

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 5, 2019 AGENDA**

Subject:	Type:	Submitted By:
PROFESSIONAL SERVICES — SALUTE TO SUMMER FESTIVAL	◆ RESOLUTION ORDINANCE RECEIVE/FILE	BRENDA S. GUNN CITY ADMINISTRATOR

SYNOPSIS

A resolution has been prepared to authorize professional event management services from Wellington, Overland Park, KS in the amount of \$19,375.

FISCAL IMPACT

The FY19/20 Biennial Budget includes funding for the Salute to Summer festival and 60th Anniversary related enhancements.

RECOMMENDATION

Approval.

BACKGROUND

In anticipation of the City's 60th Anniversary in 2020, staff has been working with Wellington to plan and develop ideas/activities to refresh traditional annual events throughout the year. A significant area of focus has been placed on Salute to Summer, because it is no longer feasible to hold the traditional carnival in Central Park. *(The drive through Central Park serves as an emergency access road to City Centre and because buildings are now occupied there, events/activities that could obstruct the access road can no longer be held there).*

The 2020 Salute to Summer weekend will be hosted on the municipal campus and is being planned as a festival-style experience to include something for everyone to celebrate. The new festival format is intended to create an environment that provides activities and entertainment for families and friends to interact with each other, celebrate the things we love about La Vista and help create a more cohesive sense of community.

While we are currently in the process of reorganizing our staff event committees accordingly, the recommended changes are significant and outside assistance is needed in order to fully execute this transformation. Wellington's event management services will be utilized to assist with business partnerships, food trucks, entertainment & logistics, a community service project and other on-site management assistance.

RESOLUTION NO.

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH WELLINGTON, OVERLAND PARK, KANSAS, FOR PROFESSIONAL EVENT MANAGEMENT SERVICES FOR THE SALUTE TO SUMMER FESTIVAL IN THE AMOUNT OF \$19,375.00.

WHEREAS, the City desires to enter into a professional services agreement with Wellington for professional event management services for the Salute to Summer Festival; and

WHEREAS, the FY19/20 Biennial Budget includes funding for the proposed professional services; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secure council approval prior to authorizing any purchases over \$5,000;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska, hereby authorize the Mayor to execute a professional services agreement with Wellington, Overland Park, Kansas, for professional event management services for the Salute to Summer Festival in the amount of \$19,375.00.

PASSED AND APPROVED THIS 5TH DAY OF NOVEMBER, 2019.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

City of La Vista
60th Anniversary Summer Festival Execution | 2020
Wellington Management Estimate: \$19,375.00

WELLINGTON MANAGEMENT FEE	COST	+ TAX & FEES	QUANTITY	TOTAL
Business Partnership Committee Support <i>Help identifying what to ask for (assumes asks made by committee)</i> <i>Help identifying recognition opportunities</i>				
Coordinating food trucks				
Coordinating the live entertainment <i>Bands and live music</i> <i>Wildlife exhibit</i>				
Coordinating the veterans projects				
General event logistics <i>Includes rental of generators, staging, tenting, additional chairs/tables, etc.</i>				
Liaison with outside planning committee for the Lounge @ La Vista <i>Assumes outside planning committee takes on responsibility of planning,</i> <i>Wellington to coordinate with them, advise, and report back to City team</i>				
Project Management and Onsite Run of Show <i>Includes project management for all components outlined above</i> <i>Includes creation of onsite execution plan for all logistical components</i> <i>Assumes staffing needs and volunteers are coordinated by the city directly</i>				
Onsite Support <i>Includes support of (2) Wellington managers for (3) days</i> <i>Onsite hard costs such as hotel, meals, and mileage to be billed separately</i>				
FEES	\$19,375.00	\$19,375.00	1	\$19,375.00
Total Management Fee				\$19,375.00