City of Columbia  
701 East Broadway, Columbia, Missouri 65201

Agenda Item Number: R 211-14  
Department Source: Convention and Visitors Bureau  
To: City Council  
From: City Manager & Staff  
Council Meeting Date: November 17, 2014  
Re: Resolution Authorizing Tourism Development Funds and Authorizing the City Manager to Execute Agreements and an Intra-Departmental Transfer of Funds

Documents Included With This Agenda Item
Council memo, Resolution, Exhibits to the Resolution  
Supporting documentation includes: None

Executive Summary
The Convention & Visitors Bureau (CVB) Advisory Board reviewed the 2015 Tourism Development Signature Series applications at their October 28, 2014 meeting. The Signature Series events are Columbia's oldest and largest festivals & events that have proven to be iconic to Columbia and have received CVB funding for many years.

Discussion
Tourism Development Festivals & Events funding has greatly enhanced the quality of Columbia's festivals and events. The funds have enabled organizers to bring in nationally recognized entertainment and expand marketing & advertising efforts outside the Boone County market.

There are currently eight (8) "Signature Series" events within the Tourism Development Program, i.e.: Art in the Park, Columbia Eve Fest, Citizen Jane Film Festival, Heritage Festival, Roots 'N Blues "N BBQ Festival, Show-Me STATE GAMES, True/False Film Festival and the University Concert Series Holiday Festival.

FY2015 Signature Series applications have been reviewed, scored and voted on by the CVB Advisory Board. Scoring criteria is based on room night generation, event timing, marketing plans, sponsorships and cultural image. Recommended funding is based on three-tier levels of $7,500, $10,000 and $12,500.

The CVB Advisory Board is recommending a total of $82,500 in funding be granted for FY2015 to the 2015 Signature Series events as follows: Art in the Park - $10,000; Citizen Jane Film Festival - $10,000; Columbia Eve Fest - $7,500; Heritage Festival - $7,500; Roots 'N Blues 'N BBQ Festival - $12,500; Show Me STATE GAMES - $12,500; True/False Film Festival - $12,500; and University Concert Series Holiday Festival - $10,000.

Fiscal Impact
City of Columbia
701 East Broadway, Columbia, Missouri 65201

Short-Term Impact: $82,500
Long-Term Impact: None

<table>
<thead>
<tr>
<th>Vision, Strategic &amp; Comprehensive Plan Impact</th>
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<tbody>
<tr>
<td><strong>Vision Impact:</strong> Arts and Culture, Economic Development</td>
</tr>
<tr>
<td><strong>Strategic Plan Impact:</strong> Economic Development</td>
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<tr>
<td><strong>Comprehensive Plan Impact:</strong> Economic Development</td>
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<th>Suggested Council Action</th>
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<td>Approval of the Legislation.</td>
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<th>Legislative History</th>
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<tr>
<td>$85,000 was awarded in FY2014 to ten (10) Signature Series events.</td>
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<tr>
<td>Bike MS: Gateway Getaway Bike 2014 has moved their event to St. Louis for 2015 and the Blind Boone Early Ragtime &amp; Jazz Festival will not take place in 2015. Neither event applied for funding.</td>
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Department Approved  City Manager Approved
A RESOLUTION

authorizing agreements for FY 2015 Signature Series Funding under the Tourism Development Program; transferring tourism development funds to the Parks and Recreation Department for the Heritage Festival.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute agreements for FY 2015 Signature Series Funding under the Tourism Development Program with the following organizations in the following amounts:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Columbia Art League – 2015 Art in the Park</td>
<td>$10,000.00</td>
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<tr>
<td>Stephens College – 2015 Citizen Jane Film Festival</td>
<td>10,000.00</td>
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<tr>
<td>Columbia Eve Fest, Inc.</td>
<td>7,500.00</td>
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<tr>
<td>Thumper Entertainment, Inc. – 2015 Roots &amp; Blues &amp; BBQ Festival</td>
<td>12,500.00</td>
</tr>
<tr>
<td>Show-Me STATE GAMES – 2015 Summer Games</td>
<td>12,500.00</td>
</tr>
<tr>
<td>Ragtag Programming for Film &amp; Media Arts – 2015 True/False Film Festival</td>
<td>12,500.00</td>
</tr>
<tr>
<td>The Curators of the University of Missouri – 2014 UMC Concert Series Holiday Festival</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

SECTION 2. The form and content of the agreement for each individual organization listed in Section 1 shall be substantially as set forth in "Exhibits A-G" attached hereto and made a part hereof.

SECTION 3. At the request of the City Manager, the City Council hereby transfers $7,500.00 from the Tourism Development Fund Account No. 229-4820-509.49-90 to the Parks and Recreation Fund Account No. 552-5575-490.02-29 RJHRFV.

ADOPTED this _____ day of ___________________________, 2014.
AGREEMENT

THIS AGREEMENT is entered into this ___ day of ____________, 2014, by and between the City of Columbia, Missouri (hereinafter "City"), and Columbia Art League, (hereinafter "Contractor").

City and Contractor agree as follows:

1. The Contractor shall provide the services outlined in its proposal for the 2015 Art in the Park, as submitted to the City’s Convention and Visitors Bureau, a copy of which is on file in that office, at a cost to the City of $10,000.00 (Ten Thousand Dollars) in connection with the performance of the services to be provided under the agreement, the Contractor agrees to comply with all civil rights laws, and further agrees not to discriminate against any individual or segment of the community on the basis of sex, race, color, age, religion, creed, national origin, veteran, disability status or sexual orientation.

2. Contractor agrees that it is responsible for all funds made available to Contractor by this Agreement and further agrees that it will reimburse to the City any funds expended in violation of city, state, or federal law or in violation of this agreement.

3. Contractor agrees that it will make no changes in the approved Project until the changes are approved in writing by the City.

4. Contractor agrees that it is subject to audit and review on request by the City. If contractor has a financial audit prepared, that report shall be furnished to the City’s Convention and Visitors Bureau.

5. Contractor agrees that all funds received from the City will be expended as approved by City Council and none of the funds shall be diverted to any other use or purpose, except as recommended by the Convention & Visitors Bureau's Advisory Board and as approved by the City Council. Full records of all expenditures and disbursements and any income from the provision of the program described in Contractor’s proposal shall be kept and open to City inspection during regular business hours.

6. Contractor agrees to provide the Convention and Visitors Bureau with copies of all financial documentation no later than 90 days following the last day of the funded event, as outlined in the Post-Event Documentation Procedures. Documentation must include copies of checks issued for payment of services or items, copies of corresponding invoices and copies of any required contracts. If Contractor does not provide financial documentation, they may not be eligible for future funding.

7. Contractor agrees that the Convention and Visitors Bureau and the City will be recognized as outlined in the Contractor’s proposal.
IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers the day and year first above written.

CITY OF COLUMBIA, MISSOURI

By: ____________________________
    Mike Matthes, City Manager

ATTEST:

____________________________________
Sheela Amin, City Clerk

APPROVED AS TO FORM:

____________________________________
Nancy Thompson, City Counselor

Agency

By: ____________________________

IRS-EIN: __________________________

ATTEST:

____________________________________

CERTIFICATION: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor. 229-4820-509-49.90

John Blattel, Director of Finance
AGREEMENT

THIS AGREEMENT is entered into this _____ day of ____________, 2014, by and between the City of Columbia, Missouri (hereinafter “City”), and Stephens College, (hereinafter “Contractor”).

City and Contractor agree as follows:

1. The Contractor shall provide the services outlined in its proposal for the 2015 Citizen Jane Film Festival, as submitted to the City’s Convention and Visitors Bureau, a copy of which is on file in that office, at a cost to the City of $10,000.00 (Ten Thousand Dollars) in connection with the performance of the services to be provided under the agreement, the Contractor agrees to comply with all civil rights laws, and further agrees not to discriminate against any individual or segment of the community on the basis of sex, race, color, age, religion, creed, national origin, veteran, disability status or sexual orientation.

2. Contractor agrees that it is responsible for all funds made available to Contractor by this Agreement and further agrees that it will reimburse to the City any funds expended in violation of city, state, or federal law or in violation of this agreement.

3. Contractor agrees that it will make no changes in the approved Project until the changes are approved in writing by the City.

4. Contractor agrees that it is subject to audit and review on request by the City. If contractor has a financial audit prepared, that report shall be furnished to the City’s Convention and Visitors Bureau.

5. Contractor agrees that all funds received from the City will be expended as approved by City Council and none of the funds shall be diverted to any other use or purpose, except as recommended by the Convention & Visitors Bureau's Advisory Board and as approved by the City Council. Full records of all expenditures and disbursements and any income from the provision of the program described in Contractor’s proposal shall be kept and open to City inspection during regular business hours.

6. Contractor agrees to provide the Convention and Visitors Bureau with copies of all financial documentation no later than 90 days following the last day of the funded event, as outlined in the Post-Event Documentation Procedures. Documentation must include copies of checks issued for payment of services or items, copies of corresponding invoices and copies of any required contracts. If Contractor does not provide financial documentation, they may not be eligible for future funding.

7. Contractor agrees that the Convention and Visitors Bureau and the City will be recognized as outlined in the Contractor’s proposal.
IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers the day and year first above written.

CITY OF COLUMBIA, MISSOURI

By: __________________________

Mike Matthes, City Manager

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Nancy Thompson, City Counselor

Agency

By: __________________________

IRS-EIN: __________________________

ATTEST:

CERTIFICATION: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor. 229-4820-509-49.90

John Blattel, Director of Finance
AGREEMENT

THIS AGREEMENT is entered into this ____ day of ____________, 2014, by and between the City of Columbia, Missouri (hereinafter "City"), and Columbia Eve Fest, Inc., (hereinafter "Contractor").

City and Contractor agree as follows:

1. The Contractor shall provide the services outlined in its proposal for the 2014 Columbia Eve Fest, as submitted to the City's Convention and Visitors Bureau, a copy of which is on file in that office, at a cost to the City of $7,500.00 (Seven Thousand Five Hundred Dollars) in connection with the performance of the services to be provided under the agreement, the Contractor agrees to comply with all civil rights laws, and further agrees not to discriminate against any individual or segment of the community on the basis of sex, race, color, age, religion, creed, national origin, veteran, disability status or sexual orientation.

2. Contractor agrees that it is responsible for all funds made available to Contractor by this Agreement and further agrees that it will reimburse to the City any funds expended in violation of city, state, or federal law or in violation of this agreement.

3. Contractor agrees that it will make no changes in the approved Project until the changes are approved in writing by the City.

4. Contractor agrees that it is subject to audit and review on request by the City. If contractor has a financial audit prepared, that report shall be furnished to the City's Convention and Visitors Bureau.

5. Contractor agrees that all funds received from the City will be expended as approved by City Council and none of the funds shall be diverted to any other use or purpose, except as recommended by the Convention & Visitors Bureau's Advisory Board and as approved by the City Council. Full records of all expenditures and disbursements and any income from the provision of the program described in Contractor’s proposal shall be kept and open to City inspection during regular business hours.

6. Contractor agrees to provide the Convention and Visitors Bureau with copies of all financial documentation no later than 90 days following the last day of the funded event, as outlined in the Post-Event Documentation Procedures. Documentation must include copies of checks issued for payment of services or items, copies of corresponding invoices and copies of any required contracts. If Contractor does not provide financial documentation, they may not be eligible for future funding.

7. Contractor agrees that the Convention and Visitors Bureau and the City will be recognized as outlined in the Contractor’s proposal.
IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers the day and year first above written.

CITY OF COLUMBIA, MISSOURI

By: __________________________
   Mike Matthes, City Manager

ATTEST:

______________________________
Sheela Amin, City Clerk

APPROVED AS TO FORM:

______________________________
Nancy Thompson, City Counselor

Agency
By: __________________________
IRS-EIN: __________________________

ATTEST:

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CERTIFICATION: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor. 229-4820-509-49.90

______________________________
John Blattel, Director of Finance
AGREEMENT

THIS AGREEMENT is entered into this___ day of__________, 2014, by and between
the City of Columbia, Missouri (hereinafter "City"), and Thumper Entertainment, Inc., (hereinafter
"Contractor").

City and Contractor agree as follows:

1. The Contractor shall provide the services outlined in its proposal for the 2015 Roots &
   Blues & BBQ Festival, as submitted to the City’s Convention and Visitors Bureau, a copy of
   which is on file in that office, at a cost to the City of $12,500.00 (Twelve Thousand Five Hundred
   Dollars) in connection with the performance of the services to be provided under the agreement, the
   Contractor agrees to comply with all civil rights laws, and further agrees not to discriminate against
   any individual or segment of the community on the basis of sex, race, color, age, religion, creed,
   national origin, veteran, disability status or sexual orientation.

2. Contractor agrees that it is responsible for all funds made available to Contractor by
   this Agreement and further agrees that it will reimburse to the City any funds expended in violation
   of city, state, or federal law or in violation of this agreement.

3. Contractor agrees that it will make no changes in the approved Project until the
   changes are approved in writing by the City.

4. Contractor agrees that it is subject to audit and review on request by the City. If
   contractor has a financial audit prepared, that report shall be furnished to the City’s Convention and
   Visitors Bureau.

5. Contractor agrees that all funds received from the City will be expended as approved
   by City Council and none of the funds shall be diverted to any other use or purpose, except as
   recommended by the Convention & Visitors Bureau’s Advisory Board and as approved by the City
   Council. Full records of all expenditures and disbursements and any income from the provision of
   the program described in Contractor’s proposal shall be kept and open to City inspection during
   regular business hours.

6. Contractor agrees to provide the Convention and Visitors Bureau with copies of all
   financial documentation no later than 90 days following the last day of the funded event, as outlined
   in the Post-Event Documentation Procedures. Documentation must include copies of checks issued
   for payment of services or items, copies of corresponding invoices and copies of any required
   contracts. If Contractor does not provide financial documentation, they may not be eligible for future
   funding.

7. Contractor agrees that the Convention and Visitors Bureau and the City will be
   recognized as outlined in the Contractor’s proposal.
IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers the day and year first above written.

CITY OF COLUMBIA, MISSOURI

By: ____________________________
    Mike Matthes, City Manager

ATTEST:

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Sheela Amin, City Clerk

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______________________________
John Blattel, Director of Finance
AGREEMENT

THIS AGREEMENT is entered into this _____ day of ___________, 2014, by and between the City of Columbia, Missouri (hereinafter “City”), and the Show-Me STATE GAMES (hereinafter “Contractor”).

City and Contractor agree as follows:

1. The Contractor shall provide the services outlined in its proposal for the 2015 Show-Me STATE GAMES – Summer Games, as submitted to the City’s Convention and Visitors Bureau, a copy of which is on file in that office, at a cost to the City of $12,500.00 (Twelve Thousand Five Hundred Dollars) in connection with the performance of the services to be provided under the agreement, the Contractor agrees to comply with all civil rights laws, and further agrees not to discriminate against any individual or segment of the community on the basis of sex, race, color, age, religion, creed, national origin, veteran, disability status or sexual orientation.

2. Contractor agrees that it is responsible for all funds made available to Contractor by this Agreement and further agrees that it will reimburse to the City any funds expended in violation of city, state, or federal law or in violation of this agreement.

3. Contractor agrees that it will make no changes in the approved Project until the changes are approved in writing by the City.

4. Contractor agrees that it is subject to audit and review on request by the City. If contractor has a financial audit prepared, that report shall be furnished to the City’s Convention and Visitors Bureau.

5. Contractor agrees that all funds received from the City will be expended as approved by City Council and none of the funds shall be diverted to any other use or purpose, except as recommended by the Convention & Visitors Bureau's Advisory Board and as approved by the City Council. Full records of all expenditures and disbursements and any income from the provision of the program described in Contractor’s proposal shall be kept and open to City inspection during regular business hours.

6. Contractor agrees to provide the Convention and Visitors Bureau with copies of all financial documentation no later than 90 days following the last day of the funded event, as outlined in the Post-Event Documentation Procedures. Documentation must include copies of checks issued for payment of services or items, copies of corresponding invoices and copies of any required contracts. If Contractor does not provide financial documentation, they may not be eligible for future funding.

7. Contractor agrees that the Convention and Visitors Bureau and the City will be recognized as outlined in the Contractor’s proposal.
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CITY OF COLUMBIA, MISSOURI

By: 

Mike Matthes, City Manager

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

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Agency

By: 

IRS-EIN: 

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John Blattel, Director of Finance
AGREEMENT

THIS AGREEMENT is entered into this _____ day of __________, 2014, by and between the City of Columbia, Missouri (hereinafter “City”), and Ragtag Programming for Film & Media Arts, (hereinafter “Contractor”).

City and Contractor agree as follows:

1. The Contractor shall provide the services outlined in its proposal for the 2015 True/False Film Festival, as submitted to the City’s Convention and Visitors Bureau, a copy of which is on file in that office, at a cost to the City of $12,500.00 (Twelve Thousand Five Hundred Dollars) in connection with the performance of the services to be provided under the agreement, the Contractor agrees to comply with all civil rights laws, and further agrees not to discriminate against any individual or segment of the community on the basis of sex, race, color, age, religion, creed, national origin, veteran, disability status or sexual orientation.

2. Contractor agrees that it is responsible for all funds made available to Contractor by this Agreement and further agrees that it will reimburse to the City any funds expended in violation of city, state, or federal law or in violation of this agreement.

3. Contractor agrees that it will make no changes in the approved Project until the changes are approved in writing by the City.

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6. Contractor agrees to provide the Convention and Visitors Bureau with copies of all financial documentation no later than 90 days following the last day of the funded event, as outlined in the Post-Event Documentation Procedures. Documentation must include copies of checks issued for payment of services or items, copies of corresponding invoices and copies of any required contracts. If Contractor does not provide financial documentation, they may not be eligible for future funding.

7. Contractor agrees that the Convention and Visitors Bureau and the City will be recognized as outlined in the Contractor’s proposal.
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CITY OF COLUMBIA, MISSOURI

By: _________________________
    Mike Matthes, City Manager

ATTEST:

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Sheela Amin, City Clerk

APPROVED AS TO FORM:

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Nancy Thompson, City Counselor

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__________________________
John Blattel, Director of Finance
AGREEMENT

THIS AGREEMENT is entered into this _____ day of ____________, 2014, by and between the City of Columbia, Missouri (hereinafter “City”), and Curators of the University of Missouri - UMC Concert Series, (hereinafter “Contractor”).

City and Contractor agree as follows:

1. The Contractor shall provide the services outlined in its proposal for the 2014 University Concert Series Holiday Festival, as submitted to the City’s Convention and Visitors Bureau, a copy of which is on file in that office, at a cost to the City of $10,000.00 (Ten Thousand Dollars) in connection with the performance of the services to be provided under the agreement, the Contractor agrees to comply with all civil rights laws, and further agrees not to discriminate against any individual or segment of the community on the basis of sex, race, color, age, religion, creed, national origin, veteran, disability status or sexual orientation.

2. Contractor agrees that it is responsible for all funds made available to Contractor by this Agreement and further agrees that it will reimburse to the City any funds expended in violation of city, state, or federal law or in violation of this agreement.

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6. Contractor agrees to provide the Convention and Visitors Bureau with copies of all financial documentation no later than 90 days following the last day of the funded event, as outlined in the Post-Event Documentation Procedures. Documentation must include copies of checks issued for payment of services or items, copies of corresponding invoices and copies of any required contracts. If Contractor does not provide financial documentation, they may not be eligible for future funding.

7. Contractor agrees that the Convention and Visitors Bureau and the City will be recognized as outlined in the Contractor’s proposal.
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APPROVED AS TO FORM:

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Nancy Thompson, City Counselor

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