

**COUNCIL ACTION FORM**

**SUBJECT:** ECO FAIR APPROVALS

**BACKGROUND:**

The annual City of Ames EcoFair is being expanded this year to recognize two significant milestones: the 10<sup>th</sup> anniversary of the EcoFair and the 50<sup>th</sup> anniversary of Earth Day (April 22). While Ames Electric Services had hosted an annual Energy Fair for years, the expanded EcoFair began in 2010 with nearly all City departments participating. **The goal of the EcoFair was expanded to reflect a range of sustainability issues and a mission of connecting residents with resources to conserve natural resources and reduce their carbon footprint.**

As in previous years, the EcoFair will be held at the Community Center Gymnasium from 9 a.m. to 1 p.m. on Saturday, April 25. In addition to the traditional arrangements for EcoFair, staff plans to grow the event by using Fifth Street to exhibit the Iowa DNR's Mobile Education Trailer, the City's alternative fuel equipment, and an electric car display. Staff is also planning to extend an invitation to food trucks.

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

- Closure of Fifth Street from east of the Lot M (City Hall parking lot) entrance to Clark Avenue from 4:00 p.m. on Friday, April 24<sup>th</sup> to 3:00 p.m. on Saturday, April 25<sup>th</sup>
- A blanket Temporary Obstruction Permit
- A blanket Vending License
- Closure of 35 metered parking spaces along Fifth Street from 4:00 p.m. on Friday, April 24<sup>th</sup> to 3:00 p.m. on Saturday, April 25<sup>th</sup> (\$70 to the Parking Fund to be covered by the event.)
- Continued use of three metered parking spaces to hold the Iowa DNR mobile trailer until its removal the morning of Monday, April 27. (\$4.50 to the Parking Fund to be covered by the event.)

Staff plans to notify affected properties along Fifth Street by distributing the event details via postcards. There is one residential property, and local traffic would be allowed in and out.

**ALTERNATIVES:**

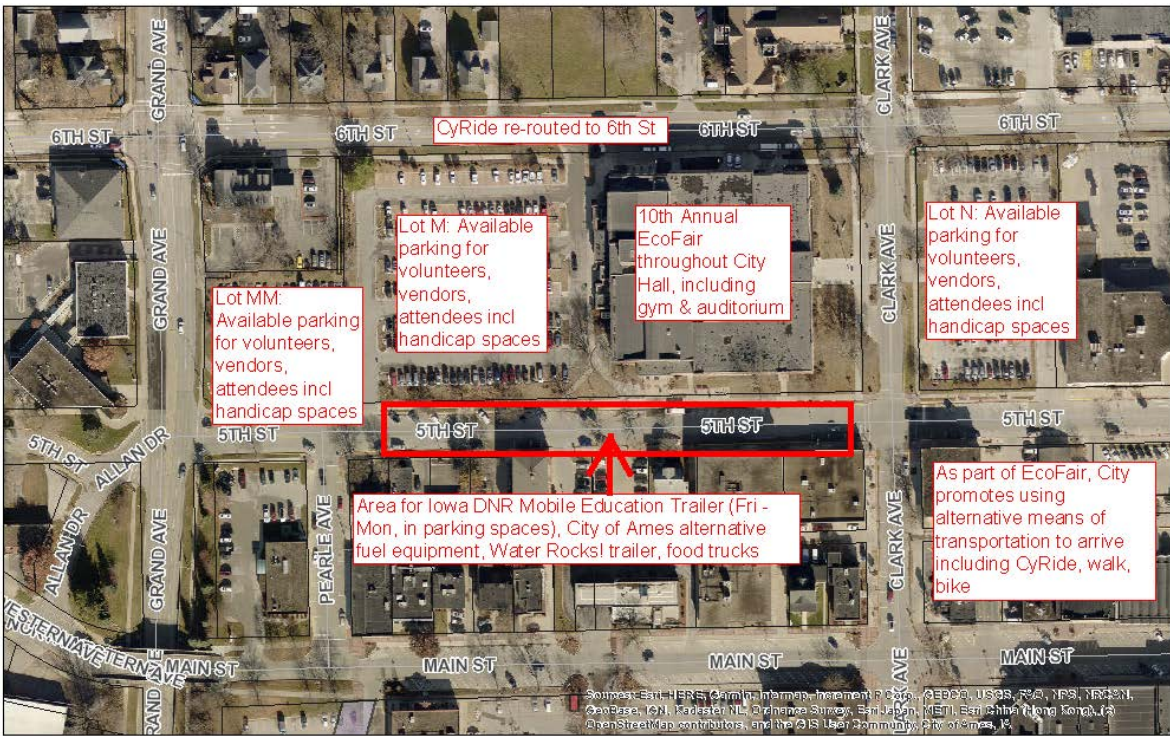
1. Approve the requests for EcoFair on Saturday, April 25<sup>th</sup>, as outlined above, contingent upon reimbursement for lost parking revenue and vending License

2. Do not approve the requests.

**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, thereby approving the requests for EcoFair on Saturday, April 25th, as outlined above, contingent upon reimbursement for lost parking revenue and Vending License.



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ArcGIS Web Map

Date: 1/10/2020



1 inch = 188 feet



# 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 EcoFair 2020

Location/Address 515 Clark Avenue

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 MSCD if the event occurs in Downtown. Please contact the appropriate office well in advance:

Downtown - Main Street Cultural District: (515) 233-3472  
 Campustown - Campustown Action Association: (515) 450-8771  
 ISU - Events Authorization Committee: (515) 294-1437

events@amesdowntown.org  
 director@amescampustown.com  
 eventauthorization@iastate.edu

## TIMELINE

Setup Date 4/24/2020 Time 4:00 PM M T W R F Sa Su  
 Event Starts Date 4/25/2020 Time 9:00 AM M T W R F Sa Su

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

An annual event to connect 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 event will be held on Saturday, April 25 from 9 AM-1 PM in City Hall.

Event Ends Date 4/25/2020 Time 1:00 PM M T W R F Sa Su  
 Teardown Complete Date 4/25/2020 Time 3:00 PM 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 NA Rain Location \_\_\_\_\_

Yes  No

Is this an annual event? If yes, how many years? 10

## For Office Use Only

### Documents Received

Date: 1/13/2020

- 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 1/21/2020

Time 11:00

Room 235

### 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 or Geoff Huff
- Water: Heidi Petersen
- Risk Management: Bill Walton

CAA: Karen Chitty  
 AMS: Jess Clyde or Sarah Dvorsky  
 ISU: Events Authorization Committee

### City Council Meeting

Date \_\_\_\_\_  
 Added to Agenda with CAF Approved Y N

Reminder Date \_\_\_\_\_



**CONTACTS**

**Sponsor/Applicant Name** Susan Gwasda  
**Address** 515 Clark Avenue  
**City** Ames **State** IA **Zip Code** 50010  
**Daytime Phone** 515-239-5101 **Cell Phone**  
**E-mail** sgwasda@cityofames.org  
**Alternate Contact Name** Tracy Warner  
**Daytime Phone** 515-239-5160 **Cell Phone**  
**E-mail** twarner@cityofames.org

**ATTENDANCE**

Anticipated Daily Attendance 1000+

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**