

TO: Eric Campbell, City Manager  
FROM: Erin Smith, Director of Special Projects, HDR  
DATE: 4/6/20  
RE: 2020 Arts Council of the Valley Progressive Party

**Summary:** Consider the special event application request for the Arts Council of the Valley's Progressive Party on Saturday, September 19, 2020.

**Background:** The Arts Council of the Valley is requesting the closure of a one block section of N Liberty St between the hours of 5pm-9pm for their annual fundraising event.

150 people are expected to attend.

This application was reviewed and approval by the Special Events Committee on 3/30/20.

The total cost of the event is estimated to be \$580. Festival organizers will be responsible for compensating off-duty officers contracted through HPD.

**Key Issues:**

- HPD support (2 total officers)
- Public Works support (2 staff for: street closures)
- Commissioner of the Revenue: Food vendor list will be submitted at least 2 weeks prior to event
- Purchasing: Insurance documents will be submitted at least 30 days prior to event