



TO: Eric Campbell, City Manager
FROM: Erin Smith, Events Manager, HDR
DATE: 03/20/19
RE: 2019 Farm to City

Summary: Consider the Special Event application request for Farm to City on Saturday, June 22, 2019 from 9:30am-1:00pm.

Background: Farm to City is organized by Explore More Discovery Museum and is planned for 6/22/19 from 9:30am-1pm. This would be the 4th year of Farm to City, a free event that brings farm equipment, farm animals, and other agricultural educational materials into downtown.

The organizer is requesting the closure of Newman Ave between Main and Federal, as well as the use of the upper and lower portions of the Newman Ave parking lot.

This application was reviewed and approved by the Special Events Committee on 03/07/19.

The total cost of the event is estimated between \$640-740. The event organizer is responsible for any applicable payments to off-duty HPD officers.

Key Issues:

- PW support (signage, street and parking lot closures)
- HPD support (combine, 1 downtown bicycle officer)
- HFD support (partial filing of yodocks, access to FDCs)
- Insurance documentation to be submitted prior to event
- Event organizer to inform Matchbox/residents of the Keezell Blg and businesses on Newman Ave

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