

# City of Columbia

701 East Broadway, Columbia, Missouri 65201



**Agenda Item Number:** R 172-15

**Department Source:** Parks and Recreation

**To:** City Council

**From:** City Manager & Staff

**Council Meeting Date:** 11/2/2015

**Re:** Agreement with Columbia Eve Fest for City's Annual New Year's Eve Event

## Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, Exhibits to Resolution/Ordinance

**Supporting documentation includes:** City of Columbia Special Use Permit and Application

## Executive Summary

The Parks & Recreation Department is requesting Council approval for the City to enter into an agreement with Columbia Eve Fest, Inc. for the planning and operation of the City's annual New Year's Eve event. Under the terms of the agreement, the City will pay Columbia Eve Fest \$7,500 to conduct this event and authorize the use of additional City services and facilities to support the event within budget constraints.

## Discussion

Columbia Eve Fest is the annual public New Year's Eve event held in the downtown Columbia area on December 31. This event provides citizens of all ages an alcohol-free alternative to celebrate the coming new year. The event is planned and operated by Columbia Eve Fest, which is a not-for-profit corporation. The festival charges admission fees to help support the cost of the event. A significant number of admission passes are provided by Columbia Eve Fest free of charge to select non-profit agencies to distribute to appropriate clientele. In addition, anyone who volunteers to assist with this event is given free admission to all event venues.

In December 2013, the event was downsized due to limited financial resources. The winter storm in 2012 impacted ticket sales, so the event did not include a fireworks display and the event footprint was reduced. Event organizers have decided not to re-expand the 2015 event. Event will take place at Missouri United Methodist Church, Missouri Theatre, Columbia Art League and on 9th Street, from Elm to Locust. City Hall and Armory Sports Center will not be utilized for the event. With the smaller footprint, Columbia Eve Fest has determined transit shuttles are not needed.

The Special Event Committee has reviewed and approved the Special Use Application Form (#1214). CID Board has reviewed and recommends approval of the street closure.

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The event support to be provided by City departments as outlined in the agreement include:

- Parks and Recreation Department will deliver trailer stage, staging, trash cans and signboards, and provide promotion and staff support for the event.
- Public Works Department will provide barricades for the street closure.
- The Office of Neighborhood Services will provide volunteer recruitment assistance.

## Fiscal Impact

The fiscal impact of this Council action is \$7,500 in direct financial funding for the event, as well as the support and assistance of several city departments. Funds for this event are included in the Parks & Recreation Department's Parks Management Operations Budget, as approved during the FY2016 budget approval process.

## Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Arts and Culture, Downtown, Parks, Recreation and Greenways

Strategic Plan Impact: Public Safety...Safe Wherever you Live, Work, Learn and Play

Comprehensive Plan Impact: Not Applicable

## Suggested Council Action

Approve the legislation authorizing the City Manager to enter into the attached agreement with Columbia Eve Fest, Inc.

## Legislative History

Resolution #195-14; passed on 10/20/2014

Authorizing a cooperative agreement with Columbia Eve Fest for City's Annual New Year's Eve Event; and authorizing the City Manager to provide City support services.

<https://www.gocolumbiamo.com/Council/Commissions/downloadfile.php?id=15568>

Resolution #219-13; passed on 10/21/2013

Authorizing a cooperative agreement with Columbia Eve Fest for City's Annual New Year's Eve Event; and authorizing the City Manager to provide City support services.

<http://www.gocolumbiamo.com/Council/Commissions/downloadfile.php?id=11386>

  
Department Approved

  
City Manager Approved

Introduced by \_\_\_\_\_ Council Bill No. R 172-15

**A RESOLUTION**

authorizing an agreement with Columbia Eve Fest, Inc. for support of the New Year's Eve event in downtown Columbia;  
authorizing the City Manager to provide City support services.

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

SECTION 1. The City Manager is hereby authorized to execute an agreement with Columbia Eve Fest, Inc. for support of the New Year's Eve event in downtown Columbia. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof.

SECTION 2. The City Manager is authorized to provide support services for the Columbia Eve Fest New Year's Eve event within the constraints of the City budget and taking into consideration the limited resources and operational duties of the various City departments.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor

## AGREEMENT

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the City of Columbia, Missouri, a municipal corporation, (hereinafter "City") and Columbia Eve Fest, Inc., a Missouri Not-For-Profit Corporation, (hereinafter "Contractor").

The City and the Contractor hereby agree as follows:

1. Contractor shall operate a public, non-profit New Year's Eve event in Downtown Columbia. All venues shall enforce the alcohol-free policy to promote an alcohol-free, safe alternative on New Year's Eve. Contractor will promote broad-based community participation and cultural diversity.
2. City funds shall go towards the cost of: performance and artists' fees, visual arts projects, sound reinforcement, lighting, staging, venue rental fees and promotions.
3. Contractor may charge admission to event. Admission buttons purchased prior to the event are \$6.00 for those eight (8) years and older, and children seven (7) and under are free. Tickets are \$8.00 at the door.
4. City's Parks and Recreation Department will deliver supplies, such as trash cans and signboards as needed, and provide promotion and staff support for the event.
5. Contractor is authorized to close Ninth Street between Elm Street and Locust Street from 5:00 p.m. on December 31, 2015 until 1:00 a.m. on January 1, 2016. City's Public Works Department shall provide barricades for the street closure.
6. City will provide volunteer recruitment assistance from the Office of Neighborhood Services.
7. Upon execution of this agreement, City shall pay Contractor Seven Thousand Five Hundred Dollars (\$7,500.00).
8. This agreement shall remain in effect until September 30, 2015.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this agreement on the day and the 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

CERTIFICATION: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account No. 110-5440-541-49-60, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

\_\_\_\_\_  
John Blattel, Director of Finance

**COLUMBIA EVE FEST, INC.**

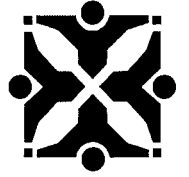
By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

City of Columbia

701 East Broadway, Columbia, Missouri 65201



**SUPPORTING DOCUMENTS INCLUDED WITH  
THIS AGENDA ITEM ARE AS FOLLOWS:**

City of Columbia Special Use Permit and Application

## City of Columbia Special Use Permit and Application

Completing a Special Use Permit Application is a 5 step process and can be completed in multiple sessions. Complete and submit the form and application fee to the City Manager's office ninety (90) days prior to the first day of the event with the exception of parades and block parties (10 days). Incomplete or illegible applications will not be accepted.

\* Indicates a required field.

## Columbia Eve Fest - 12/31/2015 - Permit No: 1214

**Date/Time Received: 9-2-2015 8:13 am**

### Application Status:

**Approved:** Congratulations, your event has been approved!

In regards to the Block Party and street closure please see the following notes from Community Development. "The building project in the northwest corner of 9th St. and Elm St. requires that west bound traffic on Elm St. be routed down 9th St. to Locust, Locust to 8th St., and 8th St. to Elm St. Therefore the traffic control signs currently in place need to be modified to facilitate the closure of 9th St. These changes should be coordinated with the design engineer on the project, Mike Hall. Physical changes to the signs should be completed by the contractor (preferred) or PW Street Division. Mike can be reached at (573) 999-7821."

To make arrangements for street closure barricades, please contact the Columbia Street Division at (573) 874-6237 or email [mkk@gocolumbiamo.com](mailto:mkk@gocolumbiamo.com).

A "No Parking" template is provided and instructions are as follows: You will need to print off how many you need on a bright colored (such as yellow or orange) card stock paper. The signs need to be placed on any meters inside the closure area 24 hours in advance of the no parking time (ie the no parking starts at Saturday at 11 am, they would need to be placed on the meters on Friday by 11 am). The signs are put on the meters using clear tape with enough they will stay if it is windy or rains. At the end of the event, you will need to make arrangements to remove the signs and throw them away (they are dated for the specific event and cannot be reused).

Any volunteers assisting in or around streets and parking areas should be outfitted in reflective clothing; guidelines are attached. If needed, these can be borrowed from CPD by contacting Denise Shaw at [dms@gocolumbiamo.com](mailto:dms@gocolumbiamo.com) or 573-874-7404.

The "No Parking" template and reflective clothing guideline attachments are located with your approved application. Please log into the special events system and click the link labeled "Print you approval documents". Everything needed for your event is contained here.

Thank you for your interest in the city of Columbia! Your event helps create a sense of pride and community in our wonderful city.

If you have any questions, please don't hesitate to contact me at 573-874-7600 or email [mrgotche@gocolumbiamo.com](mailto:mrgotche@gocolumbiamo.com).

I look forward to working with you on future events!

Megan

### Payment Received

### Virtual Merchant Transaction:

Date: 09/02/2015 08:16:59 AM

Permit No: 1214

Approval Code: 09782D

Payment Status: APPROVAL

Log on to Virtual Merchant

## Approval Documents:

Safety Apparel Guidelines

No Parking Signs

ATTACHMENTS
<b>Attachments:</b> Map Street Closure Petition

APPLICANT INFORMATION			
Are you the applicant organizing this event on behalf of another organization? <input checked="" type="radio"/> Yes <input type="radio"/> No    Organization name: <input type="text" value="Columbia Eve Fest"/>			
APPLICANT CONTACT:	Name: <input type="text" value="Jane Accurso"/>	Phone: <input type="text" value="573 673-8477"/>	Cell: <input type="text" value="573 673-8477"/>
	E-mail Address: <input type="text" value="janeaccurso@gmail.com"/>		
MAILING ADDRESS:	Street Address: <input type="text" value="601 Spring Valley Road"/>		
	City: <input type="text" value="Columbia"/>	State: <input type="text" value="MO"/>	Zip: <input type="text" value="65203"/>
SECONDARY CONTACT:	Name: <input type="text" value="Karen Chandler"/>	Phone: <input type="text" value="573 874-6397"/>	Cell: <input type="text" value="573 999-7430"/>
	E-mail Address: <input type="text" value="KLR@gocolumbiamo.com"/>		
ON SITE CONTACT (if different than applicant):	Name: <input type="text" value="Same"/>	Phone: <input type="text" value="Same"/>	

EVENT INFORMATION		
EVENT NAME: <input type="text" value="Columbia Eve Fest"/>		
EVENT CATEGORY:	<input type="radio"/> Procession/March <input type="radio"/> Concert/Performance <input checked="" type="radio"/> Farmers/Outdoor Market <input type="radio"/> Festival/Fair/Carnival <input type="radio"/> Competitive Athletic Event	<input type="radio"/> Non-Competitive Athletic Event <input type="radio"/> Neighborhood Block Party <input type="radio"/> Parade <input type="radio"/> Other

<b>Public or Residential Streets &amp; Sidewalks:</b> Will your event be utilizing and requesting the closure of any streets? <b>Note:</b> Choose "No" for rolling closures such as parades. <input checked="" type="radio"/> Yes <input type="radio"/> No Print the <b>Street Closure Petition</b> and obtain signatures of property owners/tenants inside and abutting the closure area. You will be prompted to attach the street closure petition at a later time. A link to the ordinance can be found <b>here</b> .
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<b>Downtown Event:</b> Will this event be held "downtown"? <input checked="" type="radio"/> Yes <input type="radio"/> No
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**Admission/Entry Procedure:**

How will your event be attended?

- Registration Fee  
 Entry Fee  
 Tickets for Purchase  
 By Invitation Only  
 Open to Public  
 Other

**\*\*Note:** A permittee shall post a sign at each entrance and exit to the closure area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the closure area. A permittee must post the sign required under this section during the time the entry fee is in effect\*\*

**Columbia Parks and Trails:**

Does your event include the use of Columbia Parks or Trails?

- Yes  No

**Alcohol: \***

If your event includes the sale of alcohol, are you requesting a waiver of the open container ordinance?

- Yes  No

**EVENT DETAILS**

EVENT DATES: (Indicate dates OPEN to attendees)		HOURS: (Indicate hours OPEN to attendees)		EXPECTED ATTENDANCE: (Daily Attendance)	
Day 1	Date: 12/31/2015	Start Time: 4:00 p.m.	End Time: 1:00 a.m.	Attendees: 6000	Staff/Volunteers: 100
Day 2	Date:	Start Time:	End Time:	Attendees:	Staff/Volunteers:
Day 3	Date:	Start Time:	End Time:	Attendees:	Staff/Volunteers:
ALTERNATIVE (Date and Time):		Date:	Times:		
EVENT SETUP BEGINS (Date and Time):		Date: 12/31/2015	Times: 10:00 a.m.		
EVENT DISMANTLE (Date and Time):		Date: 01/01/2016	Times: 1:00 a.m.		
EVENT DESCRIPTION:		<p>Columbia Eve Fest is a New Year's Eve Block Party on 9th street between Elm and Locust in The District, downtown Columbia. Eve Fest is an alcohol-free, celebration of the New Year with music, art, ritual, and festivity.</p> <p>The event takes place in 10 venues starting with a 5K Run/Walk at 4:00 p.m. in front of CycleXtreme. The 5K is organized and applied for by coordinator, Linda LaFontaine with the Columbia Track Club.</p> <p>The doors to the Eve Fest venues open at 6:30 and entertainment runs from 7:00 p.m.-Midnight.</p>			

**EVENT LOCATION:**

Describe in detail, include addresses and ATTACH REQUIRED MAP

The location of the event is within the closed block of 9th street between Elm and Locust. The venues are within the Missouri Theatre (203 S. 9th), the Missouri United Methodist Church (204 S. 9th) and on the block of 9th street (between Elm and Locust) utilizing the outdoor balcony of the Methodist Church as a stage.

Has this event been produced before?

Yes  No

Is this an annual event?

Yes  No

Are there any other name/s by which this event is known?

Yes  No Other Names:

**Barricades:**

Describe any temporary barricades and/or fencing that will be utilized for this event:

At 9th & Elm, at 9th & Locust to close off the one block of 9th street between Elm and Locust.

**\*\*Note:** In accordance with MUTCD standards, barricades for street closures must be obtained from the City of Columbia Street Department (573-874-6289)\*\*

**REQUIRED MAPS**

Please provide a map of the event. Be sure to include the following:

Boundaries of the activity with square footage and entryway widths or route for mobile event;

Electrical – locations of generators and electrical connections;

Emergency access (20 feet clear for fire truck and public safety access);

Equipment (stages, booths and tents, fencing, bike racks, risers, by type and size);

Accessible Routes;

Food vendor locations;

Recycle and trash receptacles;

Hydrant connection locations;

Alcoholic beverage service locations;

Sanitation facilities;

Portable toilets, including accessible provisions;

Parking provisions, including accessible parking;

Location for barricade delivery; and/or

Other:

**VENDORS**

**Merchandise Sales:**

Does your event include the sale of (non-food) goods?

Yes  No

**Food Vendors:**

Does your Event include the sale of food?

Yes  No

**ALCOHOLIC BEVERAGES**

**Alcohol:**

Does your event include the sale of alcohol?

Yes  No

Are you requesting a waiver of the open container ordinance?

Yes  No

**COOKING AND MOBILE FOOD VENDING**

**Cooking, Grilling, Combustibles, Open Flames:**

Does your event include cooking or open flame on the premises?

Yes  No

**STORM WATER COMPLIANCE**

All Grey water (waste water, mop water, hand sink water, dish water, wash out stations) must be placed in the sanity sewer, arrangements can be made to have a grey water dump site installed by the Water and Light Department at 573-874-7325.

Cooking oil and grease traps must be disposed of at grease disposal tanks located through the city of Columbia. These tanks are located in the downtown area at a variety of locations, to find the nearest location to your event, contact the Public Works Department at (573) 874-7250.

**STRUCTURES**

**Tents and Canopies:**

Does your Event include the set-up of tents or canopies? (Tents above 100 square feet (20ft x 20ft) require a temporary structure permit.)

Yes  No

**SOLID WASTE**

In your event's plan for trash removal/recycling (i.e. dumpsters/trash bins);

Are you requesting the use of City services (i.e. Trash/recycling receptacles; removal)?

Yes For questions regarding the size of event and solid waste services required, call (573) 874-6291.

No

Will your event use portable toilets? (Refer to ADA guidelines on the City of Columbia's special events website.)

Yes  No

**WATER AND ELECTRIC**

Will your event require the use of City utilities?

Yes  No

Will your event include the use of generators?

Yes  No

ADA ACCESSIBILITY

Describe the plan for ADA accessible Routes:

All venues have ADA accessible routes. The 9th street block has ADA accessible routes to all venues. Our accessibility coordinators review this each year prior to the event to confirm all routes are open, safe and accessible.

For more information relating to ADA accessibility, please click [here](#) .

ENTERTAINMENT

Are there any musical entertainment features related to your event?

Yes  No

Number of Stages:

Number of Performers/Bands:

Performer/Band Name and Music Type:

Multi bands, multi genres

PUBLIC SAFETY PLAN

SECURITY

Please describe your procedures for both crowd control and internal security:

Master cell phone contact list. All Site Managers and Stage Managers are trained in contact emergency procedures. All ushers are trained in crowd control and facility exit in case of an emergency. All volunteer staff will have emergency phone numbers in their phones.

Have you hired a security company to handle security arrangements for this event?

Yes  No

Are you planning on utilizing OFF-DUTY Columbia Police Officers?

Yes  No

EMERGENCY PREPAREDNESS

EMERGENCY PLAN (Hazardous weather, Fire, etc.)

Please describe and attach a detailed emergency procedure plan:

The Director and all Stage and Site Managers will be in telephone contact and will be advised on stage announcements to participants. All of the Volunteer Staff will have emergency phone numbers in their phones. All Volunteer Staff, particularly Ushers, will be trained in crowd control and procedures for exiting facilities in case of emergency.

#### MEDICAL PERSONNEL

Will your event have on-site medical personnel?

Yes  No

#### TRANSPORTATION/TRAFFIC PLAN

##### **Parking:**

Describe the plan for parking:

Parking garages and street

Do you plan to use metered parking spaces outside of the event footprint?

Yes  No

Ordinance and meter per diem rates can be found [here](#).

##### **Transportation:**

Does your event plan to utilize shuttles or transportation services?

Yes  No

##### **Traffic Flow - Pedestrian and Vehicular:**

Describe your plan for traffic and pedestrian flow and control:

Traffic flow will have to choose routes other than the closed block of 9th street between Elm and Locust. Pedestrians of the festival will access venues from the closed block of 9th street.

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#### Department Reviews:

**Reviewer:** Curtis Perkins (Columbia Police Department) - **Requires Review**

**Reviewer:** Kala Wekenborg-Tomka (Health and Human Services) - Sep 2, 2015 10:51 AM - **Approved**

**Reviewer:** Sarah Perry (Finance) - Sep 2, 2015 11:14 AM - **Approved**

Provide information on reflective wear recommended for use by all staff/volunteers working in roadways or parking areas where vehicle traffic can be reasonably anticipated.

**Reviewer:** Lida Gochenour (Parks & Recreation) - Sep 2, 2015 3:04 PM - **Approved**

**Reviewer:** Drew Brooks (Public Works) - Sep 3, 2015 7:52 AM - **Approved**

No Transit issues.

**Reviewer:** Shane Creech (Public Works) - Sep 8, 2015 11:45 AM - **Approved**

5K Run/Walk: A map of the proposed route does not appear to be provided. Would like to review when ready to ensure that the route does not conflict with the construction proposed or currently underway downtown. Block Party: The building project in the northwest corner of 9th St. and Elm St. requires that west bound traffic on Elm St. be routed down 9th St. to Locust, Locust to 8th St., and 8th St. to Elm St. Therefore the traffic control signs currently in place need to be modified to facilitate the closure of 9th St. These changes should be coordinated with the design engineer on the project, Mike Hall. Physical changes to the signs should be completed by the contractor (preferred) or PW Street Division. Mike can be reached at (573) 999-7821.

**Reviewer:** Krista Shouse-Jones (Columbia Police Department) - Sep 30, 2015 1:09 PM - **Approved**

No issues from CPD.

**Reviewer:** Janice Finley (Finance) - Oct 1, 2015 1:28 PM - **Approved**

No Business License issues.