



Staff Summary Report

Council Meeting Date: 07-22-08

Agenda Item Number: _____

SUBJECT: Approval of and authorization for the Mayor to execute a memorandum of understanding with the Tempe Visitor and Convention Bureau establishing the Sponsorship Review Committee to be executed by both The City of Tempe and The Convention and Visitors Bureau

DOCUMENT NAME: 20080722prtd02 **TEMPE CONVENTION AND VISITORS BUREAU (0109-26)**

SUPPORTING DOCS: Yes

COMMENTS: Total cost to City not to exceed \$57,000.

PREPARED BY: Travis Dray, Deputy Parks and Recreation Deputy Manager, 480/350-5182

REVIEWED BY: Mark Richwine, Parks and Recreation Manager, 480-350-5325

LEGAL REVIEW BY: David Park, Assistant City Attorney, 480-350-8907

FISCAL NOTE: Sufficient funds have been allocated to cost center 2522.

RECOMMENDATION: Staff recommends approval of the memorandum of understanding and the authorization for the Mayor to execute it.

ADDITIONAL INFO: This MOU establishes the Sponsorship Review Committee financial partnership, funding, and accounting practices to be executed by the City and TCVB. The City of Tempe's partnership in the Sponsorship Review Committee requires a match of funds of \$57,000 in the Parks and Recreation budget.

MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF TEMPE AND THE TEMPE CONVENTION AND VISITORS
BUREAU

THIS MEMORANDUM OF UNDERSTANDING is entered into this _____ day of _____, 2008, by and between the City of Tempe, an Arizona municipal corporation (the "City") and the Tempe Convention and Visitors Bureau ("TCVB").

W I T N E S S E T H:

WHEREAS, on _____, 2008, the City amended sections §§2-205 – 2-212 of the Tempe City Code which establishes a sponsorship review committee (the "SRC"); and

WHEREAS, the amendment provided that the SRC be staffed jointly by appointees from both the City and TCVB, which would be responsible to: i) make recommendations regarding city sponsorship of various events held within the City; ii) make funding and services recommendations for these events; and

WHEREAS, the City and TCVB have agreed to contribute matching funds each year to promote new and existing events held in the City; and

WHEREAS, the City and TCVB are interested in establishing a procedure for the maintenance and distribution of the funds noted above for the purposes of carrying out the responsibilities of the SRC as provided in the City Code;

NOW THEREFORE, the parties do hereby agree as follows:

1. All funds contributed by both the City and TCVB for the purposes of carrying out the responsibilities of the SRC shall be controlled by the TCVB. TCVB shall maintain the funds in a separate commercial bank account dedicated solely for the purposes of the SRC. TCVB shall not allow funds from any other source, or for any other purpose, to be comingled with the funds in the SRC account.
2. TCVB shall establish and maintain a complete record of all financial transactions related to the SRC, which shall be kept in accordance with generally accepted accounting practices. Records of any transactions shall be maintained for at least three (3) years.
3. SRC funds shall be distributed or expended only upon the written approval of both the TCVB and the City's Parks and Recreation Department manager, and all such distributions or expenditures shall be done in accordance with the

procedures set forth in the Tempe City Code and any internal rules, policies, and/or procedures adopted by the SRC.

4. Upon reasonable notice to the TCVB, the City, or its authorized representative, shall have the right to examine the books, papers and records of the TCVB related to the SRC's transactions. Such records shall be made available to the City, or its authorized representative, at the City's offices
5. Either party may terminate this agreement by providing sixty (60) days written notice to the other party. Such notices shall be addressed as follows:

TCVB
CEO
51 West Third Street, Suite 105
Tempe, AZ 85281

Tempe
Parks & Recreation
Manager
3500 S. Rural Road
Tempe, AZ 85282

Dated this _____ day of _____, 2008.

CITY OF TEMPE, an Arizona municipal corporation

By: _____
Hugh Hallman
Mayor

APPROVED AS TO FORM:

City Attorney

Tempe Convention and Visitors Bureau

By: Stephanie Nowack
Stephanie Nowack
Chief Executive Officer