

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: November 16, 2023

PREPARED BY: Amy Lawrence, Deputy Director of Economic Development

REQUEST: APPROVE THE PARTY IN THE PARK EVENT CONTINGENCY

RECOMMENDATION:

1. Approve contingency monies for The Party in the Park in anticipation of potential inclement weather or unforeseen circumstances.
2. Authorize City Manager to approve use of funds, if necessary.
3. If necessary, authorize Director of Finance to appropriate \$50,000 to account number 1104800-4306101, from unobligated General Fund Reserves.

BACKGROUND/ANALYSIS:

On July 13, 2023, the City Council approved a contract and funding in the amount of \$350,000 for Palm Springs Life (PSL) to produce the City of Palm Desert's 50th Anniversary Celebration at the Civic Center Park (The Party in the Park) scheduled for Saturday, November 18, 2023.

PSL has been researching insurance to cover costs in case of an event delay due to inclement weather or unforeseen circumstances. To date, they have not located a company that covers hard costs as most only cover loss of revenue expected as result of cancellation. Because this is a free event, there would be no loss of revenue to cover.

Therefore, staff is requesting approval of a contingency in the amount of \$50,000 to cover the following estimated operational costs related to rescheduling the event by one day, if needed, due to inclement weather or unforeseen circumstances:

- Additional labor costs – primarily production company.
- Lodging/per diem for talent already in town.
- Existing contracts would be honored and paid in full.
- Based on availability and understanding of each artist, they may or may not be available to perform on Sunday – additional costs to rebook existing talent, if available, or booking local talent as alternative a day in advance.
- Additional security and added transportation costs.

It is likely that a delay in the event would result in a reduction in amenity offerings such as food trucks, "Best of" and "Taste of" participants, activities in the kid's area, etc.; however, PSL and City staff would work to ensure a successful rescheduled event given unpredictable conditions.

Legal Review:

This report has been reviewed by the City Attorney's office.

FINANCIAL IMPACT:

The total contract with PSL for event production is \$350,000 and police services are estimated at \$8,000. Staff is requesting appropriation of contingency funding in the amount of \$50,000 to account number 1104800-4306101, from unobligated General Fund Reserves in anticipation of potential event delays due to inclement weather or unforeseen circumstances. Use of funds would require City Manager authorization based on circumstances and funds would only require appropriation if necessary.