



City of Arts & Innovation

City Council Memorandum

.....

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 15, 2023

FROM: COMMUNITY & ECONOMIC DEVELOPMENT WARDS: ALL
DEPARTMENT

SUBJECT: FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH PLANTATION PRODUCTIONS, INC., OF RIVERSIDE, CALIFORNIA, TO PROVIDE LOGISTICAL AND TECHNICAL SUPPORT FOR THE BOX AT THE FOX ENTERTAINMENT PLAZA, TO EXTEND THE AGREEMENT TO JUNE 30, 2024, AND INCREASE THE TOTAL AMOUNT NOT TO EXCEED \$277,500 – SUPPLEMENTAL APPROPRIATION

ISSUE:

Approve the First Amendment to Professional Consultant Services Agreement to provide logistical and technical support with Plantation Productions, Inc., of Riverside, California, to provide logistical and technical support for The Box at the Fox Entertainment Plaza, to extend the agreement term to June 30, 2024, and increase the existing not to exceed amount to \$277,500.

RECOMMENDATIONS:

That the City Council:

1. Approve the First Amendment to Professional Consultant Services Agreement to provide logistical and technical support for The Box with Plantation Productions, Inc., of Riverside, California, to extend the term to June 30, 2024, and increase the existing not to exceed amount to \$277,500;
2. With five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation in the amount of \$50,000 in the Entertainment Fund, Box Theater Professional Services account; and
3. Authorize the City Manager, or his designee, to execute the First Amendment to Professional Consultant Services Agreement with Plantation Productions, Inc., of Riverside, California, including making minor and non-substantive changes.

BACKGROUND:

Opening in May 2013, The Box at the Fox Entertainment Plaza (“The Box”) is a community theater that features approximately 200-seats with flexibility to re-configure the seating. The theater is

used by youth and adult community and professional theater, tribute bands, opera, concerts, premiers, and is used for meeting space and conferences. Shows have ranged from one-day move-in/move-outs to multi-week performances. The City uses contracted professional services to meet the logistical and technical needs of event and production organizers using The Box.

On May 12, 2021, Request for Proposals (RFP) 2104 was posted on PlanetBids to solicit proposals from qualified consultants to provide operational and management services for The Box. Eleven prospective bidders registered for the RFP. The RFP closed on May 27, 2021, and only one proposal was received from Plantation Productions, Inc. of Riverside, California. A selection committee of three City staff members reviewed and scored the proposal based on qualifications, experience, references, and approach and methodology. After careful review and consideration, the evaluation committee determined that the proposal from Plantation Productions, Inc. was the best choice for the City.

DISCUSSION:

Since the opening of The Box in 2013, community theater groups, schools, music groups, dance troops, and film festivals have rented the space. Due to the Covid-19 health emergency, The Box Theater experienced a closure. The theater reopened its doors after going dark during the pandemic, and since then, there has been a large interest from community groups to use the facility. On average, each rental may include several rental days for auditions, rehearsals, load-in/out, and performance days.

Plantation Productions, Inc. has over 15 years of experience providing professional production services. Plantation Productions, Inc. is a Riverside-based business, and many of its employees are Riverside residents. Plantation Productions, Inc. has provided these services at The Box for over five years. Their experience allows them to provide the services needed to support community organizations, event organizers, and visitors to The Box. The team provides visitors and users with excellent customer service and can respond to users' immediate needs.

Plantation Productions, Inc. entered into an agreement through June 30, 2023 for a total amount not to exceed \$185,000. The Agreement includes options to extend for two additional one-year terms. The First Amendment will allow Plantation Productions, Inc. to continue logistical and technical support for The Box through June 30, 2024, and increases the existing not to exceed amount to \$277,500.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 1 – Arts, Culture, and Recreation**, and **Goal 1.2 – Enhance equitable access to arts, culture and recreational service offerings and facilities.**

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The contracted professional services align with the needs of community and professional performing arts groups that have shared feedback and input from the Box Committee.
2. **Equity** – The Box serves as a facility enhancing equitable access to arts and culture and is a valued place for the community to gather and experience arts and culture.
3. **Fiscal Responsibility**- The contracted professional services are scheduled with and included as part of the rental fee for organizations using The Box. The costs are passed

through from the event fee to the contracted provider. The contractor was selected through a competitive procurement process.

4. **Innovation** – The Box is used by community groups of all ages and diverse backgrounds. Theater through expression, storytelling, and creativity has the potential to ignite social development, strengthen the sense of community, and developing emerging artists.
5. **Sustainability & Resiliency** – Maintaining services at The Box ensures our city’s local performing arts groups and audience have a community space to contribute to the creative economy, to the development of skills and creative workforce, and further community pride.

FISCAL IMPACT:

The total fiscal impact of the action is \$277,500. Upon Council approval, a supplemental appropriation of \$50,000 will be recorded in the Entertainment Fund, Box Theater, Professional Services account 2880200-421000, to provide sufficient funds to cover the full cost of the contract.

The Entertainment Fund is subsidized by the General Fund and its financial status is monitored throughout the fiscal year. Should costs exceed the budgeted subsidy amount, an additional subsidy will be required from the General Fund.

Prepared by: Jennifer A. Lilley, AICP, Community & Economic Development Director
Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: First Amendment to Professional Consultant Services Agreement with Plantation Productions, Inc.