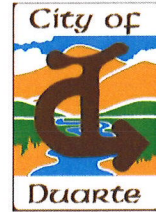


MEMORANDUM



TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: KAREN HERRERA, CITY MANAGERS OFFICE
DATE: FEBRUARY 26, 2019
SUBJECT: REQUEST FROM SANTA TERESITA AND HAYDEN CHILD CARE CENTER FOR CITY OF DUARTE CO-SPONSORSHIP OF HAYDEN 5K RUN AND FAMILY WALK AND ROLL AND FESTIVAL ON SATURDAY, MARCH 9, 2019

Recommendation: That the City Council , by motion, approve a request to co-sponsor the 11th annual Hayden 5K Run and Family Walk and Roll scheduled for Saturday, March 9, 2019 and waive City permit fees.

Background: Hayden Child Care Center (an affiliate of Santa Teresita, Inc.) is requesting the City co-sponsor the 11th annual Hayden 5K Run and Family Walk and Roll Family Festival scheduled for Saturday, March 9, 2019. The 5K Run and Family Walk and Roll Family Festival is scheduled to start at 9:00 am and is expected to conclude by 11:00 am. Following the run, a family fair featuring a range of family activities (games, food, and entertainment, etc.) will occur on the Santa Teresita Campus until 1:30 pm.

The Hayden 5K is an annual fundraiser for the Child Care Center and is expected to draw over 1,000 attendees. All revenue generated by the event goes to enhance the programs and environment of the Hayden Child Care Center. Hayden Child Care Center has hosted the Hayden 5K Run, Family Walk and Roll and Family Festival for several years, and the City Council has traditionally granted co-sponsorship.

Discussion: For this year's event Santa Teresita is proposing to keep the same route as used in past events from March 2012-2018). The 5K route is shown on Attachment A and Traffic Management Inc. will be handling their traffic control and street closures. Notification to affected residents and businesses will also be conducted prior to the event. (See Attachment B)

They are also encouraging all participants to park on the campus or at an approved off-site location. Santa Teresita is currently working with some of the local businesses to obtain temporary permission to utilize their parking lots. In particular, the Church of Latter Day Saints at 1452 Royal Oaks Drive and the Buena Vista Marketplace respectively have 128 and 328 parking spaces.

In terms of a City co-sponsorship, it would entail the following in-kind donations detailed below:

- **Marketing** – Although Santa Teresita would primarily handle the marketing for the event, City staff would be able to assist by preparing and distributing a press release to both electronic and written media, post the item on our website, community calendar and social media platforms and on the electronic sign and the Buena Vista Street Banner (fee: \$100);

- **Volunteers** – Although the bulk of the volunteers will come from Santa Teresita, they would appreciate if they City could supply some volunteers through either through the DART, CHYLL or CERT programs;
- **Barricades/Trash Removal** - As an in-kind contribution, Staff would drop off necessary barricades on the Thursday before the event. Barricades will then be set-up and taken down by Santa Teresita staff and volunteers. Burrtec Waste Industries also would provide cardboard trash containers and liners to be placed along the route;
- **Exclusive Trail Usage** - In accordance with the City of Duarte’s Facility Use Policies and Procedures, “When exclusive use of a park restricts the availability of the general public to use the park, approval of the City Council will be required.” The fees for the requested use will be calculated at the Resident Discount rate of \$50 per hour for 3.5 hours in addition to a \$50 cleaning/damage bond;
- **Special Event Permit** - Following Council action on this item, the Special Event Permit application will be completed by the Community Development Department and final conditions of approval will be imposed for the proposed event pursuant to Duarte Development Code 19.124 (Temporary Use Permits).

Several items that Santa Teresita is requesting would require an actual fiscal outlay by the City and would not be considered part of the in-kind donations. They are as follows:

- **Traffic flow/road closures/crowd control** – The applicant is asking for exclusive use of Duarte Bike Trail from Buena Vista to Vineyard entailing multiple street closures at Buena Vista, Royal Oaks Drive North east and West and Mt. Olive as well as additional securing of trail. Based on this plan, Duarte Public Safety is recommending one sergeant, four deputies, four community services officers, one code compliance manager and two code compliance officers for this three-hour event. Emergency Medical response, if needed, would be provided by Los Angeles County Fire.

FISCAL IMPACT: The applicant is requesting that the City co-sponsor the event again this year and waive all permit fees totaling \$375. The permit fees that would be waived, if approved by Council, are listed below:

City Permit Fees Costs (Total)		\$375
Waive Special Event Permit fee	\$25	
Waive Street Banner Permit fees	\$100	
Exclusive Trail Park Usage	\$250	

The applicant will be required to reimburse the City for staff time related Public Safety (Crowd Control) Services, which is estimated at \$3,053.

ATTACHMENTS:

A - Race Route Map

B –Notification to Residents

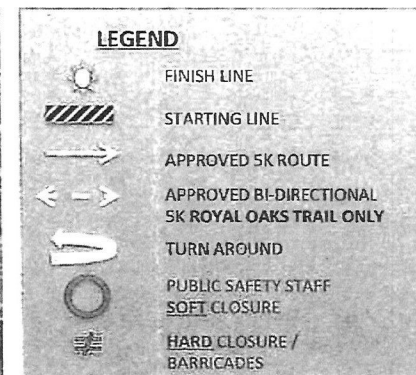
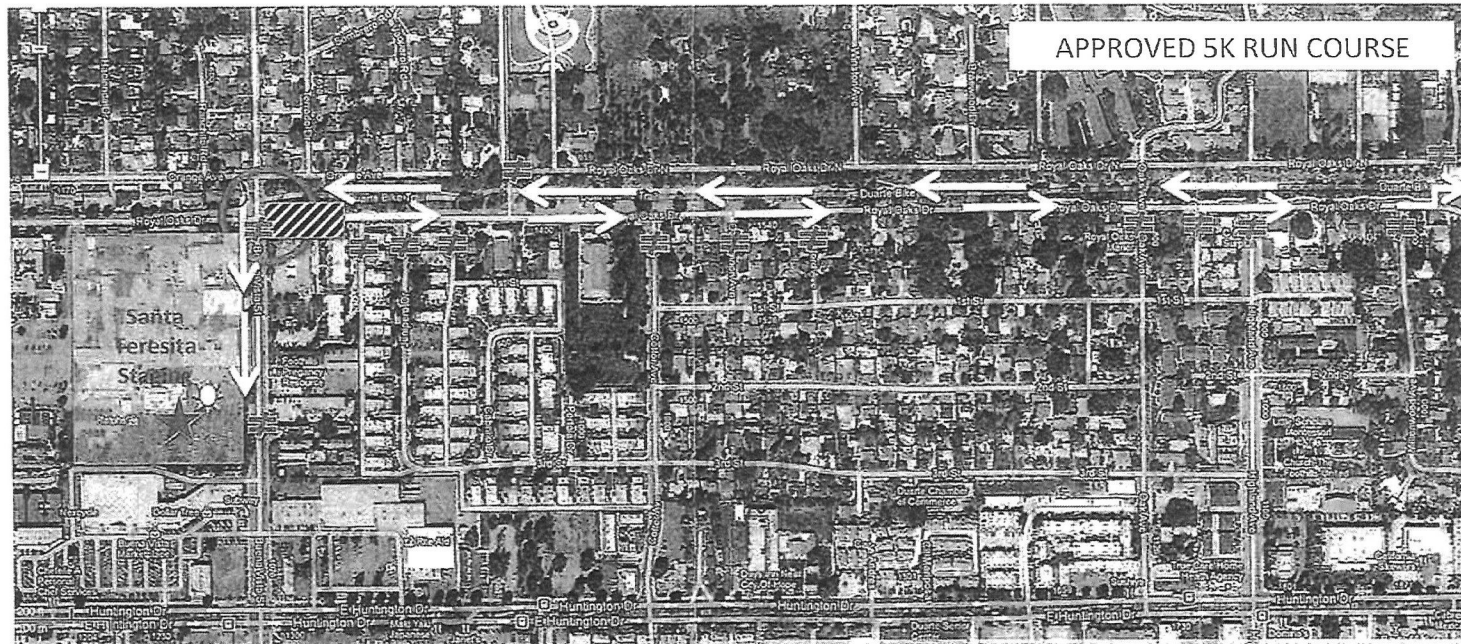


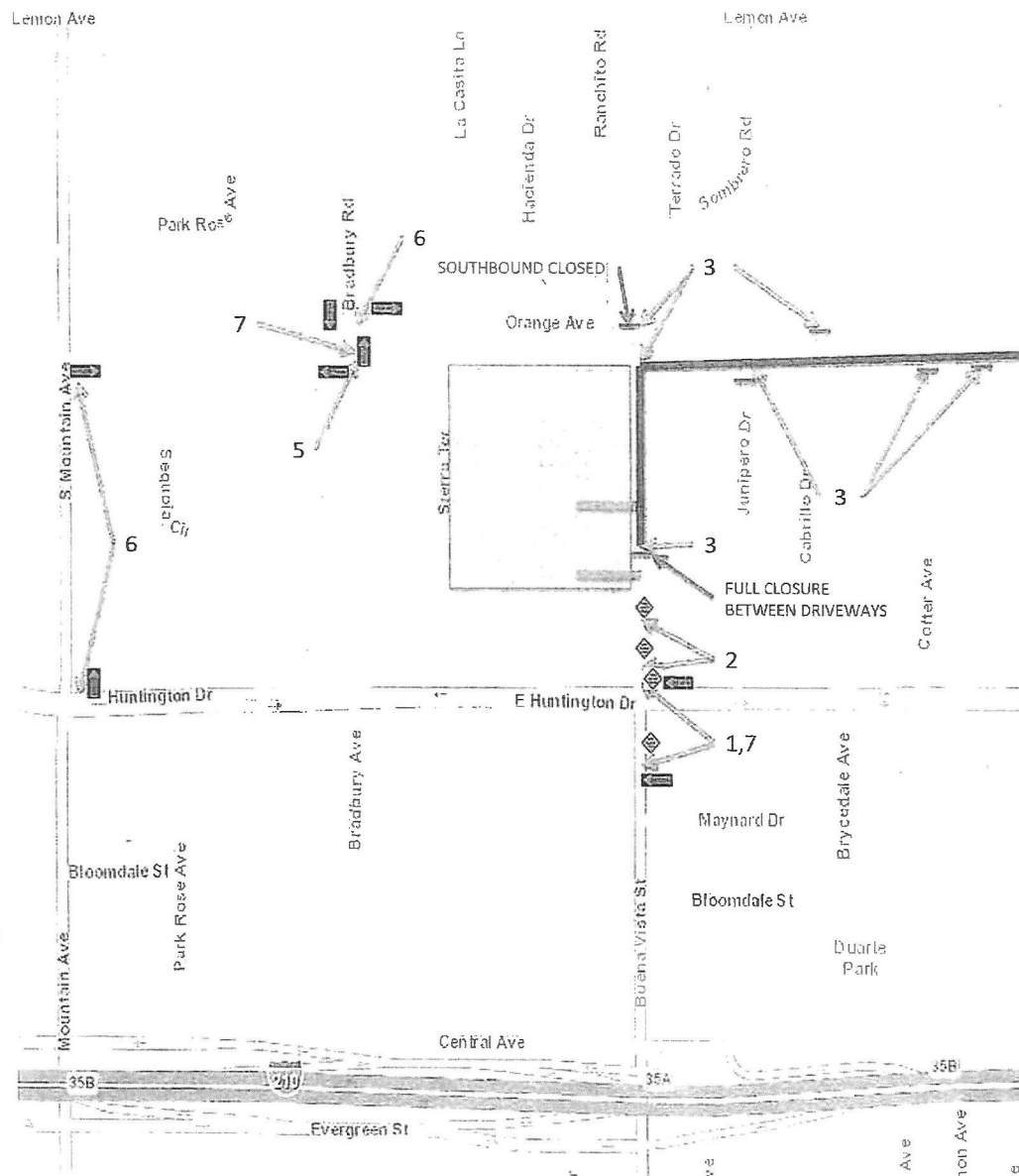
APPROVED 5K RUN COURSE








7:00 - parks
 7:30 - start up
 Cottle - Buena Vista
 Last person -> will - follow last person
 Signage -
 Run Run on Bike Path only - alternate route

LEGEND

-  FINISH LINE
-  STARTING LINE
-  APPROVED 5K ROUTE
-  APPROVED BI-DIRECTIONAL 5K ROYAL OAKS TRAIL ONLY
-  TURN AROUND
-  PUBLIC SAFETY STAFF SOFT CLOSURE
-  HARD CLOSURE / BARRICADES



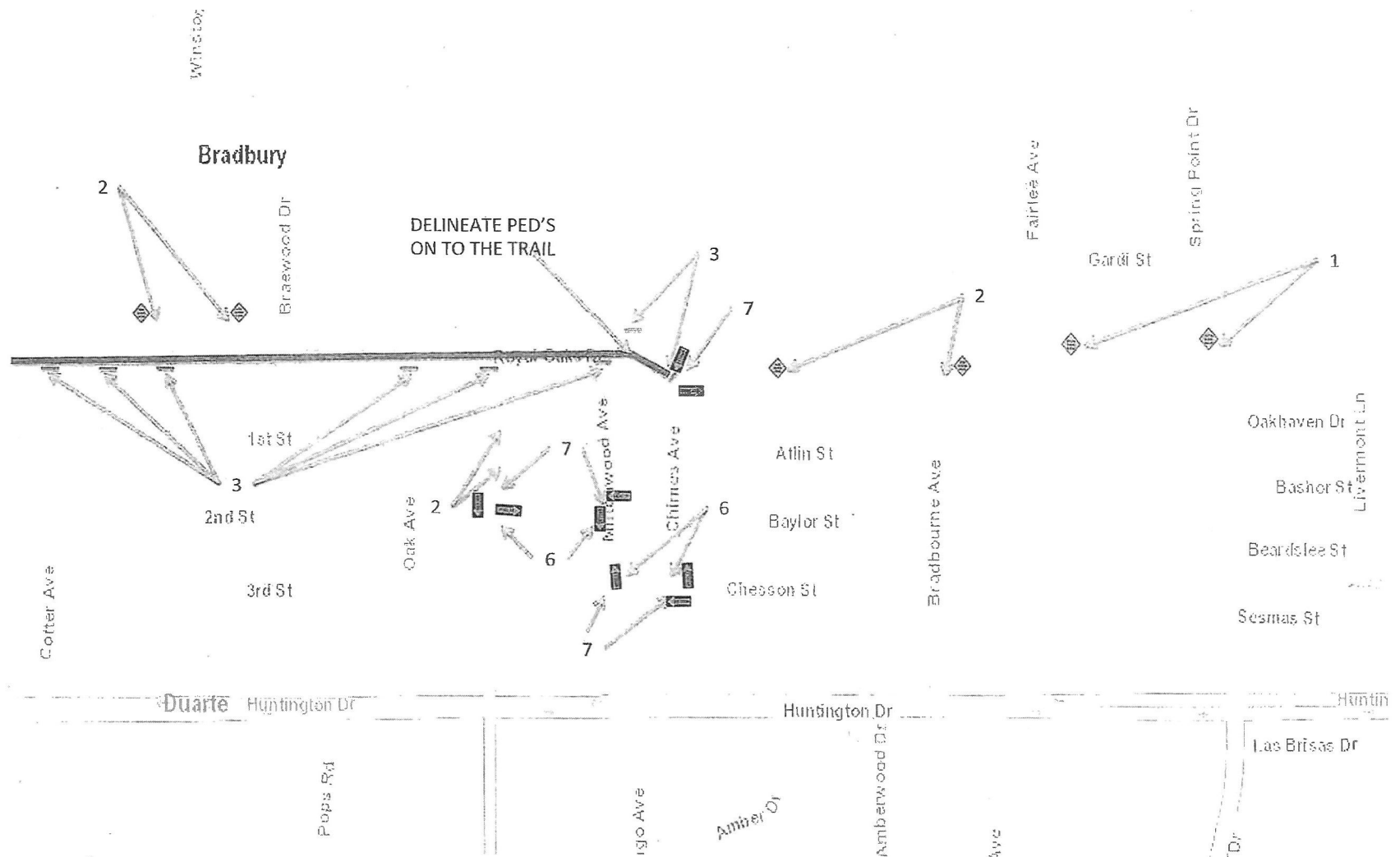


- 1  SC5 – SPECIAL EVENT AHEAD
- 2  W20-3 – ROAD CLOSED AHEAD
- 3  R11-2 – ROAD CLOSED ON TYPE III
- 4  R11-2 – ROAD CLOSED ON TYPE II
- 5  R11-4 – ROAD CLOSED TO THRU TRAFFIC ON TYPE II
- 6  M4-10R – DETOUR (R)
- 7  M4-10L – DETOUR (L)

 PROPOSED STREET CLOSURE

NOTE:
INSTALL BARRICADES TO DRIVEWAYS WITHIN THE
CLOSURE ROUTE.

NO PARKING SIGNS ON BUENA VISTA STREET AND
ROYAL OAKS DRIVE



- | | | | | | | | | | | | |
|---|--|--|---|--|---------------------------------|---|--|---|---|--|---------------------|
| 1 | | SCS - SPECIAL EVENT AHEAD
WIND MASTER | 3 | | R11-2 - ROAD CLOSED ON TYPE III | 5 | | R11-4 - ROAD CLOSED TO THRU
TRAFFIC ON TYPE II | 6 | | M4-10R - DETOUR (R) |
| 2 | | W20-3 - ROAD CLOSED AHEAD | 4 | | R11-2 - ROAD CLOSED ON TYPE II | | | PROPOSED STREET CLOSURE | 7 | | M4-10L - DETOUR (L) |



SAMPLE LETTER

March 1, 2019

Dear Neighbors,

With much joy Hayden Child Care announces its 10th annual Hayden 5K Run, Family Walk and Roll and Family Festival on Saturday, March 9, 2019 at 9:00am. The race will begin at 9:00 a.m., on Royal Oaks Drive just east of Buena Vista Street. Participants will run east on Royal Oaks Drive until the driveway of Royal Oaks North where they will enter the Duarte Recreation Trail and continue running east just past Mount Olive. They will turnabout near the elementary school and run back, westbound toward the finish line in the parking lot of Santa Teresita at 819 Buena Vista Street, Duarte. Following the race, we will have activities for all on the grounds of Santa Teresita until 1:30 p.m.

The purpose of this letter is two-fold. We would like to invite you to be a part of the day and to inform you there will be partial street closures and parking restrictions will be lifted. Please visit our website, www.hayden5k.com for details about the 5k and its registration. We anticipate parking to exceed our lot capacity. In the event that this is the case, participants may possibly park on or near your street. Royal Oaks Street will be closed from 7:00a.m. to approximately 10:00a.m. We hope this notification will help to avoid as much inconvenience as possible.

We look forward to our Hayden 5K Run, Family Walk and Roll and Family Festival and hope you will join us!

With gratitude,

Sister Celine
Site Supervisor