CITY OF BEVERLY HILLS
STAFF REPORT

Meeting Date: May 13, 2009

To: Honorable Mayor & City Council

From: Gisele Grable, Community Services Administrator
Community Services Department

Subject: 2nd Annual *Take Steps Walk* on June 6, 2009

Attachments:
1. Letter from Crohn's & Colitis Foundation of America
2. Map of 2 Mile Route

INTRODUCTION

Attached is a letter submitted by the Crohn's & Colitis Foundation of America (CCFA) to hold their *2nd Annual Take Steps Walk* on Saturday, June 6, 2009 at Roxbury Park from 5 p.m. to 8 p.m. The purpose of the event is to raise funds for CCFA, a non-profit organization whose mission is to cure and prevent Crohn's disease and ulcerative colitis through research, and to improve the quality of life of those affected by the disease through education and support programs.

DISCUSSION

As proposed, the *Take Steps Walk* will begin at Roxbury Park with opening ceremonies, followed by a 2 mile walk in the adjacent area, and conclude with closing ceremonies in the park. In order to provide the least amount of impact to park users, the event festivities will be staged at the northwest end of the park only (Olympic Boulevard/ Spalding Drive end of park). Event area will include a registration table, a small stage for speeches, musical entertainment, children's games and refreshments. Set-up for the event will take place beginning at 10 a.m. and clean-up will begin immediately following closing ceremonies and will be completed by 9 p.m. In addition, amplified sound will not be permitted prior to 10 a.m. or after 9 p.m. and the sound system will be required to remain at a low volume.

Approximately 300-350 people are anticipated to attend, and the attendees are being encouraged to carpool to the event. CCFA will also be securing adjacent private parking lots to assist with parking needs.

The walk will begin at 6 p.m. at Roxbury Park and the participants will start off walking east on Olympic Boulevard, and will remain on the sidewalk at all times obeying all traffic laws and signals. Beverly Hills police officers will monitor the course and will also be present at the park. From Olympic Boulevard, walkers will travel north on Beverly Drive to Wilshire Boulevard, west on Wilshire Boulevard to Linden Drive, south on Linden Drive to Olympic Boulevard, east on Olympic Boulevard, finishing at Roxbury Park at approximately 7 p.m.

A letter of notification will be distributed to all residents and businesses along the walk route.

FISCAL IMPACT

The CCFA will be responsible for all City costs and fees. In addition, a Certificate of Insurance in the amount of $2 million naming the City of Beverly Hills as an additional insured will be provided by CCFA.

RECOMMENDATION

Recreation & Parks staff has reviewed the details of the event and is in support of the proposed activity. Unless the City Council has any questions or concerns, staff will proceed with coordination of the logistical details regarding the 2nd Annual Crohn's & Colitis *Take Steps Walk* on Saturday, June 6, 2009.

Gisele Grable
Approved By

cc: Steven Zoet, Assistant Director of Community Services/Recreation & Parks
Bill Banks, Recreation Services Manager

ATTACHMENT 1

CROHN'S & COLITIS FOUNDATION OF AMERICA
GREATER LOS ANGELES/ORANGE COUNTY CHAPTER

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April 15, 2009

Benita Miller
City of Beverly Hills
455 n Rexford Drive, Room 195
Beverly Hills, CA 90210

Dear Benita,

Please allow this letter to serve as a formal request by the Greater Los Angeles Chapter of the Crohn's & Colitis Foundation of America to secure Roxbury Park on Saturday, June 6, 2009 for the 2nd annual Take Steps Walk. We will arrive at Roxbury Park at approximately 10:00am and expect to be completely out no later than 9:30pm. The event itself will take place between 5:00pm and 8:00pm.

It is our understanding that residents in the area of the park and along the walk route will need to be notified in writing of our intentions and that it is our responsibility to post such notification. We also understand that it is also our responsibility to post No Parking signs on those meters that have been allocated to us for VIP and vendor parking purposes. We further understand that only specified areas of Roxbury Park will be available to us on the day of the event. At this time, I would like to formally request the use of the northwest portion of the outdoor space, one indoor space for accounting purposes and the bathrooms located in the Community Center. We will be bringing extra portable restrooms and therefore will be utilizing park restrooms for overflow. I also understand that the park will be open to the public during our event.

The Crohn's & Colitis Foundation understands we will be responsible for all City costs and fees and will provide a Certificate of Insurance naming the City of Beverly Hills as an additional insured for $2 million general liability.

Please let me know of any paperwork or permits that need to be completed. Thank you so much for your support in making Take Steps LA 2009 a great success.

If you have any questions please feel free to contact me.

Sincerely,

Jo Bender
Walk Manager
310.478.4500

Greater Los Angeles/Orange County Chapter
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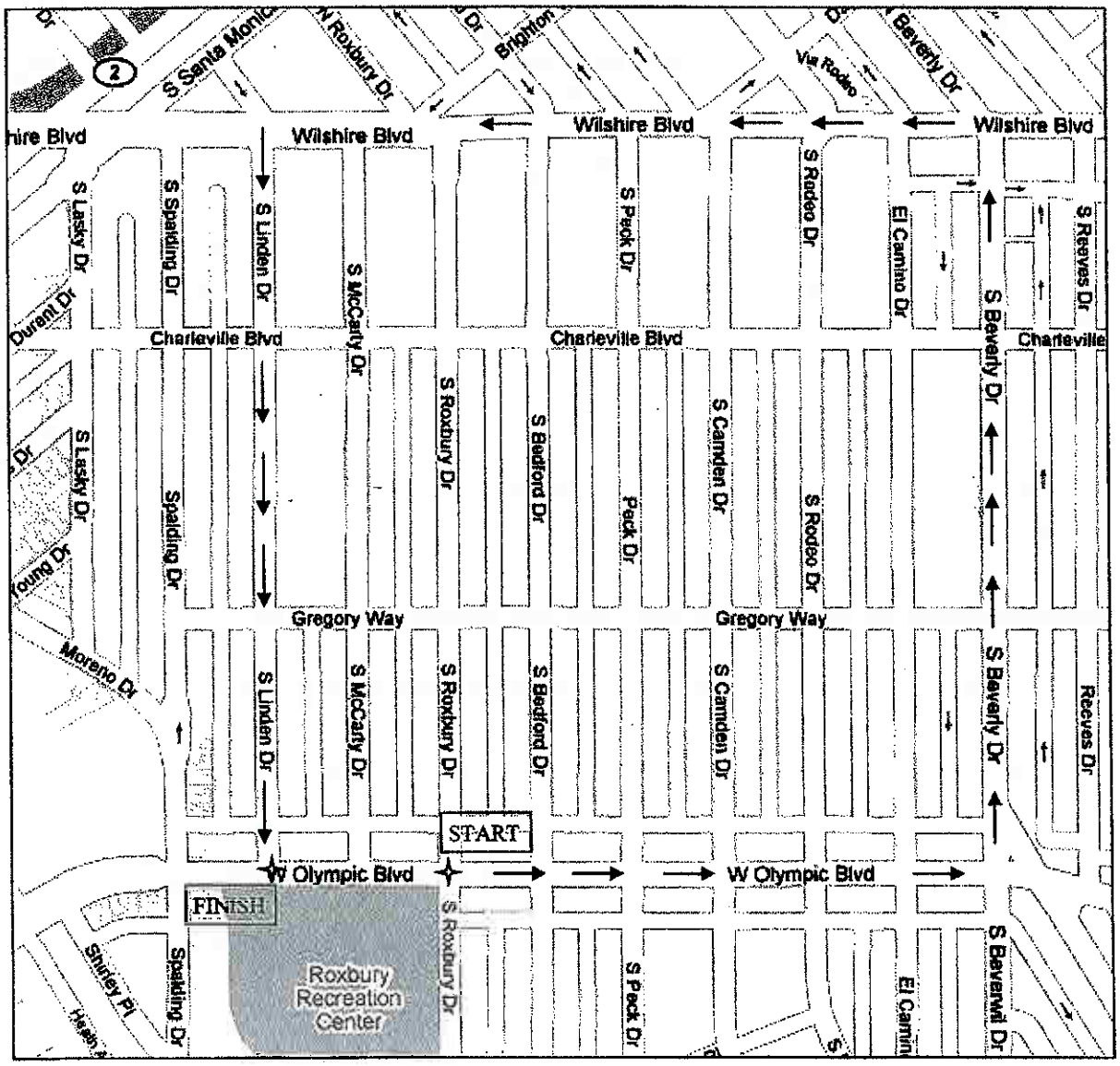
A Proud Member of the Community Health Charities

ATTACHMENT 2

TAKE STEPS

FOR CROHN'S & COLITIS

Take Steps for Crohn's and Colitis Route
Roxbury Park, Beverly Hills

Saturday, June 6, 2009
Registration and Celebration 5:00pm
Walk 6:00pm