



TO: Eric Campbell, City Manager
FROM: Erin Smith, Director of Special Projects, HDR
DATE: 4/6/20
RE: 2020 Veterans Parade

Summary: Consider the special event application request for the annual Veterans Parade on Sunday, November 8, 2020.

Background: The Veterans Parade is an annual parade organized by HDR, in partnership with the City of Harrisonburg. The parade begins at the Rockingham County Administration Center, travels south on Main St, and ends at the City Hall parking lot. This year's parade is planned for 11/08/20 from 2pm-2:45pm. 1,000-1,200 participants and spectators are expected.

This application was reviewed and approved by the Special Events Committee on 03/30/20.

The total cost of the event is estimated at \$4,600.

Key Issues:

- PW support (7 staff for: street closures, no parking signage, message boards, sweeper)
- HPD support (12-15 officers)
- HFD support (Engine & tower for parade, access to FDCs, 20'ft fire line along closed streets)
- HDPT support: possible re-routes
- Proof of Insurance will be submitted prior to event