



Meeting Date: June 12, 2024

Subject: EV Fair

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Background:

For the past two years, the city has successfully hosted an electric vehicle event (EV Fair), led by City staff and supported by a group of dedicated community members. These events have been helpful in raising awareness about electric vehicles (EVs) within the Los Altos community.

Previous Discussions:

During the April Commission meeting, staff highlighted the significant time investment required to plan an event of this scale. This discussion aimed to understand the Commission's continued interest in supporting the event moving forward. Some commissioners expressed that a large-scale event is not a necessary approach to promoting electric vehicles, while others expressed a preference for a community-oriented event.

In response to the commissioners' input, staff explored alternative ideas for promoting electric vehicles and sustainable transportation. These options were presented at the May Commission meeting.

During the May meeting, the Commission discussed the possibility of the EV Fair, or a larger Earth Day event, being organized and led by volunteers or community organizations. It was decided that this possibility needed to be explored in more detail.

EV Fair Scope of Work

To assist in this process, staff have prepared a comprehensive, yet non-exhaustive, document outlining the event scope of work with a detailed breakdown of tasks and their associated timelines.

City Support

If the Commission moves for this to be a volunteer-led event, the City is prepared to provide the following support:

- Marketing
 - Update the copy on related documents (flyers, banners, etc.)
 - Update the event webpage on the City website and promote it in the City Manager Weekly update
- Coordinate banner reservations
- Provide event location
- Assist with the Special Event Permit
- Provide staff for the assistance of set-up and break down
- Provide chairs, tables, canopies, etc. (as available)
- Coordinate waste management with MTWS

Next Steps

Bring this agenda item back to the Commission for further discussion, evaluation, and final decision.