



TO: Kurt Hodgen, City Manager
FROM: Katie Yount, HDR Director of Events
DATE: 3/22/16
RE:

Summary: To consider the request for the Eastern Mennonite University Commencement Ceremony road closure as a special event request.

Background: The Eastern Mennonite University Commencement Ceremony will be held on May 1, 2016. The ceremony will require the closure of Park Road during the event.

Key Issues:

- **Public Works support**
- **Police support for the closure**

RE:

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Environmental Impact:

Fiscal Impact:

Prior Actions:

- Alternatives:** (a)
(b); or
(c) Do not adopt ordinance at this time

Community Engagement:

Recommendation:

Attachments:

Review:

The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

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