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| ITEM #: | <u>14</u>       |
| DATE:   | <u>10-14-25</u> |
| DEPT:   | <u>ADMIN</u>    |

### **COUNCIL ACTION FORM**

**SUBJECT:**            **REQUEST FROM AMES UNITED CHURCH OF CHRIST FOR THE  
THEOLOGIAN IN RESIDENCE PROGRAM ON SATURDAY, OCTOBER 25,  
2025**

**BACKGROUND:**

Ames United Church of Christ (UCC) is planning to host its annual Theologian in Residence Program on Saturday, October 25, from 8:00 a.m. to 3:00 p.m. The event is free and open to the public.

In order to facilitate this event, Ames UCC has requested approval to waive parking fees and enforcement in Lot Q (north of the Library) to provide parking for event attendees. It is estimated that the waiver of metered parking fees will result in a loss of \$84 to the Parking Fund. The Council should note that the attached request letter includes waivers for other on-street parking areas, but upon review those areas are already unmetered and no Council action is necessary related to them.

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.

**The City Council has previously approved parking meter fee waivers for special events occurring on city streets and for celebration events for non-profit organizations. The City Attorney has advised that approving the waiver of parking meter fees for this event will establish a precedent that parking meter fees are to be waived not only for events occurring on streets and sidewalks or in public buildings, but also within private establishments or businesses.**

**Staff can only recall one instance in recent memory where the City Council has authorized a waiver of parking meter fees for a function taking place inside a non-governmental building, and occurring during metered hours, for the Ames History Museum Grand Reopening in 2024. For that event, the majority of the activities took place inside the museum, and metered parking in front of the building was closed (and fees waived) to allow for classic cars to be parked outside.**

**The City Council may find that the Ames History Museum event is distinct from the present request, in that it was for an organization that the City provides direct financial support for, and the parking spaces were used for classic cars to be parked rather than for prospective attendees of the event.**

**ALTERNATIVES:**

1. Approve the request for the Theologian in Residence Program for the waiver of parking fees and enforcement in Lot Q, but require reimbursement for lost parking revenue.
2. Approve the request for the Theologian in Residence Program for the waiver of parking fees and enforcement in Lot Q, resulting in an \$84 loss to the Parking Fund.
3. Deny the request.

**CITY MANAGER'S RECOMMENDED ACTION:**

The Theologian in Residence Program is an annual event at United Church of Christ. Although staff has identified one recent instance of a non-governmental organization receiving a waiver for metered parking, the waiver was for parking classic cars in conjunction with the event rather than for attendee parking, and the organization is one that receives direct City funding. Staff believes that these are fundamental differences than the request presently before the City Council.

Assuming the City Council agrees with that interpretation, and in order to avoid establishing a precedent that parking meter fees are to be waived for events within private establishments or businesses, it is therefore the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.

**ATTACHMENT(S):**

[10.25.25 Parking Requests from UCC.pdf](#)