

TO: Eric Campbell, City Manager
FROM: Erin Johnson, Events Manager, HDR
DATE: 6/4/18
RE: 2018 Rocktown Turkey Trot

Summary: To consider the event application request for the 5th annual Rocktown Turkey Trot in downtown Harrisonburg on Thursday, November 22, 2018

Background: The event organizer, VA Momentum, is requesting the closure of the following streets in downtown between 8am-10am for the annual Kids Dash and Turkey Trot run: **Main St** (from Grattan-Gay) + side roads: E Wolfe, E Elizabeth, E Bruce, Newman Ave (Main to Federal); **Gay St.** (Noll to Mason); **Court Square**; Single lane of **Liberty Street**. Streets will close at 7am and reopen by noon.

Proceeds from the race benefit Blue Ridge Area Food bank. 1,500 participants/spectators are anticipated.

2018 course utilizes a slightly different route than 2017; alterations to the course were made at the request of the Special Events Committee to improve course safety and traffic flow. The two changes include: 1) removal of the section of course that utilized a block of Franklin, Campbell and Federal Streets. 2) extension of route past Gay St. on Noll St. and around vacant Chanello's building. Course alterations do not increase the number of staff needed for the event, and do not disrupt downtown businesses/residents that may need to access Federal St. between Campbell and Franklin. See course map for more detail.

In order to avoid issues pertaining to city staffing of the event, the following agreement has been made between the event organizer and members of the Special Event Committee: As in years past, VA Momentum will reimburse PW for staff time (at holiday pay rate) and materials. HPD officers will also be paid holiday rates for their time. If PW is not able to fill volunteer shifts by Oct. 15, PW will contract with AWP (Area Wide Protective) and the event organizer will reimburse AWP for their services, thus eliminating the need for city PW employees to staff the event. If HPD is unable to fill volunteer shifts by October 1st, the off-duty officer request will be made available to JMU Police to increase the volunteer pool, and the event organizer will reimburse JMU Police in the same manner as HPD officers.

Key Issues:

- HPD support (7 total officers)
- Public Works support (6 staff for: street closures, no parking signage, digital message board, refuse collection)
- Updates to possible event staffing alternatives and race route

