



AGENDA

SPECIAL GENERAL ADMINISTRATION & PERSONNEL COMMITTEE VILLAGE OF HOFFMAN ESTATES August 3, 2009

6:55 p.m. – Helen Wozniak Council Chambers

Members: Karen Mills, Chairperson
Ray Kincaid, Vice-Chairperson
Gary Pilafas, Trustee

I. Roll Call

NEW BUSINESS

1. Request by the Hoffman Estates Chamber of Commerce for waiver of Village fees for the 2009 Chamber Business Under the Big Top event.

II. Adjournment

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request by the Hoffman Estates Chamber of Commerce for waiver of Village fees for the 2009 Chamber Business Under the Big Top event.

MEETING DATE: August 3, 2009

COMMITTEE: General Administration & Personnel Committee

FROM: Becky Suhajda, Administrative Intern

PURPOSE: To consider a request from the Hoffman Estates Chamber of Commerce for waiver of Village fees associated with the Chamber's Business Under the Big Top event on Saturday, August 29, 2009, at the Poplar Creek Shopping Center from 10 a.m. until 3 p.m.

DISCUSSION: The Hoffman Estates Chamber of Commerce is requesting waiver of various fees related to the Business Under the Big Top event on Saturday, August 29, 2009. Fees, Village costs and miscellaneous items include:

Sign permits - 1 banner (\$30 per sign/banner)	\$90
Tent permit	\$45
Temporary food vendor license (Only food vendors not currently licensed by the Village require a temporary food vendor license)	\$50/vendor
Special Event license	\$50
Use of Village barricades and orange cones (Picked up and returned by Village liaison)	
Use of Village generator, horses and cones	\$1,640 labor (est.) \$375 equipment (est.)
Fire Prevention Bureau, Health and Electrical inspectors (\$50/hour/inspector)	\$150
TOTAL:	\$2,350

Of the total \$2,350, labor for inspections and operation of the generator represent \$2,015.

The Chamber will provide a free table for the Village at the Business Expo (value \$600 per table) and display tables for the Police and Fire Departments. This request is consistent with pervious Chamber requests for waivers associated with this event. The value of the three tables for Village representatives is \$1,800. The value of the use of the generator and inspections of the site, less the three tables provided for Village use, is \$215.

FINANCIAL IMPACT: Should the Committee waive the permit fees for this event as requested the fee amounts would not be collected. The Village would receive the aforementioned tables at the expo at no cost.

RECOMMENDATION: Recommend waiver of Village fees related to the Chamber event on August 29, 2009.

ATTACHMENTS: 1



HOFFMAN ESTATES
CHAMBER
OF COMMERCE
AND INDUSTRY

Received

JUL 24 2009

Office of Village Mgr.
Hoffman Estates

July 22, 2009

Mr. Jim Norris
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169

Dear Jim,

The Chamber will be hosting its annual fall expo, Business Under the Big Top, on Saturday, August 30 at Poplar Creek Shopping Center from 10:00 a.m. to 3:00 p.m.

We are requesting that the Village:

- waive the special events and tent permit fees
- allow us to post a banner on the corner of Rt 59 and Higgins Road, on the side of CitiBank and in front of the Charter bank Building at 2200 Higgins road two weeks before the event
- provide electrical services to our vendors via the Public Works generator
- provide hoses and cones to designate no parking areas

In return we will provide the Village with a booth a no cost.

Please let me know if you need any additional information. Thank you so much for your continued support of this great Chamber event.

Sincerely,

Cheri Sisson
President