeking to improve the efficiency and simplicity in this process through a variety of recommendations. First, Village staff is interested in making the request process easier for individuals and event organizers. One of the greatest challenges with the current process is insufficient event information or details from event organizers. This may require staff to follow up with organizers multiple times to complete requests. In response to this issue, Village staff has created a simple form that can be completed to replace the event request letter. The document captures all of the pertinent information that departments need to assess the impact of the event, while also providing signature approvals and a conditions of approval section which eliminates the need for a separate approval letter. In addition, staff has prepared event guidelines which aim to assist an applicant in submitting the necessary event details and to provide more information to organizers up front regarding the Village's special event policies. Collectively, these improvements will promote consistency and simplification in the event request process, while enhancing customer service to event organizers. A copy of the draft special event permit application and guidelines has been attached.

Timeframe and Notice for Event Requests

A second challenge with the current event request process has been timely notice by event organizers. A major goal of this process improvement is to build greater consistency in the review and approval timeframes for event requests. In the past, Village staff has requested at least 30 to 60 days notice for event requests. However, many requests have come in as close as seven days prior to the event date. This timeframe does not provide sufficient time for staff to process event requests through multiple departments and work through any request challenges with the event organizer.

Staff is proposing that notice of 60 days for events be required in order to ensure enough time for processing, review, and approval by Village departments and the Village Board in a timely manner. Research on event request processes in other communities found that the required lead time for requests varied between 14 days and 120 days.

Special Event Permit Fees

Lastly, Village staff is seeking support to restructure the current special event fee structure and policy for charge back expenses. The current Village Code states that event requests are subject to a \$150 permit fee. Historically, this fee has been waived by the Village for events. Staff recently conducted research on special event permit fees in other communities and found municipalities that have a formal special event permit process charge fees ranging from \$15 to \$250. Staff is proposing that the fee be reduced to a \$35 flat administrative fee to support administrative costs associated with processing event requests.

In addition, the Village provides support for community events from the Police and Public Works Departments. The Police Department typically charges event organizers for public safety personnel costs at \$50 per hour/per officer. The Police Department determines needed personnel per event and charges event organizers accordingly. Staff recommends these fees continue to be charged as police support is provided at events.

Conversely, the Public Works Department has not charged for expenses related to event support. This support includes the placement and rental of barricades, street sweeping, inspections, tree pruning, and other services. In order to assist in offsetting the cost of these services, Staff is proposing a flat fee for events related to Public Works services, separated into three different event category types: Races/Parades, Parking Lot Closure and Street Closure. Average races/parades require \$750 in PW services, parking lot closures require \$550 in PW services and street closures require \$750 in PW services. Staff proposes a flat fee of \$250 for races/parades, \$175 for parking lot closure and \$250 for street closure.

Staff is proposing service reimbursement be at lower than actual costs as it will assist in offsetting expenses while also not deterring events from occurring in the Village. These fees would not apply to the annual community events the Village supports in its partnerships including the Taste of Glen Ellyn, Jazz Fest, Sidewalk Sale, Festival of the Arts, Backyard BBQ, 4th of July events, Holiday Walk and Downtown Alliance events.

The aim of the proposed fee structure is to assist the Village in allocating sufficient resources to meet the growing demand for special events in the Village. Village staff feels that these proposed fees will continue to encourage events in the Village and in the downtown, while also balancing the financial impact events place on the Village budget.

Action Requested

It is requested that the Village Board review this memorandum and provide feedback and direction to Village staff during its regular workshop meeting on Monday, February 18, 2013. Should the Board be comfortable with the proposed process and fees, Staff will bring this back to a Board Meeting for official approval via ordinance.

Attachments

- Draft Special Event Permit Application
- Draft Special Event Permit Guidelines

cc: Julius Hansen, Public Works Director
Staci Hulseberg, Planning and Development Director
Phil Norton, Police Chief
Danamarie Izzo, Assistant to the Village Manager – HR
Dave Buckley, Assistant Public Works Director



Village of Glen Ellyn Special Event Permit Application

DRAFT

The Special Event Permit Application must be submitted at least sixty (60) days prior to the event date in order to ensure sufficient time for processing. Please contact the Administration Department at 630-469-5000, or refer to the Special Event Permit Application Guidelines at www.glenellyn.org for more information.

EVENT INFORMATION			
Event Title			
Type of Event	<input type="checkbox"/> Carnival or Rides <input type="checkbox"/> Business Special Event <input type="checkbox"/> Festival <input type="checkbox"/> Outdoor Concert <input type="checkbox"/> Parade <input type="checkbox"/> Tent Sale <input type="checkbox"/> Walk/Run/Bike <input type="checkbox"/> Zoo/Circus <input type="checkbox"/> Other (please specify): _____		
Event Date(s)		Time	
Alternate Date(s)		Time	
First Time Applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is it an Annual Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event Website (if any)			Anticipated Attendance
Location of Event <small>Please list all requested street or sidewalk closures noting time(s) each street will be closed.</small>			
Describe the Event <small>Please describe your event in detail including any additional information that may be important to understanding its scope and purpose. Please attach any promotional materials regarding the event.</small>			
Please see <u>Section 3</u> of the Special Event Application Guidelines for more information regarding Event Activities			
Event Activities <small>Please check all items that will be included in your event.</small> <small>*Extraordinary activities may require additional licenses, fees or submittals (See Guidelines for additional information).</small>	<input type="checkbox"/> Alcohol* <input type="checkbox"/> Balloons/Signs/Decorations <input type="checkbox"/> Floats <input type="checkbox"/> Parking Lots* <input type="checkbox"/> Sound Equipment <input type="checkbox"/> Tents <input type="checkbox"/> Other (please specify): _____	<input type="checkbox"/> Animals* <input type="checkbox"/> Bands/Live Music <input type="checkbox"/> Food Booth(s) <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Stage/Bandshell <input type="checkbox"/> Vendors	<input type="checkbox"/> Automobiles <input type="checkbox"/> Carnival Rides* <input type="checkbox"/> Parade/Race* <input type="checkbox"/> Promotional Signage <input type="checkbox"/> Streets/Sidewalks*

EVENT ORGANIZER INFORMATION

Name (First/Last)				
Address			Apt./Unit	
City		State	Zip Code	
Home Phone		Cell Phone		
E-mail Address				
Name of Sponsoring Organization(s) (If applicable/different)				
Organization's Legal Status		<input type="checkbox"/> Governmental Entity	<input type="checkbox"/> Non-profit Entity	<input type="checkbox"/> Commercial Business
Sponsoring Organization Main Contact (If applicable/different)				
Address			Apt./Unit	
City		State	Zip Code	
Daytime Phone		E-Mail		

All applications should be completed and submitted **not less** than sixty (60) days prior to the event date. Applications that are complete and submitted to the Village along with any necessary submittals will be processed by Village staff. Incomplete applications will be held for processing until it is complete. Please return your completed Special Event Permit Application to:

By Mail/Drop Off: Village of Glen Ellyn, Administration Department, 535 Duane Street Glen Ellyn, IL 60137

By Email: events@glenellyninfo.com

For Office Use Only

Conditions of Approval:

Police Chief/Designee (if applicable)

Date

Village Manager/Designee

Date



Village of Glen Ellyn Special Event Permit Application Guidelines

I.

Overview and Purpose

Thank you for your interest in holding a special event in the Village of Glen Ellyn. This packet contains information to assist you in organizing your special event or in obtaining the required permits. Special event permit applications must be submitted at least sixty (60) days in advance of the event.

Some of the information in this packet will not apply to your event; however, all event organizers are required to complete a Special Event Permit Application in full and submit it to the Village in order to be processed. All first-time events must receive approval by the Village Board of Trustees.

Submission of an application does not guarantee approval of the event request. The Village reserves the right to approve, deny or modify requested events. If you have questions regarding the Special Event Permit Application process, please contact the Administration Department at 630-469-5000.

II.

Special Event Criteria and Process

Special Event Eligibility

Please consult with Administration Department at (630) 469-5000 prior to submitting a special event permit application to discuss whether your event falls under this policy. Generally, commercial or non-residential outdoor events that will take place on public or private property or which will take place in public right-of-ways (i.e. street, sidewalk, parking lot), or that will be held on public property where liquor is to be served fall under the scope of this policy. **Generally, indoor private events (i.e. invitation only) are exempt from the application process, but are required to apply for all applicable liquor licenses (If applicable).**

The Village will provide support to public events on a case-by-case basis and pending staff availability. This includes the availability of additional police services (if required) and public works services (i.e. road closures, street sweeping, barricade set up and rental, clean up, etc.). An organization that elects to hold an event **will** be required to reimburse the Village 100% for the fees and costs associated with providing police and public works related services. An invoice will be sent to the sponsoring organization after the event has concluded indicating these costs.

Process

- 1. Special Event Permit Application and Fee:** The Special Event Application is available online at www.glenellyn.org and is due to the Village of Glen Ellyn, at a minimum, **sixty (60) days** prior to the

event. A \$35 administrative fee must be paid at the time of application submission. Please make checks payable to the **Village of Glen Ellyn** and note the name of the event on the check. For events that require the use of streets, sidewalks or Village-owned parking lots, a detailed event map/route or site plan must be submitted with the application.

A completed event application along with an event map/site plan (if required) may be mailed, dropped off or emailed to:

Administration Department, 2nd Floor
Glen Ellyn Civic Center
535 Duane Street
Glen Ellyn, Illinois 60137

Email: events@glenellyninfo.com

2. Special Event Permit Application Review

The Village shall review the Special Event Permit Application and evaluate its impact on the Village and proposed use of Village-owned property, and note any changes that may be needed in order to approve the special event.

3. Village Board Consideration and Event Approval

First-time Event: The staff evaluation will be presented to the Village Board for their consideration and approval during a Regular Village Board Meeting which is typically held on the second and fourth Monday of each month at 8:00 p.m. The Village Board will review the permit application, staff's evaluation, and recommendation regarding the special event. The Village Board has the final approval regarding all special events described under this policy.

Second and/or Recurring Events: A special event that has previously received Village Board approval via the process outlined above within the last three years of the original event, and that has been re-submitted for approval in substantial conformance to the previous event approved by the Village Board, may be able to receive administrative approval via the Village Manager if all conditions have been met under this policy. However, the Village Manager reserves the right to send the event request to the Village Board if s/he desires.

4. Special Event Approval

If a Special Event Permit Application is approved by the Village Board and/or via Administrative approval, the application permit will be signed and will also outline any additional requirements or submittals that may be needed prior to the event.

III.

Event Activities

The following event activities may require additional information or consideration prior to submitting a Special Event Permit Application. These activities will be further identified and outlined in the Event Approval letter. Please note that not all event activities listed in the application contain additional information below. Please contact the Administration Department at 630-469-5000 if you have further questions.

Alcoholic Beverages

Functions that will offer alcoholic beverages for sale or tasting will need to submit an application for a Class E (Temporary) Liquor License. The Class E Liquor License costs \$20 and must be submitted separately to the Village of Glen Ellyn Liquor Commission. In addition, a copy of your Certificate of Liquor Liability (Dram Shop), and proof of alcohol awareness training must be submitted. Please visit www.glenellyn.org or contact the Administration Department at 630-469-5000 for more information.

Animals

Events that will house or provide access to barnyard (i.e. horses, ponies, goats, cattle, sheep, chickens, etc.), exotic, or otherwise dangerous animals will require formal approval by the Police Chief or their designee. Event organizers must indicate the type and number of animals that they will have at their event on the Special Event Permit Application. The event organizer is also required to properly deposit of any excrement which may be deposited by such animals.

Carnival Rides

A carnival license must be obtained prior to operating a carnival in the Village of Glen Ellyn. The license fee must be paid at the time of the special event application submission equal to thirty-seven dollars and fifty cents (\$37.50) per day the carnival is scheduled to be open to the public. Please visit www.glenellyn.org or contact the Administration Department at 630-469-5000 for more information.

Food and Beverage Health Inspections

Food and beverages cannot be sold at an event or offered at no cost, unless approved and/or licensed, if necessary, by the DuPage County Health Department. Event organizers are responsible for arranging health approvals and inspections for their events. Please contact the DuPage County Health Department at 630-682-7046 x7046 for more information.

Parade/Race Route

Prior approval by the Police Chief or their designee is required for parade and/or race events requiring the use of public right-of-ways. The Police Department and Public Works Department have created a series of potential routes that may be utilized for these types of events in the Village. Please contact the Police Chief or his designee at 630-469-1187 to inquire about appropriate routes that may be used. The detailed parade and/or race route must be submitted with the Special Event Permit Application.

Promotional Signs and/or Banners

Signs, banners, or pennants are often used to promote upcoming events. For events that have been approved, event organizers who wish to utilize such promotional materials must submit a *separate* application no less than thirty (30) days prior to the event. Please contact the Planning and Development Department at 630-547-5250 or visit www.glenellyn.org to obtain a banner permit application. A list of all signage and attention getting devices (searchlights, beacon lights, pennant, flag, banner, streamer, balloons, etc.) including their size and content must accompany the banner permit application.

In addition, if balloons, signage or other attention getting devices are utilized to direct guests to the event, it must be in accordance with the Glen Ellyn Sign Code. Please contact the Planning and Development Department for more information or visit the Planning and Development Department's Forms and Applications section at www.glenellyn.org to download the *Regulations for Business Promotional Activities* brochure.

Restrooms and Handwashing Stations

For public events, event organizers must provide patrons access to restrooms and/or portable restrooms with handwashing stations. The general rule is to provide access to one (1) restroom and handwashing station for every fifty (50) patrons anticipated during the peak hours of the event.

Sound Equipment

Functions that require sound amplification (Live music, PA system, etc.) for any loudspeaker or amplifier connected with any radio, microphone similar equipment must receive a special code waiver from the Village Code. The Village of Glen Ellyn reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the Village of Glen Ellyn Police Department.

Street, Sidewalk and/or Parking Lot Closures

Events that require Village streets, sidewalks or Village-owned parking lots to be closed must be coordinated with the Public Works and Police Departments, and properly identified in the application and labeled on a detailed event map/route or site plan. In order to provide access for emergency vehicles, a designated traffic lane fifteen (15) feet in width must be left on either side of the street.

The Village of Glen Ellyn will assess all public right-of-ways prior to the event. Any damage that occurs during the event will be the responsibility of the event organizer to repair in a manner that is acceptable to the Department. If event damage occurs and is not repaired by the event organizer, the Village will make any necessary repairs and bill the event organizers for the repair work and any future event requests by the organization will be denied.

The event organizer must contact the Police Department and Public Works Department for events that will require parking reconfiguration and/or temporary signage to redirect parking or traffic as a result of street and/or parking lot closures. All traffic or parking reconfiguration needs must be communicated to the Department **no less** than thirty (30) days prior to the event.

Tents

The use of free-standing tents are allowed under the following conditions: they are a minimum of 10 feet from any building, have protective covers on tent anchors (Note: tent anchors are not permitted on Village-owned streets, sidewalks or parking lots), have no cooking equipment within them, comply with all applicable building regulations and are inspected by a Planning and Development Department Building Inspector prior to the event. Please contact the Planning and Development Department at 630-547-5250 to arrange for an inspection prior to the event. The cost for the inspection will be \$50.00.

IV.

Additional Event Considerations

The following items may also be required and/or requested by Village staff as identified in an event approval letter.

Beverage Alcohol Sellers and Servers Education and Training (BASSET)

Functions that will offer alcoholic beverages for sale or tasting are required to send every individual that will be involved in the service of alcohol (including sale of wristbands) during the event to a Beverage Alcohol Sellers and Servers Education and Training (BASSET). Organizers must contact the Police Department at 630-469-1187 to register for a training program. More information is also available on the Police Department's webpage at www.glenellyn.org.

Certificate of Insurance

Upon approval of a Special Event Permit, an original Certificate of Insurance naming the Village of Glen Ellyn as an additional insured must be submitted. The Certificate of Insurance will be due at least twenty-one (21) days prior to the event date and shall be issued by a company licensed in the State of Illinois, approved by the Village, and covering any and all liability. In addition, the special event must be named on the Certificate of Insurance. The minimum coverage limit for an event is \$2,000,000 in the aggregate.

The Village of Glen Ellyn reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by the Village.

Compensation for Police Department Staffing

Depending on the scope and attendance of the event, the Police Department may require police personnel to be present at the function pending staff availability. The costs for police services will be charged directly to the event organization and/or agency. The number of personnel necessary to staff the event will be based on the size and scope of the event. For questions regarding police support, personnel cost, or availability, please contact the Police Chief or his representative at 630-469-1187.

Compensation for Public Works Department Services

Depending on the event type and length, the Village will invoice event organizers a flat fee for support services provided. This support includes the placement and rental of barricades, street sweeping, inspections, tree pruning, and other services. The fee for Public Works related services is \$250 for races/parades, \$175 for parking lot closure and \$250 for street closure. Please contact the Public Works Department at 630-469-6756 for additional information.

Electrical Power

The Village of Glen Ellyn can provide electrical power for events that are planned to take place on **public property (i.e. streets, parking lots) only**. The Village has different options for power with varying capabilities depending on the location of your event and the amount of power needed. Event organizers may indicate these needs on the Special Event Permit Application and must contact the Public Works Department after a permit has been issued. Electrical power should be coordinated at least fourteen (14) days prior to the event start date. Please contact the Public Works Department at 630-469-6756 for more information.

Event Barricades

Events that take place on public streets, parking lots, or sidewalks such as parades and races, or events on public or private property which will offer the sale or tasting of alcoholic beverages will be required to barricade portions of the event area for safety and security. In addition to barricades, the Village may require that snow fencing be installed if the event provides liquor. Event organizers will be required to contact the Police and Public Works Departments after event approval to determine the quantity and location of event barricades/snow fencing.

Parade Route/Site Plan

Events that will require the use of Village-owned streets, sidewalks or parking lots; or which will include a parade or race, must submit a detailed route/site plan. This route/site plan must describe the event location, including the names of all streets, intersections, or parking lots which will be utilized during the event. In addition, the location of event activities (i.e. vendor tents, staging, music, alcohol tent, etc.) should be properly labeled. Event organizers are encouraged to submit a preliminary route/site plan with the application which may be reviewed by the Police and Public Works Departments prior to the event approval.

Refuse and Recycling Collection

For events that are to take place on public right-of-ways, the event organizer must monitor and be responsible for disposal of garbage and recycling accumulation in the Village street containers. Plastic bags should be used to line the containers, and the event organizer should empty the containers as necessary. After permit approval, additional receptacles may be required by the Public Works Department. Details regarding whether additional receptacles will be needed must be worked out **no less** than seven (7) days prior to the event.

All additionally placed trash and/or recycling receptacles must be turned upside down once the event has ended so that the containers are not used prior to pickup by the Public Works Department. For events that take place on public property (i.e. streets, parking lots) the event organizer must schedule an additional pick-up by the Village's refuse and recycling contractor which will be expensed to the event organizer. Failure to remove trash will result in future denial of requests made by the event host organization.

Resident and/or Business Notification

For those events that require street closures, or that may cause an unintended impact to Village businesses or residents, mailed or hand delivered notification must be provided to residences and businesses within three-hundred (300) feet of the event location **no less** than seven (7) days prior to the event date. Event organizers are responsible for communicating with the Village of Glen Ellyn to determine which parties are to be notified.

Volunteers/Event Staff Support

Event organizers must plan to provide enough on-site volunteers or staff to adequately support the event. Please contact the Administration Department at 630-469-5000 if you have questions about adequately staffing your event.

If you have questions regarding the Special Event Permit Application or any of the event guidelines, please contact the Village of Glen Ellyn's Administration Department at 630-469-5000.