

**COUNCIL ACTION FORM**

**SUBJECT: AMES PATRIOTIC COUNCIL REQUESTS FOR MEMORIAL DAY PARADE**

**BACKGROUND:**

Each year the Ames Patriotic Council conducts a community observance of Memorial Day. This observance involves a parade from City Hall to the Municipal Cemetery, followed by a community memorial service at the Cemetery.

The following requests for May 30, 2022, are presented for City Council approval in order to facilitate the Memorial Day observance:

- Closure of Pearle Avenue and Fifth Street from east of Pearle Avenue through the Clark Avenue intersection from 9:00 a.m. to 11:00 a.m. for the line-up and start of the parade entries.
- Temporary closure of Clark Avenue from Fifth to Ninth Street (for movement of the parade) between 10:30 a.m. and 11:00 a.m.
- Temporary closure of Ninth Street between Clark Avenue and Maxwell Avenue (for movement of the parade) between 10:45 a.m. and 11:00 a.m.
- Temporary closure of Sixth Street at Clark Avenue and Duff Avenue at Ninth Street as the parade moves through those intersections

A blanket Temporary Obstruction Permit is also requested for the closed areas. It should also be noted that temporary closures of residential streets that intersect Ninth Street and Clark Avenue will occur as the parade progresses. Public Works will provide barricades for all of the street closure areas. Barricades will be staffed by parade volunteers and/or residents of the area. Most intersection closures will last only for a few minutes.

The Ames Police Department will provide a lead car for the parade and will assist participants through the Ninth Street and Duff Avenue intersection.

The rain location for activities will be the Ames Municipal Auditorium. No lost parking meter revenue is anticipated due to the holiday.

**ALTERNATIVES:**

1. Approve the Ames Patriotic Council's requests for use of City facilities and services as outlined above for the Memorial Day observance on May 30, 2022.
2. Direct the Ames Patriotic Council to pursue alternate plans for the Memorial Day observance.
3. Do not approve the requests.

**CITY MANAGER'S RECOMMENDED ACTION:**

The parade and memorial service at the Municipal Cemetery are an integral part of the community's annual Memorial Day commemoration.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #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 Memorial Day Parade and Ceremony

Location/Address Parade from City Hall to Municipal Cemetery

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 5/30/2022 Time 10:00 am  M  T  W  R  F  Sa  Su

Event Starts Date 5/30/2022 Time 10:30 am  M  T  W  R  F  Sa  Su

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

PARADE FROM 5TH AND CLINE TO 9TH ST, EAST ON 9TH ST TO THE MUNICIPAL CEMETERY. THE PROGRAM WILL BE AT THE CEMETERY. THE PARADE BEGINS AT 10:30 AND THE PROGRAM BEGINS AT 11:00. THE PROGRAM WILL END BY NOON.

Event Ends Date 5/30/2022 Time 12:00 pm  M  T  W  R  F  Sa  Su

Teardown Complete Date 5/30/2022 Time 5:00 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 5/30/2022 Rain Location Ames City Auditorium

Yes  No

Is this an annual event? If yes, how many years? 50+

## For Office Use Only

### Documents Received

Date: 5-4-22

- Completed Application
- Fireworks Application (\$25 fee)
- Insurance Certificate
- Public Safety & Event Management Plan
- Site Plan/Route Map (\$25 fee) (local 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 Tasha 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: Tom Shelton or Mike Arkovich
- Water: Heidi Petersen
- Risk Management: Bill Walton

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

### City Council Meeting

Date 5-10-22

Added to Agenda with CAF  Approved Y  N

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

**CONTACTS**

Sponsor/Applicant Name

Address

City  State  Zip Code

Daytime Phone  Cell Phone

E-mail

Alternate Contact Name

Daytime Phone  Cell Phone

E-mail

**ATTENDANCE**

Anticipated Daily Attendance

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

## SITE PLAN/ROUTE MAP CHECKLIST

Submit an event site plan/route map with your application and include the following elements that pertain to this event:

- An outline of the entire event venue including street and landmark names. If the event involves a moving route of any kind, indicate the direction of travel.
- The provision of minimum ten foot (10') space between food trucks or cooking operations.
- Temporary Structures: *fencing, cooking areas, vendor locations, generator locations and/or source of electricity, placement of trailers and/or vehicles, tents, stages, scaffolding, bleachers, grandstands, canopies, portable toilets, booths, beer gardens, trash containers, dumpsters, other temporary structures.*
- Exit locations
- A detailed Public Safety & Event Management Plan form **MUST** be included with this application.

## ACCESSIBILITY AND PARKING CHECKLIST

This checklist is intended to serve as a planning guideline and may not be inclusive of all City, State, and Federal access requirements. The event and parking areas need to be accessible for persons with disabilities.

Yes No

- Will there be a Clear Path of Travel (at least 48" wide) throughout your event venue?
- Have you developed a Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services) for your event? If yes, please describe below or include details on your overall map.

The parade will begin at Clark and 5th, turn East at 9th Street, and end at the municipal cemetery.

- Will all food, beverage, and vending areas be accessible to persons with disabilities?
- Will signage be in highly contrasting colors and placed at visible heights (unobstructed by crowds)?
- If all areas of your event venue cannot be made accessible, will maps or programs be made available to show the location of accessible features?

## STREET AND PARKING LOT CLOSURES

Do you request any of the following safety equipment? (Please note that availability is not guaranteed)

Yes No

- Barricades
- Traffic cones
- Safety vests

Drop off Date  Time  Location

Will your event require the closure of any of the following?

- Yes No   City parking meters? If yes, how many?
- City parking lots? If yes, which lot(s)?
- City reserved parking spaces? If yes, how many?
- City streets or sidewalks? If yes, provide detail on map.
- CyRide Routes? If yes, which route(s)?