

**Public Communications Resource Advisory Committee
October 22, 2009 @ 4:00 pm
Mezzanine Conference Room, Daniel Boone Building
City Hall, 701 East Broadway**

AGENDA:

1. Record of attendance.
2. Approval of August 27th Meeting Minutes
3. FY11 Application and Allocation Process
4. FY10 Draft Contracts
5. Invite FY09 Awardees (Columbia Public Communications Department, CAT-TV, and Columbia Public School/Eco School House) to Future Meeting to Present Results of their Projects?
6. PCRAC Terms (some terms are set to expire)

Public Comment

Next Meeting:

November ?

Adjournment:

Public Communications Resource Advisory Committee
DRAFT Minutes – August 27, 2009
Mezzanine Conference Room – City Hall
701 E. Broadway – Columbia, MO 65201

Members Present: Ewell Lawson, Carol Hurt, Cindy Mustard, Julie Youmans, Mike Dunn.

Members Absent: Nathan Waddell

Staff Present: Paula Hertwig Hopkins

Record of Attendance/Call to Order

Cindy Mustard calls meeting to order at 4:00 p.m.

Review and Approval of Minutes

Carol Hurt moves to approve the minutes of July 23, 2009. Michael Dunn seconds.

Motion carries.

FY 2010 Funding Allocation Recommendations

- Presentation was made to City Council with little feedback. Discussion regarding scoring and formula process for next year FY2011:
- Application clearer regarding rating system
- Funding and formula systems-more discussion
- Set cap amount for applicants
- Matching funds-in-kind or cash
- Fund city projects/should city projects be eligible-more discussion

Follow-Up:

- Re-send legislation to Committee Members for review
- Re-send application to Committee Members for review
- Send any pertinent state by-laws with regards to use of gross receipts tax city receives for review
- Copy of letter that went to School District regarding last year's contract award.

Public Comment

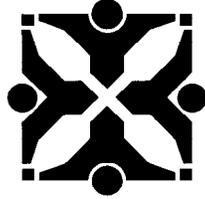
None

Next Meeting

September 24, 2009 at 4:00 p.m. in the Mezzanine.

*Poll Committee two weeks out if interest/need in proceeding with September 24th meeting.

Adjournment



City of Columbia, Missouri
City Manager's Office

Public Communications Resource Funding
Request for Proposals

guidelines,
general instructions
& application form
fiscal year 2010

City of Columbia

701 E. Broadway, P. O. Box 6075, Columbia, MO, 65205
telephone 573-874-6386, fax 573-442-8828
www.GoColumbiaMo.com

Assistance with proposal preparation is available. Contact the City Manager's Office for applications in a suitable format for persons with disabilities. Created February 2009

ANNUAL PUBLIC COMMUNICATIONS RESOURCE FUNDING

“Columbia’s governance is a model of transparency, efficiency, and citizen participation that enjoys the strong confidence of its residents” (Imagine Columbia’s Future, Final Vision Plan, Tab J. Governance and Decision Making).

The City of Columbia, City Manager’s Office (CMO) is providing annual funding support for not-for-profit, public or non-commercial entities that are involved in the delivery of public communication services. This is a competitive process adopted by the City Council for allocating new revenues expected from increased video service provider fees. By contracting with such entities the ability of citizens to learn about community issues and communicate with their City Officials will be greatly enhanced. The Public Communications Resource Advisory Committee (PCRAC) assists in the process by evaluating requests and recommending funding amounts. The City Council finalizes awards.

Mission: Advise the City Council in allocating designated revenue to entities that expand or enhance communication among citizens as well as City officials on issues of importance to the citizens of Columbia.

Please note: This is not a grant program. Allocations of City dollars represent the purchasing or contracting of public communication services.

Eligibility Information

- **Applicants** must be a single not-for-profit, governmental agency, or educational institution; a partnership of public communication-type entities; or a partnership of a single public communication entity and other related entities such as schools, social service agencies, libraries, museums, etc.
- **Proposed projects** must occur within Columbia city limits and target the residents of Columbia.
- **Proposed projects** must include other funding sources: cash dollars, in-kind or a combination of both.
- **Funded projects** may not discriminate against any segment of the community on the basis of sex, race, age, color, religion, national origin, economic status, familial status, ancestry, disability conditions or sexual orientation.
- **Partnership proposals** are encouraged. The lead entity must be identified and signatures obtained from all partners’ authorizing officials.
- **Applicants** shall be permitted to submit one application only.
- **Funding requests** may not exceed \$20,000. Project budgets of less than \$1,000 will not be accepted.
- **Receipt of City funding** is conditional upon the entity signing a public communications contract with the City and returning the contract to the City Manager’s Office with required documents and revisions. The executed contract must be returned by December 11, 2009 in order for the entity to receive city funding.
- **To be eligible** an applicant must meet City purchasing requirements.

Exclusions

City funds may not be used for any of the following:

- Replacement equipment or capital improvements.
- Eligibility shall not extend to groups such as political candidates or committees that advocate policies or issues.
- Replacement of funds normally budgeted by the applicant for similar projects.
- Projects which by their design or operation discriminate against any segment of the community whether on the basis of sex, race, age, color, religion, national origin, economic status, marital status, familial status, ancestry, disability condition or sexual orientation.

APPLICATION PROCESS

- Applicant must submit all required information in accordance with instructions to the City Manager's Office by 5 p.m. on May 1, 2009 to be considered for FY 2010 funding. The Public Communications Resource Advisory Committee will only consider complete applications.
- An interactive application form is available online at www.GoColumbiaMo.com. Follow link under "Announcements".
- Budget forms are provided and must be used. Additional sheets will not be accepted.
- The entire application must be typed using 12-point type.
- Applications submitted by April 1, 2009 will be reviewed by CMO staff with feedback by April 17, 2009.
- After Committee review, applicant finalists and allocation levels will be recommended to the City Council for final action as part of the City's overall FY 2010 budget process.
- A schedule of the funding process can be found on page 5 of this application.
- City funding is conditional upon meeting these guidelines, City purchasing requirements and recommendation from PCRAC. Final funding is contingent upon City Council approval.
- If City funding is received, a final report of the project is due within 45 days after its end date. Ten percent of each contract will be held until the report is submitted. If the report is not received after 90 days, the 10% is forfeited.

Project Period

Applications must address projects occurring between October 1, 2009 and December 31, 2010. Please note that due to the City's fiscal year, projects in October and November may not receive funding before they occur.

Application Deadline

The completed application must be copied and collated with all required attachments according to stated guidelines. Handwritten applications will not be accepted. To be considered, applications must arrive no later than 5 p.m. May 1, 2009 at the address below:

City Manager's Office, 5th floor
701 E. Broadway, P.O. Box 6015
Columbia, MO 65205

**If mailed, applications must be received by CMO on or before 5 p.m., May 1, 2009.
Due to the City's internal mailing system, please allow extra time. This is not a postmark deadline.**

Review Process

After the deadline, copies of all applications are compiled in a notebook for each member of the Public Communications Resource Advisory Committee to review. Committee members may contact you if they have questions about your application but you should not initiate contact with them as they should not feel as if they are being lobbied. Committee members score each application based on the evaluation criteria (see page 6) with the best possible score of 100. Scores are then averaged. That score becomes the basis of a ranking for all applications. Dollars are allocated using a mathematical formula to determine preliminary funding levels, which are then finalized by the Committee members. The formula, based on one used by the Missouri Arts Council and the Office of Cultural Affairs in their grant processes, has a direct relationship to the application scores and ranking, therefore rewarding those applications that most clearly and directly meet the guidelines and address the criteria of the funding program.

The Committee's May 28, 2009 meeting will focus on the review of the applications. Applicants are encouraged to attend the meeting to observe the process first-hand. Funding levels are not finalized by the Committee until its August meeting, following a public comment opportunity. City Council will approve the funding recommendations in October/November 2009.

New/Returning Applicants

An application workshop will be held March 26, 2009 at 4:00 p.m. in the Mezzanine Conference Room of City Hall. The City encourages proposals from first-time applicants, as well as returning applicants. Each application is reviewed on an individual basis according to the established evaluation criteria. Historical funding is not a consideration. First-time applicants are strongly encouraged to attend our annual workshop on the funding process. Returning applicants are encouraged to attend as guidelines and the application has changed. If an agency representative cannot attend, contact the City Manager's Office.

Draft Review and Other Technical Assistance

To assist applicants in submitting competitive proposals, CMO staff will review draft applications. Drafts are reviewed and written feedback is provided. A draft can be: a completed application form; an outline of what the organization plans and how it relates to the program criteria; or a project description narrative. Application drafts are due by 5 p.m. on the published deadline. CMO staff will not be able to review drafts received after the published deadline. CMO staff is available to discuss the public communications funding process, in general, or specific proposal ideas. Please call ahead for an appointment (see contact information on cover).

Partnerships and Working with Schools and Other Groups

Partnerships are encouraged. Partnerships could play a significant role in the planning and implementation of the proposed project. In either case, a lead entity must be identified and participation of any partners detailed in the application. Signatures must be obtained from all partners. (see application, page 11)

Attachment A

**Public Communications Resource Advisory Committee
TIMELINE FY 2010**

February 19, 2009	Applications available online www.GoColumbiaMo.com on the “announcements” link or City Manager’s Office, 5 th Floor, Daniel Boone Building, 701 East Broadway.
March 26, 2009	Application workshop, 4:00 pm in the Mezzanine Conference Room, City Hall, 701 E. Broadway.
April 6, 2009	Deadline for submission of application for draft review.
April 17, 2009	Staff feedback to applicants submitting for optional draft review
May 1, 2009	Applications due, 5 p.m. (this is not a postmark deadline). Mail or deliver to: City Manager’s Office, 701 East Broadway, 5 th Floor, P.O. 6015, Columbia, MO 65205-6015.
May 28, 2009	Public Communications Resource Advisory Committee Funding Work Session, 5:00 p.m. in the Mezzanine Conference Room, Daniel Boone Building, 701 East Broadway (open to public, applicants may be available for questions).
July 3, 2009	Letters to applicants with Committee’s funding recommendations and comments
July 16, 2009	Advisory Committee’s public hearing on funding recommendations. (open to public, applicants are encouraged to attend).
August 3 or 17, 2009	Funding recommendations presented to City Council for approval.
October/November, 2009	Contracts prepared and presented to City Council for approval.
December 18, 2009	Contracts, budgets and other required information due back to staff. Funding will not be released until all paperwork complete and on file with City Manager’s Office.

EVALUATION CRITERIA

The Public Communications Resource Advisory Committee will use the following evaluation criteria to score your application. Each category's maximum point value is listed below.

<u>Evaluation Criteria</u>	<u>Point Value</u>
Community Education/Information Value: Better understanding of community issue Effectively accomplish goals with plan	35
Medium Effectiveness: Multiple forms of communication	25
Project Management: Administrative Technical Promotion	10
Other Revenue Sources:	10
Outcome Measurements:	20
TOTAL	100

OTHER ASPECTS OF YOUR APPLICATION

Organization/Entity Budget

This is your annual budget -- you do not need to make adjustments to it for the purpose of this application, other than to show the amount of your request (column 1, line 2.A. on page 12). You may, however, have to combine some of your line items into the categories we list. Numbers should be rounded to the nearest dollar. If you show a deficit, you should provide some basic explanation in the space provided. Double check all math!

Project Budget

Since your application is a proposal, it makes sense for your project budget to balance, without showing a profit or loss. In other words, plan your project budget so that it balances, with enough estimated revenue to cover the estimated expenses. If you show a loss, it could indicate to a reviewer that you do not have adequate backing to complete the project and that overall planning is incomplete. Likewise, showing a profit could indicate that you may not really need the funds you are requesting. As you plan your proposal, revisit the list of expenditures that city funds cannot be used for (see page 2). Numbers should be rounded to the nearest dollar. Double check all math!

Required Attachments

If applicable, IRS 501c3 determination letter(s) (one copy); include this with the original copy of your application. Two pages of biographical summary of project director(s), one paragraph per person. If the project has multiple partnerships, an additional page may be submitted (10 copies).

Optional Attachments

Supplementary material consists of no more than five items plus a contents page including videos, dvds, cds. Each set must be placed in a 9x12" clasp envelope clearly marked with your entity's name. **You may submit one additional narrative page to further clarify any component of the application on which you wish to elaborate on.**

Up to three letters of support may be included in your application. Often, unsolicited expressions of thanks are the best for demonstrating your program's impact: an e-mail from an impressed citizen, a thank you or a hand-written note from an individual or entity that benefited from your program. Formal letters you seek out expressly for the application are fine to use, too. In those cases, ask the author to address the letter to the Public Communications Resource Advisory Committee. Letters should not be sent directly to the City Manager's Office or the Committee, but should be included with your application.

Collating Your Application

- Make 10 copies of your completed application, front to back in numerical order.
- Your original should include items A-I. (J-L optional) (see page 9).
- Standard three-hole punch and staple all 10 copies of your application so they will fit into a three-ring binder.
- Do not submit applications in your own folders and binders.
- Place supplementary materials, up to five items and a contents page, in 9x12” clasp envelopes and clearly mark each envelope with your organization’s name. Make 10 copies.
- Deliver or send: nine copies of your application and the original (10 total) and 10 copies of supplementary materials.
- Applications that are not prepared according to stated guidelines will be assessed a 10 point penalty.
- Don’t forget!...Make an extra copy of your application and supplementary materials for your files.

CHECKLIST

For your application to be complete, submit the following in the order listed and with the required copies. All items must be typed, copied front to back, standard three-hole punched and stapled to fit in a three-ring binder. Do not submit applications in your own folders or binders. See page 8 for how to collate your applications. Applications that are not prepared according to stated guidelines will be assessed a 10 point penalty. Must be typed using 12 point type, 1.5 line spacing and 1 inch margins.

Application Components

- A. ____ Original application (page 10 and 11) signed in ink (not black) plus nine copies.
All partnering entities must sign the application.
- B. ____ Lead agency budget (10 copies)
- C. ____ Project budget (10 copies) *funding requests may not exceed \$20,000 and not less than \$1,000.
- D. ____ List of current directors and officers for lead and partnering entities, if applicable (10 copies)
- E. ____ Signed resolution(s) of the board(s) of directors authorizing the submission of this application (10 copies). A letter is preferred, though a copy of board meeting minutes is acceptable.
- F. ____ If a previously City-funded agency, the final report from the most recently completed project (10 copies).
- G. ____ Written confirmation from groups or entities referenced in your narrative as participating in your project.

Required Attachments

- H. ____ If applicable, IRS 501c3 determination letter(s) (1 copy); include this with the original copy of your application
- I. ____ Two pages of biographical summary of project director(s), one paragraph per person. If the project has multiple partnerships, an additional page may be submitted (10 copies).

Optional Attachments

- J. ____ Supplementary material no more than five items plus a contents page including videos, dvds, cds. Each set must be placed in a 9x12" clasp envelope clearly marked with your entity's name.
- K. ____ Up to three Letters of support
- L. ____ One additional narrative page to further clarify any component of the application on which you wish to elaborate.

CMO USE ONLY

App. Number _____

Date Received _____

Time _____

**CITY OF COLUMBIA – Public Communications Resource Advisory Committee
FUNDING APPLICATION**

Application and all required attachments **must** be typed.

Name of project _____
Address _____

Designated contact person who can discuss the details of the application:

Name _____ Title _____

Phone (day) _____ (eve) _____ Fax _____

E-Mail _____

Web Site _____

Project Title _____

Description of Project & Related Activities _____

Project Start Date ____/____/____ Project End Date ____/____/____

Total Project Cost _____ Amount Requested _____

Estimated Audience/Participants _____

	Last Fiscal Year	Current Fiscal Year	Next Fiscal Year
Organization's Operating Income	_____	_____	_____
Organization's Operating Expenses	_____	_____	_____

Did you submit your application for early review by CMO? Yes _____ No _____

We certify that the information included in this application, including all attachments and support materials, is true and correct to the best of our knowledge.

LEAD ENTITIES AUTHORIZING OFFICIAL

The lead agency is the applicant and must be an organization with 501c3 status.

Signature _____ Name (typed) _____
Title _____ IRS-Exempt ID# _____
Phone (day) _____ (eve) _____ Email _____

PARTNERING AGENCY AUTHORIZING OFFICIAL

Signature _____ Name (typed) _____
Title _____ Agency _____
Dates of collaboration planning session(s) _____

PARTNERING AGENCY AUTHORIZING OFFICIAL

Signature _____ Name (typed) _____
Title _____ Agency _____
Dates of collaboration planning session(s) _____

PUBLIC COMMUNICATIONS ENTITY TOTAL BUDGET FY 2010

Round to the nearest dollar

LEAD AGENCY NAME: _____

PROJECT NAME: _____

	1	2	3
REVENUES	CASH	*IN-KIND <small>*should net to zero</small>	TOTAL BUDGET <small>(COLUMN 1+2)</small>
1. Direct Support – Fundraising/Donations/ In-Kind	\$	\$	\$
2. Government Support			
A. City of Columbia			
B. City of Columbia – Other			
C. Boone County			
D. State			
E. Federal			
3. Program Service Fees <small>(If applicable)</small>			
4. Foundations/Corporations			
5. Incidental, Transfers, Investment Income			
6. Other			
TOTAL REVENUE	\$	\$	\$
EXPENDITURES			
1. Personnel			
2. Fringe Benefits			
3. Equipment Rental or Purchase			
4. Supplies & Materials			
5. Travel			
6. Promotion & Publicity			
7. Other			
TOTAL EXPENDITURES			
TOTAL REVENUES <small>(from revenues above)</small>			
SURPLUS (DEFICIT)			

If a deficit is being projected, please explain: _____

PROJECT BUDGET DESCRIPTION FY 2010

Round to the nearest dollar.

LEAD AGENCY NAME: _____

Partnering agency, if applicable (list all): _____

PROJECT NAME: _____

	1	2	3
REVENUES	CASH	***IN-KIND <small>***should net to zero</small>	TOTAL BUDGET (COLUMN 1+2)
1. Direct Support – Fundraising/Donations (document in-kind*)	\$	\$	\$
2. Government Support** A. City of Columbia – Public Communications Request may not exceed \$20,000 or be less than \$1,000			
B. City of Columbia – Other			
C. Boone County			
D. State			
E. Federal			
F. Other			
3. Program Fees: Admissions/Tickets			
Sales of items			
Other			
4. Foundations/Corporations			
5. Incidental, Transfers, Investment Income			
6. Other (be specific)			
TOTAL REVENUE	\$	\$	\$

*In-kind good or service anticipated	Source of donation	Estimated value
**Name of program	Source of donation	Estimated value

PROJECT BUDGET DESCRIPTION FY 2010, continued

Round to the nearest dollar.

LEAD AGENCY NAME: _____

Collaborating agency, if applicable (list all): _____

PROJECT NAME: _____

EXPENDITURES (itemize items in excess of \$100.00)	CASH CMO funds may not exceed \$20,000	CASH Other	*IN-KIND should net to zero	TOTAL
1. Personnel				
Communications				
Technical				
Administrative				
Other				
2. Equipment				
3. Supplies & Material				
4. Travel				
5. Promotion and Publicity				
Media				
Printing				
Postage				
6. Other (be specific)				
TOTAL EXPENDITURES				
TOTAL REVENUES				

*In-kind should net to zero

- Applications that are not prepared according to stated criteria will be assessed a 10 point penalty. You may only use the space provided after each question. However, one additional narrative page can be submitted as an optional attachment, if needed.

1. Primary Purpose of the Entity:

Describe the primary purpose and mission of the lead entity.

2. Project Summary:

Summarize the proposed project, its objectives, how those objectives will be realized. State how you will use city funds, if awarded.

3. Community Education/Information Value:

A. Describe the educational and informational quality of the project. How will it promote a better understanding of Columbia community issues?

B. How will the project enhance communication between Columbia citizens and the City officials?

Please check all that apply:

Presentation to a City board or commission

Public forum

Work with a City Dept, i.e. Health and Human Services, Water & Light, Public Works, Public Communications

Other – please explain

4. Medium Effectiveness:

Describe the medium to be utilized in this project and how it will be effective in achieving the goals of the project. Why this particular means of communication was selected and how will it effectively meet the goals of the project? Are multiple forms of communication being utilized?

5. Project Management:

A. *Administrative:* Describe the fiscal management capabilities for your project. For example, do you have a fiscal manager? Are you audited yearly?

B. *Technical:* Describe the technical capabilities and resources of your organization to successfully and professionally complete the project.

C. *Promotion:* Describe how the project will be promoted.

6. Other Revenue Sources:

List all non-city sources of revenue. Identify which are secure and which are anticipated. If revenues are anticipated what are your plans to turn that into secured funding?

7. Outcome Measurements:

How will the effectiveness of the project be evaluated?

AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2009, by and between the City of Columbia, Missouri (hereinafter "City"), and **Big Brothers Big Sisters of Central Missouri** (hereinafter "Contractor").

WHEREAS, the City, through its Vision Plan, has stated that Columbia's governance will be a model of transparency, efficiency, and citizen participation that enjoys the strong confidence of its residents;

WHEREAS, the City is desirous of all citizens learning more about community issues and communicating with City Officials through the delivery of varied public communications services;

WHEREAS, Council has a competitive process for the allocation of revenues expected from video service provider fees to support the delivery of public communication services; and

WHEREAS, Contractor awardees will provide public communication services that assist in fulfilling the public communication needs of Columbia's citizens.

NOW THEREFORE, in consideration of the mutual considerations herein set forth, the parties covenant and agree as follows:

1. The Contractor shall provide the services outlined in its First Chance for Children Project Proposal entitled "**Juvenile Crime: Awareness and Prevention**," copy of which is on file in the City Manager's Office, at a cost to the City of **\$8,995**. In connection with the performance of the services to be provided under this 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 Proposal 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 Manager's Office.
5. Contractor agrees that all funds received from the City will be expended as outlined in the Project Proposal and none of the funds shall be used to replace monies normally budgeted by Contractor for other projects or for staff salaries, contractor overhead, generalized administrative expenses or be diverted to any other use or purpose. 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 that the City may withhold payment of funds for this Project Proposal until the Contractor has satisfied all requirements of this agreement and any previous contract between the Contractor and the City.

The City shall retain 10% of the agreement amount pending completion of the services agreed upon and the receipt of the Contractor's final report within 45 days of the end of the project. If the Contractor fails to file a final report with the City Manager's Office within 90 days of the completion of the services agreed upon, the 10% retained shall be forfeited to the City and the Contractor shall not be eligible to participate in future agreements with the City for the provision of public communications services until such unmet requirements are fulfilled.

7. Contractor agrees that it will include either the City logo or the following credit line in all advertising, catalogues, flyers, posters, literature, film/video credits, news releases, printed programs, public broadcasts, promotion and publicity set out in a prominent location and type size: "Financial assistance for this Project Proposal has been provided by the City of Columbia, Public Communications Resource Advisory Committee."

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: _____
H. William Watkins, City Manager

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Fred Boeckmann, City Counselor

CERTIFICATION: I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance to the credit of such appropriation sufficient to pay therefore. 110-4610-544.49-90

Director of Finance
Lori Fleming

CONTRACTOR:

ATTEST:

By: _____
Mary Sloan
Special Projects Manager
Big Brothers Big Sisters of Central Missouri

Secretary

IRS-EIN: _____

AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2009, by and between the City of Columbia, Missouri (hereinafter "City"), and **Comprehensive Human Services, Inc.-The Shelter** (hereinafter "Contractor").

WHEREAS, the City, through its Vision Plan, has stated that Columbia's governance will be a model of transparency, efficiency, and citizen participation that enjoys the strong confidence of its residents;

WHEREAS, the City is desirous of all citizens learning more about community issues and communicating with City Officials through the delivery of varied public communications services;

WHEREAS, Council has a competitive process for the allocation of revenues expected from video service provider fees to support the delivery of public communication services; and

WHEREAS, Contractor awardees will provide public communication services that assist in fulfilling the public communication needs of Columbia's citizens.

NOW THEREFORE, in consideration of the mutual considerations herein set forth, the parties covenant and agree as follows:

1. The Contractor shall provide the services outlined in its First Chance for Children Project Proposal entitled "**Be the Messenger-Domestic Violence and Sexual Assault in our Community**" copy of which is on file in the City Manager's Office, at a cost to the City of **\$12,664**. In connection with the performance of the services to be provided under this 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 Proposal 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 Manager's Office.

5. Contractor agrees that all funds received from the City will be expended as outlined in the Project Proposal and none of the funds shall be used to replace monies normally budgeted by Contractor for other projects or for staff salaries, contractor overhead, generalized administrative expenses or be diverted to any other use or purpose. 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 that the City may withhold payment of funds for this Project Proposal until the Contractor has satisfied all requirements of this agreement and any previous contract between the Contractor and the City.

The City shall retain 10% of the agreement amount pending completion of the services agreed upon and the receipt of the Contractor's final report within 45 days of the end of the project. If the Contractor fails to file a final report with the City Manager's Office within 90 days of the completion of the services agreed upon, the 10% retained shall be forfeited to the City and the Contractor shall not be eligible to participate in future agreements with the City for the provision of public communications services until such unmet requirements are fulfilled.

7. Contractor agrees that it will include either the City logo or the following credit line in all advertising, catalogues, flyers, posters, literature, film/video credits, news releases, printed programs, public broadcasts, promotion and publicity set out in a prominent location and type size: "Financial assistance for this Project Proposal has been provided by the City of Columbia, Public Communications Resource Advisory Committee."

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: _____
H. William Watkins, City Manager

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Fred Boeckmann, City Counselor

CERTIFICATION: I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance to the credit of such appropriation sufficient to pay therefore. 110-4610-544.49-90

Director of Finance
Lori Fleming

CONTRACTOR:

ATTEST:

By: _____
E. Leigh Voltmer
Executive Director
Comprehensive Human Services, Inc.

Secretary

IRS-EIN: _____

AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2009, by and between the City of Columbia, Missouri (hereinafter "City"), and **Disabilities Media, Inc.** (hereinafter "Contractor").

WHEREAS, the City, through its Vision Plan, has stated that Columbia's governance will be a model of transparency, efficiency, and citizen participation that enjoys the strong confidence of its residents;

WHEREAS, the City is desirous of all citizens learning more about community issues and communicating with City Officials through the delivery of varied public communications services;

WHEREAS, Council has a competitive process for the allocation of revenues expected from video service provider fees to support the delivery of public communication services; and

WHEREAS, Contractor awardees will provide public communication services that assist in fulfilling the public communication needs of Columbia's citizens.

NOW THEREFORE, in consideration of the mutual considerations herein set forth, the parties covenant and agree as follows:

1. The Contractor shall provide the services outlined in its First Chance for Children Project Proposal entitled "**The Disabilities Forum,**" copy of which is on file in the City Manager's Office, at a cost to the City of **\$13,703**. In connection with the performance of the services to be provided under this 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 Proposal 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 Manager's Office.
5. Contractor agrees that all funds received from the City will be expended as outlined in the Project Proposal and none of the funds shall be used to replace monies normally budgeted by Contractor for other projects or for staff salaries, contractor overhead, generalized administrative expenses or be diverted to any other use or purpose. 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 that the City may withhold payment of funds for this Project Proposal until the Contractor has satisfied all requirements of this agreement and any previous contract between the Contractor and the City.

The City shall retain 10% of the agreement amount pending completion of the services agreed upon and the receipt of the Contractor's final report within 45 days of the end of the project. If the Contractor fails to file a final report with the City Manager's Office within 90 days of the completion of the services agreed upon, the 10% retained shall be forfeited to the City and the Contractor shall not be eligible to participate in future agreements with the City for the provision of public communications services until such unmet requirements are fulfilled.

7. Contractor agrees that it will include either the City logo or the following credit line in all advertising, catalogues, flyers, posters, literature, film/video credits, news releases, printed programs, public broadcasts, promotion and publicity set out in a prominent location and type size: "Financial assistance for this Project Proposal has been provided by the City of Columbia, Public Communications Resource Advisory Committee."

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: _____
H. William Watkins, City Manager

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Fred Boeckmann, City Counselor

CERTIFICATION: I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance to the credit of such appropriation sufficient to pay therefore. 110-4610-544.49-90

Director of Finance
Lori Fleming

CONTRACTOR:

ATTEST:

By: _____
Homer Page
Owner
Disabilities Media, Inc.

Secretary

IRS-EIN: _____

AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2009, by and between the City of Columbia, Missouri (hereinafter "City"), and **First Chance for Children** (hereinafter "Contractor").

WHEREAS, the City, through its Vision Plan, has stated that Columbia's governance will be a model of transparency, efficiency, and citizen participation that enjoys the strong confidence of its residents;

WHEREAS, the City is desirous of all citizens learning more about community issues and communicating with City Officials through the delivery of varied public communications services;

WHEREAS, Council has a competitive process for the allocation of revenues expected from video service provider fees to support the delivery of public communication services; and

WHEREAS, Contractor awardees will provide public communication services that assist in fulfilling the public communication needs of Columbia's citizens.

NOW THEREFORE, in consideration of the mutual considerations herein set forth, the parties covenant and agree as follows:

1. The Contractor shall provide the services outlined in its First Chance for Children Project Proposal entitled "**Columbia Parent Engagement Campaign**," copy of which is on file in the City Manager's Office, at a cost to the City of **\$14,638**. In connection with the performance of the services to be provided under this 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 Proposal 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 Manager's Office.
5. Contractor agrees that all funds received from the City will be expended as outlined in the Project Proposal and none of the funds shall be used to replace monies normally budgeted by Contractor for other projects or for staff salaries, contractor overhead, generalized administrative expenses or be diverted to any other use or purpose. 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 that the City may withhold payment of funds for this Project Proposal until the Contractor has satisfied all requirements of this agreement and any previous contract between the Contractor and the City.

The City shall retain 10% of the agreement amount pending completion of the services agreed upon and the receipt of the Contractor's final report within 45 days of the end of the project. If the Contractor fails to file a final report with the City Manager's Office within 90 days of the completion of the services agreed upon, the 10% retained shall be forfeited to the City and the Contractor shall not be eligible to participate in future agreements with the City for the provision of public communications services until such unmet requirements are fulfilled.

7. Contractor agrees that it will include either the City logo or the following credit line in all advertising, catalogues, flyers, posters, literature, film/video credits, news releases, printed programs, public broadcasts, promotion and publicity set out in a prominent location and type size: "Financial assistance for this Project Proposal has been provided by the City of Columbia, Public Communications Resource Advisory Committee."

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: _____
H. William Watkins, City Manager

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Fred Boeckmann, City Counselor

CERTIFICATION: I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance to the credit of such appropriation sufficient to pay therefore. 110-4610-544.49-90

Director of Finance
Lori Fleming

CONTRACTOR:

ATTEST:

By: _____
Philip G. Peters, Jr.
Executive Director
First Chance for Children

Secretary

IRS-EIN: _____

ARTICLE II.

PUBLIC COMMUNICATIONS RESOURCE ADVISORY COMMITTEE

Sec. 10-31. Definitions.

The following definitions apply to this article:

Designated revenue. In any fiscal year, no more than forty (40) percent of estimated video service provider fee revenue less the amount committed by the city to the purchase of public access television services for the fiscal year.

Public communications services. Any non-commercial communications services that enhance the ability of citizens to learn about community issues and communicate with city officials. Public communications services may be in the form of broadcasts, public forums, written information or web-based information.

(Ord. No. 19853, § 1, 3-17-08)

Sec. 10-32. Establishment of committee.

There is hereby established the public communications resource advisory committee whose purpose is to advise the city council in allocating designated revenue to entities that provide public communication services to Columbia citizens.

(Ord. No. 19853, § 1, 3-17-08)

Sec. 10-33. Staff liaison; duties of the committee.

- (a) The city manager shall appoint a staff liaison to work with the committee.
- (b) The committee shall have the following duties and responsibilities:
 - (1) Advise the city council on allocation of designated revenue for public communications services.
 - (2) Determine the need for public communications services that will enhance the ability of Columbia citizens to learn about community issues and communicate with government officials.
 - (3) With the assistance of the staff liaison, administer an objective, competitive process to solicit applications for funding, assess applicants' ability to provide proposed services and recommend to the city council the appropriate service providers. Recommendations shall be submitted to the city council as a part of the annual budget process. If an applicant has previously received funding from the city for public communications services, the committee shall review the applicant's performance before recommending additional funds.
 - (4) Review, as necessary, the provision of public communications services in the City of Columbia and recommend measures for increasing effectiveness and efficiency whenever possible.

(5) Perform other duties as directed by the city council.
(Ord. No. 19853, § 1, 3-17-08)

Sec. 10-34. Members; terms.

(a) The committee shall consist of seven (7) members appointed by the city council, one from each ward and one at large. Each member shall be a qualified voter and resident of the City of Columbia, shall serve without compensation and shall not be a paid officer or employee of the city. The committee shall include members who are experienced in the fields of communications, citizenship or management of not-for-profit organizations.

(b) Appointments shall be made for terms ending on December 31. The first appointments made shall be for staggered terms as follows: Three (3) members for terms expiring on December 31, 2008 and four (4) members for terms expiring on December 31, 2009. Thereafter, appointments shall be for two (2) years. Appointments to fill vacancies shall be for unexpired terms only.
(Ord. No. 19853, § 1, 3-17-08)

Sec. 10-35. Meetings; quorum; attendance.

A simple majority of all members shall constitute a quorum for the transaction of business. Any member who is absent, without being excused by the chair, from three (3) consecutive meetings shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the city council of the vacancy.
(Ord. No. 19853, § 1, 3-17-08)

Sec. 10-36. Election of officers; terms.

The committee shall annually elect from its members a chair, vice-chair and a secretary. The chair shall preside at all meetings, and in the absence of the chair or the inability of the chair to preside at any meeting, the vice-chair shall preside. The secretary shall keep a permanent record of the proceedings of the committee and forward a report of such proceedings to the city clerk. The committee may establish its own rules and procedures.
(Ord. No. 19853, § 1, 3-17-08)

Sec. 10-37. Conflicts of interest.

Committee members shall not serve on the board of directors or be employed by any entity that applies for funding through the committee or which receives funding upon recommendation of the committee. For purposes of this section, each academic and administrative unit of the University of Missouri shall be considered a separate agency and each school of the Columbia Public School District shall be considered a separate agency. Any committee member who violates this section shall automatically forfeit the office. It shall be the duty of the committee chair to promptly notify the city council of the vacancy.
(Ord. No. 19853, § 1, 3-17-08)

21 July 2009

Michelle Baumstark
School/Community Programs
& Communication Coordinator
Columbia Public Schools
555 Vandiver Drive
Columbia, MO 65202

Reference: FY2009 PCRAC Funding for "Post Production for Eco School House, the Documentary"

Dear Ms. Baumstark:

Staff is following up with awardees from last year to determine status of their projects. To date, and unless we are mistaken, we are not in receipt of any information or update regarding the status of your contract for service.

Attached are Attachments A and B from your contract. Please provide information regarding the status of your project as soon as possible.

Just a reminder, the contractor agrees that the project will be completed no later than December 31, 2009.

Thank you. Please call if you wish to discuss or have questions, or if there are items we have overlooked.

Sincerely yours,

Paula Hertwig Hopkins
Assistant City Manager

Attachment B

**Public Communications Resource Advisory Committee
Project Applications FY2010**

App.#	Lead Agency Name	Name of Project	Total Project	City Funds Requested	Submitted On time	Collaboration
10-01	KCOU - Columbia 88.1 FM	Reporting of Community News and Public Affairs	\$7,020	\$5,400	Y	Y
10-02	Big Brothers Big Sisters of Central Mo.	Juvenile Crime: Awareness and Prevention	\$25,000	\$13,500	Y	N
10-03	Rainbow House	Rainbow Over Columbia	\$18,750	\$18,750	Y	N
10-04	Columbia Access Television	CAT TV Summer Camp	\$20,000	\$20,000	Y	N
10-05	Disabilities Media Inc.	The Disabilities Forum	\$26,000	\$20,000	Y	Y
10-06	Parks and Recreation Department	Citizen Survey	\$15,250	\$15,250	Y	N
10-07	Heart of Missouri United Way	Columbia 2-1-1 Awareness Project	\$39,000	\$18,600	Y	Y
10-08	Columbia Special Business District	Museum and Cultural District Outreach Program	\$43,941	\$20,000	Y	Y
10-09	First Chance for Children	Columbia Parent Engagement Campaign	\$88,100	\$20,000	Y	N
10-10	Daniel Boone Regional Library	Connect Columbia	\$23,720	\$15,020	Y	N
10-11	School/Community Programs and Communications, Columbia Public Schools	Columbia Public Schools Streaming	\$37,950	\$20,000	Y	Y
10-12	Comprehensive Human Services, Inc. - The Shelter	Be The Messenger - Domestic Violence and Sexual Assault in Our Community	\$28,000	\$20,000	Y	Y
TOTAL			\$372,731	\$206,520		