

Commission Letter #: 128-10

Commission Meeting of: May 3, 2010

RE: **Special Event – Shrine High School Alumni – 5K Run & 1 Mile Walk – June 26, 2010**

April 19, 2010

The Honorable Mayor
and
Members of City Commission

Mr. Richard J. Lomas, on behalf of Shrine Catholic High School Alumni Relations, requests permission to host a 5K run and 1 Mile run/walk on Saturday, June 26, 2010. All proceeds from this event will be used to provide student tuition assistance. The 5K run will be held on designated residential streets between Woodward to Fairmont/Verona Circle/Wrenford and Yorba Linda to Normandy. The 1 Mile run/walk is routed from Yorba Linda to Betsy Ross to Chester to Dukeshire then back to Yorba Linda to Shrine High School. Staff has had discussions involving details of the event with Richard (R.J.) Lomas, Shrine High School. Listed below are the specifics of a proposed agreement between the City of Royal Oak and R.J. Lomas, Shrine High School Alumni Relations:

I. **Hours of Operation**

The event will be held from 10am to 12noon on Saturday, June 26, 2010. Organizers will begin set-up at 9am; clean-up, immediately following the race, is expected to take approximately 1 hour.

II. **Description of Event**

This event will consist of a 5K run and 1 Mile run/walk. It is open to all Shrine alumni, parishioners, and friends of Shrine. The run will begin at Shrine High School's rear patio and weave through residential side streets, temporarily closed to through traffic, for a distance of 5K. A run/walk route map is attached.

Organizers anticipate approximately 75-200 runners/walkers participating in the event with 250 in attendance.

III. **Parking and Traffic Control**

Participants will utilize parking available at Shrine Catholic High School. Organizers will obtain permission to utilize Northwood Center for any overflow parking.

IV. **Street Closings**

Organizer requests several residential streets closed temporarily to through traffic from 10:00am-12:00am on race day (map attached).

Organizer requests the Department of Public Service staff provide and drop off barricades the night before the race for all street closures on race day. Barricades will be staged by volunteers prior to the race start and positioned for DPS staff to pick-up following the race.

Organizers request Royal Oak Police assistance to secure main intersections (Normandy Road crossing at two locations) and enforce temporary no parking rules. The race will begin and finish on Shrine's property near the entrance way to the field house. Organizer agrees to reimburse the City of Royal Oak Police Department cost recovery of assistance required. A potential need for two officers is estimated.

V. **Security**

Security on race day will be coordinated by Fun Run Alumni organizers and affiliated volunteers.

VI. **Crowd Control**

Crowd control will be managed by Alumni Fun Run organizers and volunteers, as well as the regular, experienced security staff hired by Shrine Catholic High School.

VII. **Insurance**

A certificate of Insurance for \$1,000,000 combined single limits coverage has been provided to the City by Michigan Catholic Conference, National Shrine High School with the City named as additional insured.

VIII. **Reimbursement to the City**

A. **Public Service Overtime** (Anticipated DPS costs \$ 925.00)

The Department of Public Service is requested to provide and post temporary “No Parking” signs the day of the event, drop off barricades along the race route the day before the event (for race volunteers to place the day of the event) and retrieve the barricades following the event.

B. **Police Protection** – It is not anticipated that there will be any serious need for police services/protection for this event. For purpose of security and traffic direction activity, two Royal Oak Police Officers will be assigned to the event. In the event of any unanticipated circumstance connected in any way to this special event, which necessitates alerting of and/or deployment of additional police officers, Shrine Catholic High School Alumni Relations agrees to reimburse all related expenses incurred by the City. Organizers agree that they will be responsible for any/all overtime costs.

The standard rate of one Police Officer is \$78.10 per hour and a Police Sergeant is \$88.08 per hour.

IX. **Impact on Adjacent Commercial & Residential Properties**

Residential streets within the event area will be closed and not accessible by vehicle between 10am until 11:15/30am on Saturday, June 26, 2010. Organizer (Shrine Alumni Fun Run staff and volunteers) will be responsible to notify, in writing, all residents affected by street closings and “No parking” of the date, time and location of specific street closures and race route to avoid problems associated with these closings. Organizers will notify residents 3 weeks prior to the event. They request temporary “No Parking” signs be provided and posted by the Royal Oak DPS the day of the event. There should be no impact on local industrial or commercial property.

X. **Restroom Facilities**

The race routes start and finish at Shrine High School where access to the use of sufficient restroom facilities will be available.

XI. **Booths / Tents / Awnings**

Event organizers will be renting tents, to erect on Shrine property, if necessary.

XII. **Picnic Tables / Refuse Barrels / Barricades**

Race organizers will rely on tables and trash cans provided by Shrine Catholic high School's maintenance department. No request to the City will be necessary.

XIII. **Clean-Up Procedures**

Fun Run representatives and event volunteers will clean up all associated run/walk debris from the entire route/streets.

XIV. **Food and Beverages**

Light refreshments and non-alcoholic beverages will be provided for race participants and volunteers at Shrine High School's rear patio. No alcohol or alcoholic beverages will be permitted at this event.

XV. **Electrical Service**

There will be no utility needs for this event.

XVI. **Music**

A megaphone may be used to begin the race and minimal organization at the finish. No music will be played. Organizers anticipate some cheering for runners at the finish; otherwise, noise will be minimal for this short event.

XVII. **Special Event Permit Fee**

The \$125.00 Special Event Permit fee was paid at the City Clerk's Office on 4/9/10.

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**

Richard J. Lomas 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.

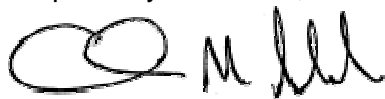
XX. **Cost Recovery History**

This being a first time event for organizers, there is no cost recovery history.

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 Richard J. Lomas, "Shrine High School Alumni Relations", for a 5K run and 1 Mile run/walk on Saturday, June 26, 2010.

Respectfully submitted,



Christopher M. Jahnke
Chief of Police

Approved,



Donald E. Johnson
City Manager

cc: David Gillam, City Attorney
Wil White, Fire Chief
Greg Rassel, Director of Recreation and Public Service
Julie Rudd, Finance Director
Al Orr, Superintendent of Motor Pool

AGREEMENT

The agreement between Richard J. Lomas, “Shrine High School Alumni Relations” and the City of Royal Oak concerning the special event, 5K run and 1 Mile run/walk on June 26, 2010, as enumerated in Commission Letter # 128 -10, is hereby approved this date _____.

Richard J. Lomas

City of Royal Oak

Shrine Catholic High School Alumni Relations

James B. Ellison
Mayor

Melanie Halas
City Clerk