

**COUNCIL ACTION FORM**

**SUBJECT:** YSS YOUTH RECOVERY CAMPUS UNVEILING EVENT

**BACKGROUND:**

YSS is hosting an event to unveil its renderings and vision for a new YSS Youth Recovery Campus. The event will take place at the YSS main office building located at 420 Kellogg Avenue. The event will be open to the public and include a food truck, games, and snow cones.

The event is scheduled for Tuesday, July 19<sup>th</sup> from 4:00 p.m. to 6:00 p.m. In order to facilitate this event, YSS has requested approval for the following:

- Blanket Vending License and waiver of fee (\$50 loss to City Clerk's office)
- Closure of Kellogg Avenue between Main Street and Fifth Street from 3:00 p.m. to 7:00 p.m.
- Blanket Temporary Obstruction Permit for Kellogg Avenue between Main Street and Fifth Street from 3:00 p.m. to 7:00 p.m.
- Closure of seven metered parking spaces between Main Street and Fifth Street from 3:00 p.m. to 6:00 p.m. and waiver of fees (estimated loss of \$5.25 to the Parking Fund).

YSS has contacted the other affected business within the closed area (10Fold Architecture) regarding the event plans and the approval process. Other businesses not directly impacted but in the vicinity of the event area have also been notified by YSS.

The Council's policy regarding parking waivers is to consider requests such as this one on a case-by-case basis, as opposed to requiring reimbursement for lost parking revenue. Lost parking revenue is only required to be reimbursed under this policy when the parking waiver is District-wide.

**ALTERNATIVES:**

1. Approve the requests from YSS Unveiling Celebration on July 19, 2022, including the waiver of fees.
2. Approve the requests as outlined above but require YSS to pay for lost parking meter revenue and the blanket Vending License.
3. Deny the requests.

**CITY MANAGER'S RECOMMENDED ACTION:**

The event organizers have taken appropriate steps to plan an event that is open to the public and showcases YSS and the services it provides to the Ames community. Given the negligible amount of potential lost parking revenue in relation to the administrative effort required to collect the fees, a waiver of fees is appropriate in this instance.

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



For Office Use Only

# 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 YSS Youth Recovery Campus Unveiling

Location/Address 420 Kellogg Ave

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

Documents Received

Date: 6-13-22

- Completed Application
- Fireworks Application (\$25 fee)
- Insurance Certificate 6/3
- Public Safety & Event Management Plan
- Site Plan/Route Map

- Vendor List (\$25 fee) 6/3
- Parking fees (\$50 fee/each)

Special Events Meeting

Date 6-27-22

Time 1:30

Room 235

Documents Sent:

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

Departments Included

- City Manager: Brian Phillips and Teshelle Kerr
- CyRide: Jenny Bethuren or Bob 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 Cote
- 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 July 12  
Added to Agenda with CAF Approved  Y  N

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

## TIMELINE

Setup Date: 7/19/2022 Time: 3:00 pm M T W R F Sa Su

Event Starts Date: 7/19/2022 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)

The event is an open house for the community to come learn about the new YSS youth recovery campus, see the official renderings, and hear about our vision. The designs will be displayed on easels. A short presentation will be given on a stage. Hopefully food trucks will be available.

Event Ends Date: 7/19/2022 Time: 6:00 pm M T W R F Sa Su

Teardown Complete Date: 7/19/2022 Time: 7:00 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 7/19/2022 Rain Location YSS Headquarters, 420 Kellogg

Yes  No

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

**CONTACTS**

Sponsor/Applicant Name | Kayla Choate

Address | 420 Kellogg Ave

City | Ames

State | IA

Zip Code | 50010

Daytime Phone |

Cell Phone | 319-750-2317

E-mail | kchoate@yss.org

Alternate Contact Name | Amy Doyle

Daytime Phone |

Cell Phone | 515-559-4039

E-mail | adoyle@yss.org

**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 | \_\_\_\_\_

July 5, 2022



Honorable Mayor John Haila and Ames City Council  
Ames City Hall  
515 Clark Ave  
Ames, IA 50010

RE: YSS Youth Recovery Campus Unveiling

Dear Honorable Mayor Haila and City Council,

YSS is planning to host a YSS Youth Recovery Campus Unveiling event on Tuesday, July 19, from 4-6 p.m. The event is open to the public, and we encourage the community to attend. Further information is available on the recently submitted Special Events Application.

We would like a Temporary Obstruction Permit, seven requested parking spaces and waiver of parking meter fees, waiver of fee for Blanket Vendor Permit, and street closure on Kellogg Ave. between Main St. and 5<sup>th</sup> St. from 3-7 p.m.

Thank you for your consideration of this request and continued to support.

Regards,

Andrew Allen  
YSS President and CEO