

Commission Letter #: 183 -10

Commission Meeting of: June 7, 2010

RE: **Special Event – Shrine of the Little Flower – 5K Run & 1 Mile Walk–September 18, 2010**

June 2, 2010

The Honorable Mayor
and
Members of City Commission

National Shrine of the Little Flower Church requests permission to host a 5K Fun Run and 1 Mile Run/Walk on Saturday, September 18, 2010. This event, a fundraiser, will benefit the Shrine Church/School master plan for building and grounds improvements. Both the 5K Fun Run and 1 Mile Run/Walk will be held within designated residential streets, bordered by Clawson Ave. & Marywood Dr. and Northwood Blvd. & Lloyd /Murdock Ave./Vinsetta Blvd. Staff has had discussions involving details of the event with Amy Smith, Shrine Parish. Listed below are the specifics of a proposed agreement between the City of Royal Oak and National Shrine of the Little Flower Church:

I. **Hours of Operation**

The event will be held from 8am to 12pm on Saturday, September 18, 2010. Organizers will begin set-up at 7am; clean-up, immediately following the race, is expected to take approximately 2 hours.

II. **Description of Event**

This event will consist of a 5K Fun Run and 1 Mile Run/Walk. It is open to all Shrine Church parishioners and friends of Shrine Church. The run and walk will begin Northwood Blvd. at the Roseland intersection and weave through residential side streets, temporarily closed to through traffic, for a distance of either 5K or 1 Mile, dependant on event. A run/walk route map is attached.

Organizers anticipate approximately 2,000 runners/walkers participating in the event with 2,000 in attendance. These are “best estimate” numbers only as this is a first time event.

III. **Parking and Traffic Control**

Participants and attendees will be directed to utilize parking lots located at Shrine Grade School and Shrine of the Little Flower Church.

Shrine Dad's Club and Hanson's Running Shop volunteers will be on hand to assist in traffic control. Organizer requests 2 Police Officers, for approximately 1 hour each, to control traffic at the Crooks/Northwood intersection and the Crooks/Vinsetta intersection.

IV. **Street Closings**

Organizer requests several residential streets closed temporarily to through traffic from 9am-11:00am on race day (map attached).

Royal Oak DPS staff is requested to 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 two main intersection crossings

(Crooks/Northwood and Crooks/Vinsetta) and enforce temporary no parking rules. The race will begin and finish at the Shrine Church Conference Center.

IV. **Security**

Security on race day will be coordinated by Shrine Dad's Club volunteers.

V. **Crowd Control**

Crowd control will be managed by Shrine Dad's Club and Hanson's Running Shop volunteers.

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 of the Little Flower 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 need for police protection for this event. For purpose of security and traffic direction activity, two Royal Oak Police Officers will be assigned to the event at the request of organizer. 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, National Shrine of the Little Flower 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 8am until 11am on Saturday, September 18, 2010. Organizer (National Shrine of the Little Flower) 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**

Portable restrooms will be rented and placed in the Shrine Conference Center parking lot located at the corner of Northwood Blvd. & Clawson. Units will be placed at the backside of the conference center and faced away from residential properties.

XI. **Booths / Tents / Awnings**

There will be no booths, tents or awnings at this event.

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

Race organizers will rent or rely on tables and refuse containers provided by Shrine Catholic Church. Tables will be used for registration purposes and be placed on Shrine property only. Royal Oak DPS staff is requested to provide and drop off barricades the night before the race for all street closures on race day and pick them up following the race.

XIII. **Clean-Up Procedures**

Parish volunteers and Shrine Dad's Club members will provide clean-up of all associated event debris from the run/walk route streets.

XIV. **Food and Beverages**

Light refreshments and non-alcoholic beverages will be provided for race participants and volunteers in the Shrine Conference Center parking lot after the race.

XV. **Electrical Service**

There will be no utility needs for this event.

XVI. **Music**

A megaphone may be used to begin the race and for 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**

Shrine of the Little Flower acknowledges that operations under this permit will cease immediately upon notification from the Chief of Police or his designee, which 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 National Shrine of the Little Flower for a 5K Fun Run and 1 Mile Run/Walk on Saturday, September 18, 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
Corrigan O'Donohue, Deputy Chief of Police

AGREEMENT

The agreement between National Shrine of the Little Flower and the City of Royal Oak concerning the special event, 5K Fun Run and 1 Mile Run/Walk on September 18, 2010, as enumerated in Commission Letter # 183 -10, is hereby approved this date _____.

Amy Smith

City of Royal Oak

National Shrine of the Little Flower

James B. Ellison
Mayor

Melanie Halas
City Clerk

August 1, 2010

Shrine of the Little Flower Church
2100 W. Twelve Mile Road
Royal Oak, MI 48073

To Our Neighbor,

We are writing to notify you of, and invite you to participate in, a special event which we are hosting in your neighborhood. A 5K Run/Family Walk is scheduled to take place on Saturday, September 18, 2010. We are trying to encourage community wide participation in physical activity. Please plan to join us!

The race is scheduled to start at 8:30 AM and should conclude by 10:00 AM. The City of Royal Oak is requesting that all residents have their vehicle off the roadway by 8:00 AM on the morning of the race.

To ensure participant safety, there will be temporary street closures and no parking along the race course from 8:00 AM to 10:00 AM on Saturday, Sept. 18th, 2010. We attached the route maps so that you might familiarize yourself with the race and anticipate any adjustments you may wish to make.

We sincerely appreciate, and wish to thank you for, your cooperation and support with this event. If you have any questions please contact Amy Smith, a member of The Shrine Parish Run Committee, 248-259-9322. Also, for your information, the City of Royal Oak seeks 100% cost recovery on all special events. The Shrine Parish Run Committee is responsible for paying all ROPD, DPS, and other fees associated with this event.

We appreciate your cooperation and thank you in advance. We also invite you to join us in what will be a very exciting event! To register to run/walk visit www.stepbysteprun.com.

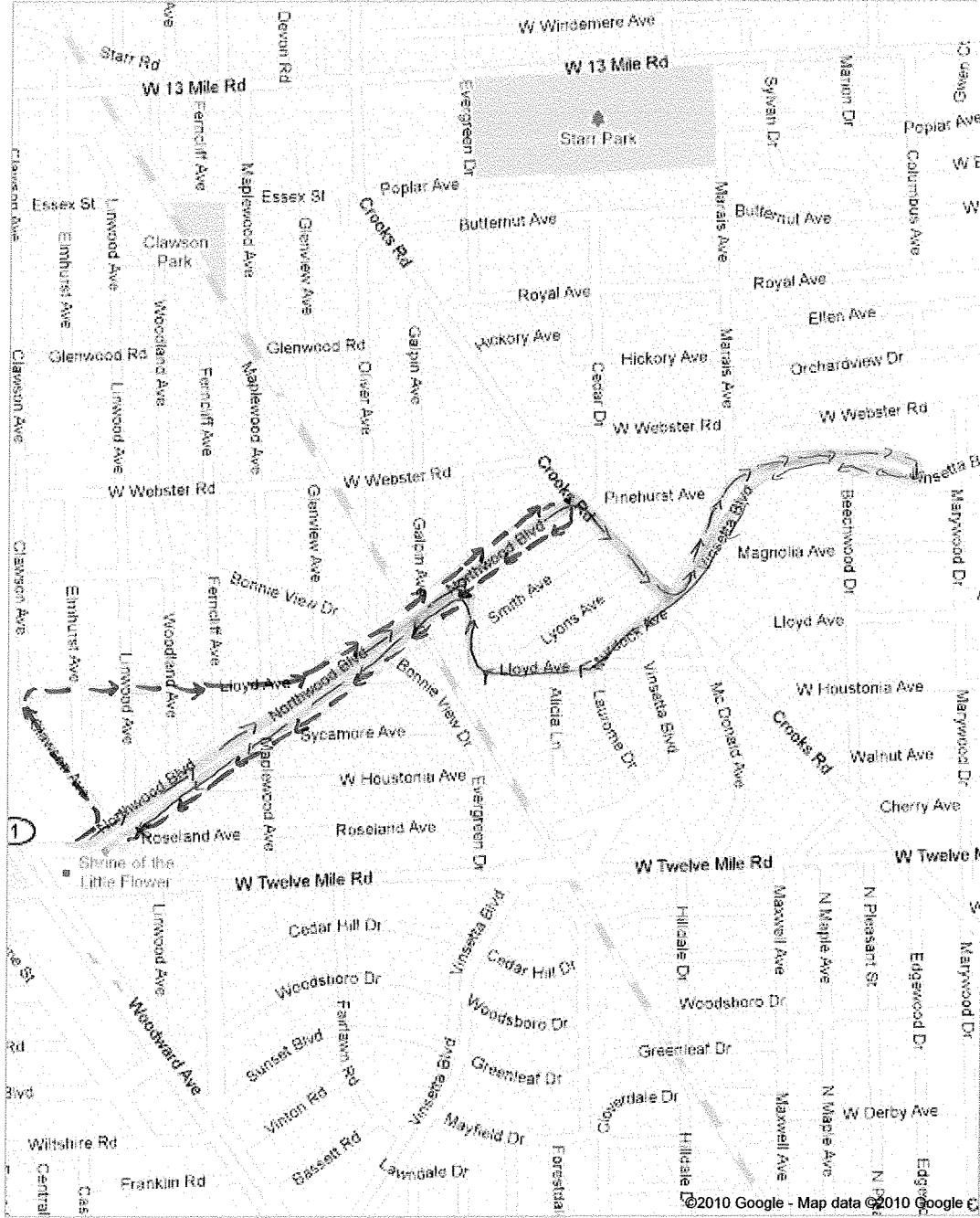
Thank you again,

Race Committee
Shrine of the Little Flower Parish

(The route will begin on Northwood Blvd. at the Roseland intersection, travel down Northwood across Crooks to Vinsetta Blvd. heading east, loop back down Vinsetta, cross Crooks to Murdock/Lloyd back to Northwood Blvd ending at Shrine Church.)

Google maps

Get Google Maps on your phone
 Text the word "GMAPS" to 466453



Fun Walk - 1.6 miles

Run - 3.1 miles

See attached sheet

5K Run Route

Race Start: Shrine Church
Head East on Northwood Blvd
Head South on Crooks Road
Head East on Vinsetta, run to the last turnaround before Main Street
Head West on Vinsetta
Run past Crooks Road and veer right (Northwest) onto Murdock
Turn right on Lloyd and take to Northwood Blvd.
Head West on Northwood Blvd.
End: Shrine Church

Walk Route

Start: Shrine Church
Head North on Clawson
Head East on Lloyd to Northwood Blvd.
Take Northwood Blvd to Crooks
Head West on Northwood Blvd.
End: Shrine Church