

Commission Letter #: 63-10

Commission Meeting of: 3/1/10

RE: **Special Event – Recycle Royal Oak - Sunday, April 25, 2010**

February 23, 2010

The Honorable Mayor

and

Members of City Commission

The Royal Oak Downtown Development Authority (DDA), in partnership with the Royal Oak Environmental Advisory Board, seeks City Commission approval to host the 2nd annual “Recycle Royal Oak” event on Sunday, April 25, 2010. Staff has had discussions involving details of the event with Stephanie McIntyre, Downtown Manager. Ms. McIntyre has named Quill Communications, the DDA’s marketing firm, as the contact on the day of the event. Listed below are the specifics of a proposed agreement between the City of Royal Oak and the Royal Oak DDA:

I. Hours of Operation

The event will be open to participants from 12:00 (noon) to 4pm on Sunday April 25, 2010. Set-up will begin at approximately 10am. Organizers anticipate clean-up completed by 5pm.

II. Description of Event

The Royal Oak DDA, in partnership with the Royal Oak Environmental Advisory Board will host the 2nd annual “Recycle Royal Oak” event to remind consumers about the recycling bins throughout Downtown Royal Oak, as well as provide fun, earth friendly activities and information to event attendees.

Children’s activities, such as Arts and Scraps crafts, seed planting, face painting and more will provide family friendly entertainment. Representatives from various clubs and organizations such as SOCRRA, The Detroit Zoo, Sierra Club and more will distribute information and provide green-living tips.

Free reusable totes will be given to the first 500-1,000 guests to attend the event (final giveaway item and number to be determined at a later date).

Organizers anticipate 15-20 participants with an estimated 1,500 in attendance.

III. Parking and Traffic Control

Given the event will take place on Sunday, participants may enjoy free public parking at all metered spaces, public parking lots and structures located throughout Royal Oak’s downtown.

Organizer does not anticipate a need for traffic control at this event.

IV. Street Closings

The Royal Oak DDA requests Department of Public Service staff provide and deliver an adequate number of barricades to close Third Street between Main and Williams Street, as well as access to Third Street via adjacent parking lots, from 10am-5pm. Organizer requests DPS drop off the barricades during normal business hours prior to the event. Barricades will be set in place by Quill Communications staff. Organizer requests DPS staff retrieve all barricades on Monday, during normal business hours, following the event.

V. Security

The Royal Oak DDA does not anticipate a need for security at this event.

VI. Crowd Control

Organizer does not anticipate a need for crowd control at this event.

VII. Insurance

The Royal Oak DDA is covered under the City of Royal Oak insurance umbrella.

VIII. Reimbursement to the City

A. Public Services

Organizer requests DPS staff deliver an adequate number of barricades to close Third Street between Main and Williams streets as well as all access to Third Street from adjacent parking lots, to vehicular traffic and 2 refuse barrels for event related debris.

B. Police Protection

For purpose of crowd control and traffic direction activity, Royal Oak Police will be assigned at the discretion of the Chief of Police. In the event of any unanticipated circumstance connected in any way to this special event, which necessitates alerting of and/or deployment of police officers, the Royal Oak DDA agrees to reimburse all related expenses incurred by the City.

Organizers agree that they will be responsible for any/all overtime costs.

IX. Impact on Adjacent Commercial & Residential Properties

The Royal Oak DDA has spoken with businesses affected by the closure of Third Street, as well as notified businesses throughout Downtown to give them an opportunity to take advantage of the additional foot traffic downtown.

The DDA will present the Downtown community in a positive light, focusing on efforts that the City is making to "be green".

X. Restroom Facilities

There will be no restroom facilities provided at this event.

XI. Booths / Tents / Awnings

A 10'x10' pop-up tent will be utilized by the DDA during the event. The Detroit Zoo will also utilize a 10'x10' pop-up tent. Arts and Scraps will park a mobile bus at the event for their arts and crafts.

XII. Picnic Tables / Refuse Barrels / Barricades

As previously stated, organizer requests Public Service staff deliver an adequate number of barricades to close Third Street between Main and Williams streets to vehicular traffic, as well as access to Third St. from adjacent parking lots, and provide 2 refuse barrels for collection of any event related debris.

XIII. Clean-up Procedures

DPS is requested to pick up barricades following the event. Organizer and staff will perform clean-up of all event related debris throughout and at the end of the event.

XIV. Food and Beverage Service

At time of application, organizers do not anticipate food or beverages being offered at the event. There will be no alcohol sold, served or consumed at this event.

XV. Electrical Service

Organizers do not anticipate a need for electrical service at the event.

XVI. Music

There will be no music provided at this event.

XVII. Special Event Permit Fee

The \$125.00 Special Event Permit Fee will be paid via a transfer of funds from the Royal Oak Downtown Development Authority to the City of Royal Oak.

XVIII. Fire Protection

Event promoters will provide full access to this area for emergency vehicles, which will allow entry response for fire, medical emergency or police related needs.

XIX. Revocation

The Royal Oak Downtown Development Authority acknowledges that operations under this permit will cease immediately upon notification from the Chief of Police or his designee that in the judgment of the Chief of Police or designee, the continued operation would pose a threat to the health, safety or welfare of the general public.

XX. Cost Recovery History

The Royal Oak DDA reimbursed the City of Royal Oak cost recovery of \$ 554.16 for their 2009 Recycle Royal Oak event.

The following resolution is recommended for approval:

Be It Resolved that the Mayor is hereby authorized to execute the attached agreement between the City of Royal Oak and Royal Oak Downtown Development Authority for the 2nd annual Recycle Royal Oak event on Sunday, April 25, 2010.

Respectfully submitted,



Christopher M. Jahnke
Chief of Police

Approved,



Donald E. Johnson
City Manager

cc: Wil White, Fire Chief
Julie Rudd, Finance Director
John Kravitz, Treasurer
Greg Rassel, Director Recreation & Public Service
Al Orr, Superintendent of Motor Pool

Agreement

The agreement between Royal Oak Downtown Development Authority and the City of Royal Oak concerning the special event, Recycle Royal Oak on April 25, 2010, as enumerated in Commission Letter # 63-10, is hereby approved this date _____.

Royal Oak Downtown
Development Authority

City of Royal Oak

Stephanie McIntyre
Downtown Manager

James Ellison
Mayor

Melanie Halas
City Clerk