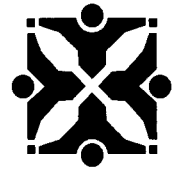


City of Columbia

701 East Broadway, Columbia, Missouri 65201



Agenda Item Number: R 195-14

Department Source: Parks and Recreation

To: City Council

From: City Manager & Staff

Council Meeting Date: October 20, 2014

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, Exhibit to the Resolution/Ordinance

Supporting documentation includes: Street Closure Approval Form

Executive Summary

The Parks & Recreation Department is requesting Council approval for the City to enter into an agreement with the Columbia Eve Fest (formerly First Night) 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

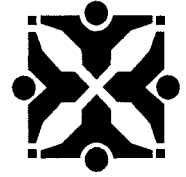
Columbia Eve Fest is the annual public New Year's Eve event held in the downtown Columbia area on December 31. This event provides citizens of all ages an alcohol-free alternative to celebrate the coming new year. The event is planned and operated by Columbia Eve Fest, a not-for-profit corporation. The 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 2014 event. Event will take place at Missouri United Methodist Church, Missouri Theatre, Columbia Art League and on 9th Street, from Elm to Locust, with a food court supported by food trucks in the Shakespeare's Pizza parking lot. 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 (#1001). CID Board has reviewed and recommends approval of the street closure.

City of Columbia

701 East Broadway, Columbia, Missouri 65201



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 FY2015 budget approval process.

Vision, Strategic & Comprehensive Plan Impact

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

Strategic Plan Impact: Customer Focused Government, Health, Safety and Wellbeing

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

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

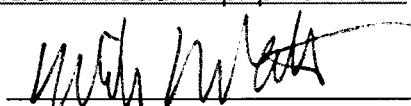
<http://www.gocolumbiamo.com/Council/Commissions/downloadfile.php?id=11386>

Resolution #197-12; passed on 11/5/2012

Authorizing a cooperative agreement with First Night Columbia, Inc. for support of the New Year's Eve Celebration; and authorizing the City Manager to provide City support services.

<http://www.gocolumbiamo.com/Council/Commissions/downloadfile.php?id=7011>


Department Approved


City Manager Approved

Introduced by _____ Council Bill No. R 195-14

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 _____, 2014.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

AGREEMENT

This agreement is entered into this _____ day of _____, 2014, 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 trailer stage, staging, 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 6:00 p.m. on December 31, 2014 until 1:00 a.m. on January 1, 2015. 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

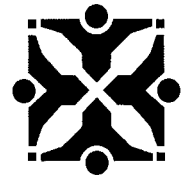
CERTIFICATION: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account No. 110-5440-541.49-60, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

John Blattel, Director of Finance

COLUMBIA EVE FEST, INC.

By: _____

ATTEST:



SUPPORTING DOCUMENTS INCLUDED WITH THIS AGENDA ITEM ARE AS FOLLOWS:

Street Closure Approval Form

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.

Department Reviews:

Business License:

Reviewed by: Janice Finley on Aug 13, 2014 11:31 AM - **Approved**

No Business License issues.

Fire:

Reviewed by: Brad Fraizer on Jul 16, 2014 4:50 PM - **Approved**

No issues from fire.

Health:

Reviewed by: Kala Wekenborg-Tomka on Jul 15, 2014 9:01 AM - **Approved**

No issues 7/15/14 KW

Parks and Recreation:

Reviewed by: Lida Gochcnour on Jul 14, 2014 4:50 PM - **Approved**

No issues. Any specific questions should be routed to Karen Chandler at 874-6397 as she is a co-chair of this event. LG 7/14/14

Police:

Reviewed by: Krista Shouse-Jones on Jul 21, 2014 11:53 AM - **Approved**

No issues for CPD.

Public Works:

Reviewed by: Shane Creech on Jul 15, 2014 2:17 PM - **Approved**

No issues.

Public Works Transit:

Reviewed by: Drew Brooks on Jul 14, 2014 2:52 PM - **Approved**

No impact to Transit.

Public Works Traffic:

Reviewed by: Scott Bitterman on Jul 15, 2014 11:48 AM - **Approved**

Risk Management:

Reviewed by: Sarah Perry on Jul 21, 2014 3:43 PM - **Approved**

Provide information about the need for staff/volunteers to wear appropriate reflective gear when working in or near roadways.

Columbia Eve Fest - 12/31/2014

Application Status:

Date/Time Received: 6-4-2014 11:12 am

Approved: Congratulations, your event has been approved! To make arrangements for street closure barricades, please contact the Columbia Street Division at (573) 874-6289. "No Parking" sign template is attached 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 Saturday 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. 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. I look forward to working with you on future events! Megan -- Megan Go

Payment Received

Virtual Merchant Transaction:

Date: 07/14/2014 11:01:05 AM
 Permit No: 1001
 Approval Code: 044216
 Payment Status: APPROVAL
 Log on to Virtual Merchant

Approval Documents:

Safety Apparel Guidelines

No Parking Signs

APPLICANT INFORMATION			
Are you the applicant organizing this event on behalf of another organization?			
<input type="radio"/> Yes <input type="radio"/> No Organization name: Columbia Eve Fest			
APPLICANT CONTACT:	Name:	Phone:	Cell:
	Jane Accurso	5736738477	5736738477
E-mail Address: janeaccurso@gmail.com			
MAILING ADDRESS:	Street Address: 601 Spring Valley Road		
	City:	State:	Zip:
	Columbia	MO	65203
SECONDARY CONTACT:	Name:	Phone:	Cell:
	Karen Chandler	5738746397	5739997430
E-mail Address: KLR@gocolumbiamo.com			
ON SITE CONTACT (if different than applicant):	Name:		Phone:
	Jane Accurso		5736738477

EVENT INFORMATION		
EVENT NAME: Columbia Eve Fest		
EVENT CATEGORY:	Procession/March Concert/Performance Farmers/Outdoor Market <input checked="" type="radio"/> Festival/Fair/Carnival Competitive Athletic Event	Non-Competitive Athletic Event Neighborhood Block Party Parade Other
Public or Residential Streets & Sidewalks: Will your event be utilizing and requesting the closure of any streets? Note: Choose "No" for rolling closures such as parades. <input type="radio"/> Yes <input type="radio"/> No Print the Street Closure Petition 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 here .		
Downtown Event:		

Will this event be held "downtown"?
☐ Yes ☒ No

Admission/Entry Procedure:
 How will your event be attended?
☐ Registration Fee
☐ Tickets for Purchase
☐ By Invitation Only
☐ Open to Public
☐ Other Describe: _____

Venues will need buttons for entrance, street is open to public

****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: 12/31/2014	Start Time: 5:00pm	End Time: 12:00pm	Attendees: 5000	Staff/Volunteers: 100
Day 2	Date: 01/01/2015	Start Time: 12:00pm	End Time: 1:00am	Attendees: 5000	Staff/Volunteers: 100
Day 3	Date:	Start Time:	End Time:	Attendees:	Staff/Volunteers:
ALTERNATIVE (Date and Time):		Date:		Times:	
EVENT SETUP BEGINS (Date and Time):		Date: 12/31/2014		Times: 5:00pm	
EVENT DISMANTLE (Date and Time):		Date: 01/01/2015		Times: 1:00am	
EVENT DESCRIPTION:		Not for Profit New Year's Eve festival, non-alcohol, family friendly, music			
EVENT LOCATION: Describe in detail, include addresses and ATTACH REQUIRED MAP					

	closed off block of 9th street between elm and locust Missouri Theatre, 203 S. 9th Missouri United Methodist , 204 S. 9th Columbia Art League, 207 S. 9th Shakespeares Parking Lot, 225 S. 9th
Has this event been produced before? <input checked="" type="radio"/> Yes <input type="radio"/> No When? December 31, 2013 Is this an annual event? <input checked="" type="radio"/> Yes <input type="radio"/> No Are there any other name/s by which this event is known? <input checked="" type="radio"/> Yes <input type="radio"/> No Other Names: First Night	
Barricades: Describe any temporary barricades and/or fencing that will be utilized for this event: At 9th and Elm At 9th 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 sanitary 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:

ADA accessible routes in all venues and on street. Coordinated and overseen by each venue and festival coordinators, Kathleen Weinschenk and Greg Ahrens

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: 1 on 9th, 10 inside venues

Number of Performers/Bands: NA

Performer/Band Name and Music Type:

NA, diverse genres

PUBLIC SAFETY PLAN

SECURITY

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

Staff on site will monitor maximum capacities. Will close doors when reach capacity

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:

Police will be notified and updated on event timeline and details
All staff will have master phone list of stage managers with microphones, site managers, technical staff, ambassadors, venue staff
Emergencies will be handled through contacting police department and/or hospital emergency staff

MEDICAL PERSONNEL

Will your event have on-site medical personnel?

Yes * No

TRANSPORTATION/TRAFFIC PLAN

Parking:

Describe the plan for parking:

parking garages and meters will be utilized

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:

One block will be closed. Traffic will detour around this block onto other streets. Pedestrian flow will be on the closed off block of 9th between Elm and Locust moving between venues.

Attachments:

Map

Street Closure Petition

Property Owner/Tenant Petition for Street Closure

We, the undersigned, hereby request the closure of (street name):
9th Street

Between (street name):
Elm

And (street name):
Locust

Closure Hours:
5:00 p.m., 12/31/14-1:00 a.m., 1/1/2015

Start:
5:00pm, 12/31/14

End:
1:00am, 1/1/2015

Property Owner/Tenant Information

Name	Address	Phone	Yes/No - comments
Print Toby Spahn	Shakespeare		<input checked="" type="radio"/> Yes/No
Sign 			
Print Paul Napier	Mo Theater		<input checked="" type="radio"/> Yes/No
Sign 			
Print Johnnie Lee	Mo United Methodist		<input checked="" type="radio"/> Yes/No
Sign 			
Print A. Moxon	Columbia Art League		<input checked="" type="radio"/> Yes/No
Sign 			
Print Shawna-Jayanna Yagubov			<input checked="" type="radio"/> Yes/No
Sign 			
Print			Yes/No
Sign			
Print			Yes/No
Sign			
Print			Yes/No
Sign			
Print			Yes/No

COLUMBIA EVE FEST



MAP LEGEND

- SP** Purchase Pass Here
- EF** No Pass Required
- EV** Venue (Pass required)
- ★ Processions Begin
- Parking Garage
- == Street Closure

ENTERTAINMENT VENUES

- 1** Cyclextreme (5K Run/Walk 4:00 p.m.) 19 S. 6th St.
- 2** Missouri Theatre Center for the Arts - 203 S. 9th St.
- 3** Missouri United Methodist Church - 204 S. 9th St.
(Auditorium, Music Room, Whittier Hall, Chapel,
Sanctuary, Creation Station Venue, Coffee Cafe Room)
- 4** Columbia Art League - 207 S. 9th St. (Free!)
- 5** Street Activities - Block of 9th Street between Elm & Locust

