

March 12, 2010

TO: Village President and Board of Trustees

FROM: David Hulseberg
Village Manager

RE: Taste of Lombard Hotel/Motel Grant Recommendations

The Lombard Jaycees have made two grant requests of the Village, and specific details for each grant are provided below the executive summary.

Executive Summary

The first grant request is for the Taste of Lombard operations. The Jaycees are requesting that the Village provide police, fire and public works services to facilitate their event to be held on July 1-4, 2010. The second grant request is for the purchase of fireworks, out of pocket expenses not covered by the Village's direct services, and additional police, fire and public works services necessitated by the fireworks.

While the Jaycees have suggested some operational changes to the services provided by the Village, the costs to cover the Village services (excluding costs associated with fireworks) is estimated to be between \$16,020, based on the Jaycees proposed level of services, and \$56,600, based on the Village's proposed level of services. For the costs associated with fireworks, including the Village's services provided during this time, the costs are estimated to be between \$37,960, based on the Jaycees proposed level of services, and \$53,400, based on the Village's proposed level of services. The totals for both grants are \$53,980 based on the Jaycees proposed level of services, and \$110,000 based on the Village's proposed level of services.

The fundamental questions that need to be answered are:

- Does the Village want to give a grant to the Jaycees for the Taste of Lombard?
- Does the Village want to proceed with the level of service for operations that is being proposed by the Jaycees or by the Village Department Heads?
- Does the Village want to give a grant to the Jaycees for the fireworks?
- Does the Village want to proceed with the level of service for fireworks that is being proposed by the Jaycees or by the Village Department Heads?

There is approximately \$65,000 of unallocated Hotel/Motel funds available for FYE 2011. Any costs above this \$65,000 will need to come from Hotel/Motel fund reserves. **Given the funding that is available to allocate toward this event and the recommendations of Village Department Heads of staffing levels necessary for the safety of everyone involved, staff recommends not funding the grant to the Lombard Jaycees for the Taste of Lombard. If the Village chooses to move forward with the**

grant at a level of service that is lower than that recommended by Village staff, this significantly increases the liability of the Village for knowingly not properly staffing the event.

1. Grant Request for the Taste of Lombard Operations

The Lombard Jaycees submitted a hotel/motel grant request for the Taste of Lombard, to be held July 1-4 at Madison Meadow Park. The grant request does not list a dollar amount requested but rather outlines the direct services that the Jaycees are asking the Village to provide for the event.

The following is a list of the direct services requested:

- Police Department—Sworn personnel and equipment
- Fire Department—First Aid tent
- Public Works—“No Parking” signs, snow fence installation and removal

POLICE DEPARTMENT

The Jaycees are requesting sworn personnel and equipment from the Lombard Police Department. The Jaycees bring up the issue of hiring off-duty Lombard sworn officers. From the application materials submitted, it appears that the Jaycees are proposing to pay for the off-duty officers, and not including this amount in the grant application. The employment of off-duty officers is considered secondary employment and as such, the Lombard Police Department does not have any oversight or management of off-duty employment. Also, officers work these assignments by choice, thereby making no guarantee that enough officers would be signed up to work the event. As such, the Police Department would have no authority to order officers in to work the event, thus compromising the safety of the Taste.

Chief Ray Byrne also indicated that proposed staffing levels for the Taste of Lombard may be reduced with sworn officers for duties associated with parking lot security and gates. The Police Department could work with the Jaycees to provide training in this area for volunteers, which Chief Byrne recommends at no less than two per gate. This change would result in a reduction of four sworn officers.

Of major concern is the proposed staffing levels by the Jaycees during the evening hours of the event on all four days. As everyone knows from experience, the crowds at the Taste of Lombard are quite significant at night, particularly on Fridays, Saturdays, and/or the Fourth of July. It is certainly reasonable to assume that crowds this year will be comparable or even larger given the fact that several surrounding communities have eliminated their festivals or Fourth of July fireworks displays.

A comparison of officers from prior years to those proposed by the Jaycees for this year is as follows:

THURSDAY, July 1, 2008	16 officers total (includes officers, bike officers, CSOs)
THURSDAY, July 2, 2009	18 officers total (includes officers, bike officers, CSOs)

PROPOSED

THURSDAY, July 1, 2010 7 officers total

FRIDAY, July 3, 2009 23 officers total (includes officers, bike officers, CSOs)

PROPOSED

FRIDAY, July 2, 2010 7 officers total

SATURDAY, July 5, 2008

Daytime 16 officers total (includes officers, bike officers, CSOs)

Night time 18 officers total (includes officers, bike officers, CSOs)

PROPOSED

SATURDAY, July 3, 2010

Daytime 7 officers total

Night time 9 officers total

JULY 4, 2008

Daytime 15 officers total (includes officers, bike officers, CSOs)

Night time 26 officers total (includes officers, bike officers, CSOs)

Traffic 35 officers total (includes officers, bike officers, CSOs)

July 4, 2009

Daytime 11 officers total (includes officers, bike officers, CSOs)

Night time 24 officers total (includes officers, bike officers, CSOs)

Traffic 31 officers total (includes officers, bike officers, CSOs)

PROPOSED

July 4, 2010

Daytime 7

Night time 9

Traffic **Not specifically addressed in the proposal**

Chief Byrne points out that the safety of the public, the police officers and the community-at-large is the number one priority for the Taste of Lombard. As mentioned earlier, by eliminating some sworn personnel from the function of parking lot security and gate duties, the gap between past numbers and the proposed ones can be narrowed. However, the proposed number of sworn personnel assigned to the Taste of Lombard is simply inadequate to guarantee the safety that needs to be achieved. Furthermore, police officers working in a secondary employment capacity might not be inclined to work in an environment where they feel their own safety is compromised by an inadequate presence of uniformed personnel to prevent and/or respond to problems.

Regardless of where the funding is coming from, Chief Byrne's recommendations on the minimum number of sworn police personnel that should be present on the Taste grounds are:

Thursday, July 1st: 12

Friday, July 2 nd :	18	
Saturday, July 3 rd :	11:30 AM – 4:30 PM	10
	4:30 PM – Close	18
Sunday, July 4 th :	11:30 AM – 4:30 PM	10
	4:30 PM – Close	22

FIRE DEPARTMENT

The Jaycees are requesting the fire department first aid tent as its only in-kind service for this event. Fire Chief Ed Seagraves has provided what he recommends as the minimum involvement of the Village of Lombard Fire Department for the Taste of Lombard.

Fire Prevention Inspections--Fire Prevention Inspections should be conducted as in the past. This ensures a safe environment for visitors to the Taste. There is approximately 12-20 hours of inspections prior to opening and during the Taste. This estimate does not include any big issues that may arise. This has been performed by personnel already working in Fire Prevention and no charges were made to the Hotel/Motel Fund.

First Aid Tent--The First Aid Tent should be staffed with Lombard Paramedics during most of the hours that the Taste is open. Chief Seagraves recommends that to save money the first aid tent open later in the day when the crowd gets larger. This time could be staffed by personnel from the Jaycees that at minimum have a First Aid card from a reputable group such as American Red Cross and a CPR Card. The Fire Department could provide basic supplies that would remain at the tent for the duration.

The estimated cost for the First Aid Tent is \$82/hour staffed by two Lombard Paramedics with a Medic Unit, complete advance life support equipment, and Fire Department Communications. Based upon a four day Taste and the First Aid Tent operating 10 hours per day (backing out the required coverage for the fireworks) the estimated cost is \$3,000.

Public Education—The Fire Department does very little Public Education at the Taste. In the early days of the Community Tent era the Fire Department was asked to have Public Education there because there was not enough activities going on in the tent. The Fire Department was also asked and encouraged by the Village at the time to put on demonstrations such as repelling from the ladder truck. For several years now only fire safety literature and paper badges for children have been available. Since Fire personnel were onsite, it was decided that they could also hand out literature and invite questions. There are no costs to the Hotel/Motel fund.

Note: People come to expect that when they are at large, community events they are being reasonably protected. From the on set of a serious event the basic first aider can do very little as compared to the Paramedics. From the time the call is initiated and everything is normal the Fire Department would arrive on scene in about five minutes. The time finding the patient especially if he is deep in the Taste area could be another three to five minutes. This is a very long time to delay Paramedic level care and definitely hurts a positive outcome.

PUBLIC WORKS DEPARTMENT

The Jaycees are requesting “No Parking” signs, snow fence installation and removal services by the Public Works Department and indicate in their grant application that these services are provided during normal working hours, not overtime. These services are both provided during working hours and on overtime, thereby incurring costs by the Village.

SUMMARY

The historical costs associated with the Taste of Lombard, excluding the fireworks, are as follows:

POLICE SERVICES	\$ 45,852
FIRE SERVICES	\$ 5,268
PUBLIC WORKS	\$ 5,496
SHUTTLE BUS	<u>\$ 5,982</u>
TOTAL:	\$ 62,598

RECOMMENDATION:

Given the funding that is available to allocate toward this event and the recommendations of staffing levels necessary for the safety of everyone involved, staff recommends not funding the grant to the Lombard Jaycees for the Taste of Lombard.

2. Grant Request For July 4th Fireworks

The Lombard Jaycees submitted a hotel/motel grant request for the July 4 fireworks in the amount of **\$33,123.46 plus direct services** to be used for the purchase of fireworks and out of pocket expenses not covered by the Village’s direct services.

The direct services that are being requested of the Village include:

- 10 officers onsite for the fireworks
- Police Department presence with the Evidence Van
- Fire Department presence with the second ambulance and manpower to support it
- Public Works services of signage placement

The Jaycees are also requesting reimbursement of Park District services (\$2,425.96.)

While the Jaycees have outlined the in-kind services requested of the Village above, the departments from which those services emanated have also submitted recommendations as to what staffing levels are required for the fireworks event.

POLICE DEPARTMENT

Traffic Control--Police Chief Ray Byrne indicated that July 4th is traditionally a mandatory work day for all sworn officers due to the traffic and crowds attending the fireworks event. This includes 33 sworn personnel assigned to traffic, *exclusive* of any Villa Park officers that were assigned to work the event. He recommends the same level of staffing this year for traffic control.

Security--Regarding inner perimeter security for the fireworks, last year a contracted security agency was utilized to assist in keeping people out of the fenced-in area where the fireworks are actually shot off. He again recommends no change in this area in regard to staffing over prior years.

Note: The Jaycees bring up the issue of hiring off-duty Lombard sworn officers. The employment of off-duty officers is considered secondary employment and as such, the Lombard Police Department does not have any oversight or management of off-duty employment. The use of off-duty officers is also voluntary, and a significant number of police officers have stated that they will not work unless they are mandated to as overtime, as they would rather spend time with their families on this holiday.

FIRE DEPARTMENT

Fire Chief Ed Seagraves recommends the following minimum staffing for the fireworks:

Fireworks Inspection—Recommends same inspections as conducted in the past. This has traditionally been done as regular duties of the Fire Prevention Bureau and no additional hotel/motel costs were incurred.

Fireworks Standby—Recommends one less unit and two less personnel this year. The staff for the Taste would include a three person Engine Company, a two person Medic Unit, a shoot safety officer, a Battalion Chief at the Unified Command Post and an ECC operator at the ECC. The First Aid Tent would be staffed four hours prior to the shoot with Paramedics and a Medic Unit. All personnel remain at the Taste until the crowd dissipates enough that the Battalion Chief begins to release the companies. The estimated overtime is \$1,800. This is the minimum that should be at the Fireworks.

First Aid Tent--The estimated cost for the First Aid Tent is \$82 per hour staffed by two Lombard Paramedics with a Medic Unit, complete advance life support equipment, and Fire Department Communications.

PUBLIC WORKS DEPARTMENT

In-kind services from the Public Works Department will include sign placement and snow fence installation.

SUMMARY

To ensure public safety, the fireworks event must be staffed at the recommended levels outlined above if it is to be held to accommodate the crowds. It is also very likely that this year's crowd will be much larger than prior years due to the cancellation of many nearby fireworks events.

The Village has no more than \$65,000 could be made available for a grant. Any funding above that amount will require an allocation for the fund reserves.

The cost estimates for the Taste of Lombard fireworks event from last year are as follows:

POLICE SERVICES	\$ 16,536
FIRE SERVICES	\$ 3,935
PUBLIC WORKS	\$ 267
GRANT	<u>\$ 30,000</u>
TOTAL:	\$ 50,738

RECOMMENDATION:

Given the financial requirement and in-kind services requested to run the event safely, staff recommends not funding the fireworks event.