

TO: Eric Campbell, City Manager  
FROM: Erin Smith, Events Manager, HDR  
DATE: 02/11/20  
RE: 2020 Farm to City

**Summary:** Consider the Special Event application request for Farm to City on Saturday, June 20, 2020.

**Background:** Farm to City is organized by Explore More Discovery Museum and is planned for 6/20/2020 from 9:30am-1pm. This would be the 5<sup>th</sup> 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 02/06/20.

The total cost of the event is estimated at \$860. 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 (assist w/ combine entering Newman lot Saturday a.m., 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 Bldg and businesses on Newman Ave