

ITEM #: 12
DATE: 05-09-23
DEPT Admin.

COUNCIL ACTION FORM

SUBJECT: REQUESTS FROM GOOD NEIGHBOR EMERGENCY ASSISTANCE

BACKGROUND:

Good Neighbor Emergency Assistance (GNEA), located at 613 Clark Avenue, is requesting to host an event on Sunday, May 21, 2023 celebrating the Good Neighbor Emergency Assistance organization and those it serves.

Although the event takes place mainly on private property, organizers are requesting the closure of Clark Avenue between 6th Street and 7th Street for event activities. Clark Avenue would close at 2:00 p.m. and would re-open at 8:00 p.m. The main event will take place between 4:00 p.m. and 7:00 p.m.

Event organizers have secured the use of the Fareway parking lot for temporary porta potty locations, parking and the scheduled band, Vinyl Vagabonds. Organizers expect approximately 200 attendees. Organizers have provided staff with an Emergency Safety Plan. A Noise Permit has also been requested from the Police Department. Staff has been informed that no alcohol will be permitted at this event.

ALTERNATIVES:

1. Approve the request from GNEA to close Clark Avenue from 6th Street to 7th Street on May 21, 2023, as indicated above.
2. Do not approve the request.

CITY MANAGER'S RECOMMENDED ACTION:

This requested closure will facilitate an event on private property and Clark Avenue that is open to the public.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

SPECIAL EVENT APPLICATION

Applications received less than thirty (30) days before the event may not be processed by the City in time for the event and will automatically be denied. Each application is viewed as a new event regardless of previous occasions.

Event Name **Good Neighbor Annual Block Party**

Location/Address **Clark Avenue Between 6th & 7th Streets**

Region (Select one or more)

- Ames Main Street (Downtown)
- Campustown District
- Iowa State University Property
- City Parks
- Other (please explain)

Please note that events occurring in the Downtown, Campustown, in City parks, or on ISU property require prior approvals. A letter of support will be required from CAA if the event occurs in Campustown or from Ames Main Street if the event occurs in Downtown. Please contact the appropriate office well in advance:

Downtown - Ames Main Street: (515) 232-2310
 Campustown Action Association: (515) 232-2310
 ISU - Events Authorization Committee: (515) 294-1437

director@amesdowntown.org
 sarahd@ameschamber.com
 eventauthorization@iastate.edu

IMELINE

Setup Date **5/21/2023** Time **2:00 pm** M T W R F Sa Su

Event Starts Date **5/21/2023** Time **4:00 pm** M T W R F Sa Su

Detailed Description of Event Activities (written overview of event and what's going to happen)

Good Neighbor will be using the Fareway parking lot and Clark Avenue for an event that includes pizza, non-alcoholic beverages, yard games, and a band.

Event Ends Date **5/21/2023** Time **7:00 pm** M T W R F Sa Su

Teardown Complete Date **5/21/2023** Time **8:00 pm** M T W R F Sa Su

Event Category

- Athletic/Recreation
- Concert/Performance
- Exhibits/Misc.
- Farmer/Outdoor Market
- Festival/Celebration
- Other (please explain)
- Parade/Procession/March

Rain Date **5/21/2023** Rain Location **Inside First Christian Church**

Yes No Is this an annual event? If yes, how many years? **2**

Date: _____

- Completed Application
- Fireworks Application (\$25 fee)
- Insurance Certificate
- Public Safety & Event Management Plan
- Site Plan/Route Map (\$25 fee) (Road Race)
- Vendor List (\$50 fee/each)
- Parking fees

Special Events Meeting

Date _____

Time _____

Room _____

Documents Sent:

- Alcohol License ABD
- Fireworks Permit
- Road Race Permit
- TOP
- Vending Permit
- Other _____

Departments Included

- City Manager: Brian Phillips and Tasheik Kerr
- CyRide: Jenny Bethurem or Rob Holm or Kevin Gri
- Electric: Mark Imhoff
- Fire: Jason Ziph or Rich Higgins
- Parks & Rec: Craig Kaufman or Joshua Thompson
- Public Works: Brad Becker or Dave Cole
- Police: Jason Tuttle
- Water: Heidi Petersen
- Risk Management: Bill Walton

CAA: Sarah Dvorsky
 AMS: Sarah Dvorsky
 ISU: Events
 Authorization Committee

City Council Meeting

Date _____
 Added to Agenda with CAF Approved Y N

Reminder Date _____

CONTACTS

Sponsor/Applicant Name **Lori AllenGood Neighbor Emergency Assistance, Inc.**
Address **613 Clark Avenue**
City **Ames** State **IA** Zip Code **50010**
Daytime Phone **515-296-1449** Cell Phone **515-292-2597**
E-mail **director@nea.org**
Alternate Contact Name **Cynthia Marten**
Daytime Phone **515-515-296-1449** Cell Phone **515-450-9893**
E-mail **cleighmarten@gmail.com**

ATTENDANCE

Anticipated Daily Attendance **200**

Yes No

- Is this event open to the public?
- Is your event being held in conjunction with another event (e.g. *Farmers' Market, 4th of July, etc.*)? If yes, please list:

ORGANIZATION STATUS/PROCEEDS

- For-Profit
- Bona Fide Tax Exempt
- Nonprofit

Yes No

- Are patron admission, entry, or participant fees required? If yes, please describe and provide amounts:
- Are vendor or other fees required? If yes, please provide amounts:

Percentage of net proceeds going towards fundraising _____ %

Percentage of net proceeds going towards for-profit entity _____ %

SECURITY

Ames Police Department 24 hour non-emergency phone number: 515-239-5133

Please complete the course at <https://www.crowdmanagers.com/training> for crowd management training.

Yes No

- Have you hired a professional security company to develop and manage your event's security plan? If yes, please fill out the following information:

Security Organization

Address _____
City _____ State _____ Zip _____ Phone _____
Email _____