
City Council Regular Meeting

DEPARTMENT: Community Services

FROM: DeAnna Phillips, Director of Community Services

MEETING: August 7, 2023

SUBJECT:

Consider approval of a resolution authorizing street closures and in-kind sponsorship of \$1,897.74 for costs associated with police and public works staff for the Burleson High School Homecoming Parade. (*Staff Presenter: DeAnna Phillips, Director of Community Services*)

SUMMARY:

The Burleson High School Prom After Dark Committee is requesting an in-kind sponsorship and street closures associated with the Burleson High School (BHS) Homecoming Parade that is scheduled for Monday, October 2, 2023 at 6 p.m. The parade is projected to last approximately 1.5 hours.

The applicant has provided staff with the following background information in regards to the parade.

"The Homecoming parade has been happening every year since the early 70's. This brings the community together to spotlight Seniors / Homecoming Court/ Sports Team / Local Businesses and Schools. As the parade is held on Monday before the Homecoming Game, it sets the mood for the week leading up to game night on Friday. The Parade route that will be taken is the same route it has been since Centennial High School opened up in August 2010. This is a tradition that the Schools / Seniors / Football Players and the community look forward to every year. The Parade is also part of being a Senior as we have a lot of the class involved in the parade for various areas and it's one of their last big events in their Senior year."

Street Closures include:

Thomas / Summercrest / Hillside / Elk – along with the side streets on those streets

Parade Route Map is below



Parade Information provided by applicant:

- Route will be starting at Hughes Middle School (HMS), continue to Thomas St, Summercrest, Hillside and then to Elk Drive, finishing at Burleson High School
- Parking will be in open parking lots and side streets.
- Parade vehicles will enter the back side of the school HMS and exit the front onto Thomas.
- Parade does not last long enough for the need to provide bathrooms / water stations / no food stands / no solid waste containers/no tents
- There will be several Project Celebration Staff Volunteers throughout the parade to assist with any issues
- Parade will be held during daylight hours
- If speakers are used they will be on vehicles or trailers

Public Safety Associated Cost

Staff	Hours	Rate per hour*	Total
Seven (7) officers	14 (2 hours per officer)	\$49.25	\$689.50

Vehicle	Hours	Rate per hour**	Total
Seven (7) vehicles	14 (2 hours per vehicle)	\$16.27	\$227.78

Total Public Safety Cost: \$917.28

Public Safety Impact

Public Safety utilizes existing on duty resources for the parade removing officers from their normal duty assignments, specifically SRT and traffic. There is also a traffic impact associated with residents who live in the area returning from work or those driving through the area at this time.

Public Works Associated Cost

Staff	Hours	Rate per hour*	Total
Two (2) Crew Leaders	7 (3.5 hours per staff member)	\$43.32	\$303.24
Two (2) Worker II	7 (3.5 hours per staff member)	\$33.57	\$234.99
Two (2) Worker I	7 (3.5 hours per staff member)	\$31.97	\$223.79
Total Staff Cost			\$762.02

Vehicle	Hours	Rate per hour**	Total
#840	3.5	\$17.91	\$62.69
#860 & #861	7 (3.5 hours per vehicle)	\$22.25	\$155.75
Total Vehicle Cost			218.44

Total Public Works Cost: \$980.46

*based on average median hourly rate for each position

** based on 2021 FEMA CODE

Total in-kind sponsorship request: \$1,897.74

City Council approved an amendment to the city's special event ordinance in December 2022 that requires city council approval for events that request any of the following:

- Closing or impacting a public street, sidewalk, or trail
- Impacting or hindering the regular flow of traffic
- Blocking or restricting city-owned property
- Sale or distribution of merchandise, food, or beverages on city-owned property
- Erection of a tent equal to or greater than four hundred (400) square feet in area
- Installation of a stage, band-shell, trailer, van, portable building, grandstand, or bleachers
- Placement of portable toilets on city-owned property
- Have an impact on public safety
- In-kind sponsorship of over \$500

OPTIONS:

- 1) Example: Approve as presented
- 2) Example: Approve with changes
- 3) Example: Deny

RECOMMENDATION:

Staff recommendations if any

PRIOR ACTION/INPUT (Council, Boards, Citizens):

None

FISCAL IMPACT:

In-kind sponsorship request: \$1,897.74

STAFF CONTACT:

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