

REPORT OF GENERAL MANAGER

APPROVED
JUN 06 2011

NO. 11-171

DATE June 6, 2011

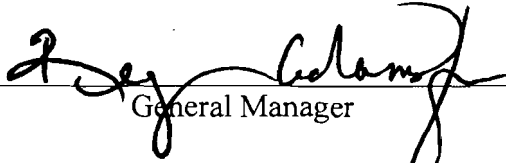
BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY – AMENDMENT TO PERSONAL SERVICES CONTRACT NO. 3271 WITH CHRISTOPHER SHELTON, A SOLE PROPRIETOR, TO EXTEND THE TERM AND INCREASE THE CONTRACT AMOUNT TO PROVIDE PROFESSIONAL THEATRICAL PRODUCTION, TRAINING, AND DEVELOPMENT SERVICES AT THE SAMUEL OSCHIN PLANETARIUM

R. Adams	_____	K. Regan	_____
H. Fujita	_____	M. Shull	_____
V. Israel	_____	*N. Williams	<u>NW</u>



 General Manager

Approved Disapproved Withdrawn

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Amendment to Personal Services Contract No. 3271, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Christopher Shelton, to extend the term of the contract from 36 months to 48 months and increase the contract amount from \$99,000 to \$149,000, subject to the approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient expertise to provide these professional services and that it is more economical or feasible to secure these services of an independent contractor;
3. Find in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that for the temporary continuation of professional services for the Griffith Observatory Samuel Oschin Planetarium, competitive bidding is not practicable or advantageous;
4. Direct the Board Secretary to transmit the proposed Amendment to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for review and approval as to form; and,

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5. Authorize the Board President and Secretary to execute the Amendment, upon receipt of the necessary approvals.

SUMMARY:

The Griffith Observatory has a tradition of providing live presentations for its visitors at the Samuel Oschin Planetarium (Planetarium), which opened as part of the renovated and expanded Observatory in 2006. Live performers present programs in the Planetarium which is a critical component of the Planetarium success.

On September 17, 2008, the Board approved a Personal Services Contract with Christopher Shelton in order to provide the Observatory with a capable and reliable source of professional theatrical production, training, and development services for the Planetarium performances (Board Report No. 08-261). On December 16, 2008, Personal Service Contract No. 3271 was executed and is set to expire on September 30, 2011.

Staff recommends increasing the contract ceiling for Personal Services Contact No. 3271 from \$99,000 to \$149,000 and extending the term from thirty-six (36) months to forty-eight (48) months to September 30, 2012. This approval will allow the Department to continue to meet the on-going needs of the Planetarium and ensure the continued success of the program.

In accordance with Section 10.5(b)(2) of the Los Angeles Administrative Code (LAAC), Council approval is not required as annual payments will not exceed \$100,000 plus increases to the consumer price index, currently set at a maximum of \$131,620.

Charter Section 1022 Determination

City of Los Angeles Charter Section 1022 prohibits contracting out work that could be done by City employees unless the Board determines it is more economical or more feasible to contract out the service.

On October 9, 2007, as part of the initial award process, the Personnel Department completed a Charter Section 1022 review (Attachment A) and determined that City employees do not have the expertise to perform the work. It is therefore more feasible to contract out the service.

FISCAL IMPACT:

There is no impact to the Department's General fund as funding is available in the Observatory Programming and Operation Contractual Services Account (Fund 302, Department 88, Account 3040).

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This report was prepared by Nancy Jeffers, Management Analyst II, Service Contracts Group, Finance Division.

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

2. Contacts

Department: Karen Freire Phone (818) 243-6488 Fax No. (818) 243-8451
 CAO: Veronica Salumbides Phone (213) 473-7561 Fax No. (213) 473-7514

3. Work to be performed:

The Department of Recreation and Parks is seeking a contractor to provide as-needed design, direction, casting, and training for the performers associated with the "live performer" portion of the Planetarium show, "Centered in the Universe," at the Griffith Observatory. The existing contract (#3201) was amended to include the following services:

- Work with 8 existing Observatory Lecturers to review, refine, and improve current performance of 8-10 shows per day, six days a week,
- Train and rehearse 4 new Observatory Lecturers to perform the Planetarium show,
- Participate in workshops with 8 Observatory Lecturers regarding performance of the new school program planetarium show which will be held 3-4 days a week and shown 2-3 times per day, and
- Continue work with all Observatory Lecturers to review, refine, and improve their performances.

4. Is this a contract renewal? Yes No

5. Proposed length of contract: 1 year extension Proposed Start Date: 1/14/07 to 1/13/08

6. Proposed cost of contract (if known): \$80,000 (\$40,000 allotted for 1 yr. extension)

7. Name of proposed contractor: Chris Shelton

8. Unique or special qualifications required to perform the work:

Knowledge and expertise in providing theatrical production, musical scores, and live performance training.

9. Are there City employees that can perform the work being proposed for contracting?

Yes No

If yes,

- a. Which class(es) and Department(s): _____
- b. Is there sufficient Department staff available to perform the work? Yes No
- c. Is there a current eligible list for the class(es)? Yes No Expiration Date _____
- d. Estimated time to fill position(s) through CSC process? Unknown
- e. Can the requesting department continue to employ staff hired for the project after project completion? Yes No
- f. Are there City employees currently performing the work? Yes No

10. Findings

- City employees DO NOT have the expertise to perform the work
 City employees DO have the expertise to perform the work

Check if applicable (explanation attached) and send to CAO for further analysis

- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

SUMMARY: The City does not currently have a classification that can provide the department with as-needed design, direction, casting, and training services relative to the "Centered in the Universe" show.

Submitted by:

Dominique Cama
Dominique Cama

Reviewed by:

Shelly Del Rosario
Shelly Del Rosario

Approved by:

Shannon C. Pascual
Shannon C. Pascual

Date:

10/9/07