

ITEM #: 9  
DATE: 07-18-23  
DEPT: Admin

**COUNCIL ACTION FORM**

**SUBJECT:**                   **REQUESTS FOR ECOFAIR 2023**

**BACKGROUND:**

City staff is planning to host the 2023 EcoFair from 9:00 a.m. to 1:00 pm. on Saturday, September 30, 2023. This year’s event will host vendors focused to educate citizens of all ages about sustainability, water quality, water conservation, energy conversation, environmental, and climate change. In addition to the traditional arrangements for EcoFair, staff is planning to host food trucks.

To facilitate this event, City staff has requested the following:

- Closure of Fifth Street from Pearle Avenue to Clark Avenue from 7:00 a.m. to 2:00 p.m. on Saturday, September 30, 2023
- A blanket Temporary Obstruction Permit
- A blanket Vending License and waiver of fee (\$50 loss to City Clerk’s Office)
- Closure of 35 metered parking spaces along Fifth Street from 7:00 a.m. to 2:00 p.m. on Saturday, September 30, 2023, and waiver of fees (Estimated loss to Parking Fund of \$43.75)

Staff plans to notify affected businesses along Fifth Street by distributing postcards.

**ALTERNATIVES:**

1. Approve the requests for EcoFair on Saturday, September 30, 2023, as outlined above.
2. Approve the requests but require the event budget to be used to reimburse the lost revenues for the Vending License and parking waiver.
3. Do not approve the requests.

**CITY MANAGER’S RECOMMENDED ACTION:**

EcoFair is an annual event that connects the Ames Community with City Staff and sustainability experts who provide a range of resources focused on reducing energy consumption and water, land, and resource conservation. The EcoFair furthers the City Council’s Goal to expand Sustainability Efforts. 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

Location/Address

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

## TIMELINE

Setup Date  Time  M T W R F Sa Su

Event Starts Date  Time  M T W R F Sa Su

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

Annual City of Ames EcoFair with vendors focused to educate about sustainability, water quality, water conservation, energy conservation, environmental, climate change through citizen outreach for all ages. Repair Cafe will join EcoFair with setup in Community Center Gym.

Event Ends Date  Time  M T W R F Sa Su

Teardown Complete Date  Time  M T W R F Sa Su

### Event Category

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

Rain Date  Rain Location

Yes  No

Is this an annual event? If yes, how many years?

## For Office Use Only

### Documents Received

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 Gries
- 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** City of Ames (Tracy Peterson, Municipal Engineer)

Address 515 Clark Avenue

City Ames State IA Zip Code 50010

Daytime Phone 515-239-5163 Cell Phone 515-451-2735

E-mail tracy.peterson@cityofames.org

**Alternate Contact Name** Jake Moore, Stormwater Specialist

Daytime Phone 515-239-5287 Cell Phone 515-306-8321

E-mail jacob.moore@cityofames.org

**ATTENDANCE**

Anticipated Daily Attendance 1,000

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:

Farmers' Market and PrideFest same day

**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

