

TO: Kurt Hodgen, City Manager
FROM: Jeremiah Jenkins, Events Coordinator, HDR
DATE: 5/4/17
RE: Hispanic Festival

Summary: To consider the event application request for the Hispanic Festival on Sunday, August 6, 2017.

Background: The event has grown over the past few years out of a soccer tournament held at Smithland Road Soccer Complex. Organizers expect more than 1,000 attendees. The event will feature food trucks, vendors and family activities, alongside the soccer tournament. Parking for the event will be located at Skyline Middle School.

Key Issues:

- Insurance documents will be provided prior to the event
- HPD requires that event organizer provide traffic marshals and directional signs for pedestrians
- Public Works will provide three message boards directing vehicular traffic to school parking lot

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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