

REPORT OF GENERAL MANAGER

APPROVED
DEC 11 2008

NO. 08-335

DATE December 11, 2008

C.D. 4

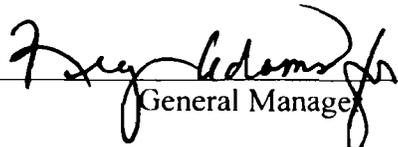
BOARD OF RECREATION AND PARK COMMISSIONERS

~~BOARD OF RECREATION
AND PARK COMMISSIONERS~~

SUBJECT: TREGNAN GOLF ACADEMY – AMENDMENT TO THE SUPPLEMENTAL AGREEMENT TO LETTER OF AGREEMENT NO. E826 WITH PAULA OLSEN TO EXTEND THE TERM AND INCREASE THE AMOUNT FOR PROFESSIONAL GOLF INSTRUCTION SERVICES

R. Adams _____
H. Fujita _____
S. Huntley _____
V. Israel _____

J. Kolb _____
F. Mok _____
*K. Regan _____
M. Shull _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve a proposed Amendment to the Supplemental Agreement to Letter of Agreement No. E826, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks (Department) and Paula Olsen, to extend the term for one year to December 31, 2009, and to increase the amount from \$60,000 to \$120,000, subject to approval of the Mayor and the City Attorney for approval as to form;
2. Find, pursuant to Charter Section 1022, that the Department does not have personnel available in its employ with sufficient expertise to undertake these specialized, professional tasks in a timely manner, and it is more feasible to secure these services by a qualified independent contractor;
3. Find that the proposed Amendment is exempt from competitive bidding per Charter Section 371 (e)(2), as it is for the performance of professional and expert services of a temporary and occasional character;
4. Find, pursuant to Charter Section 372, that it is not reasonably practicable or compatible with the City's interests to obtain bids or proposals for this service because of the need for continued professional services in the development and implementation of a golf program directed at youths, seniors and women, during a Request-for-Proposals (RFP) preparation;

REPORT OF GENERAL MANAGER

PG. 2

NO. 08-335

5. Direct the Secretary to transmit the proposed Amendment concurrently to the Mayor in accordance with Executive Directive No. 3, and to the City Attorney for approval as to form; and,
6. Authorize the Board President and Secretary to execute the proposed Amendment subsequent to the necessary approvals.

SUMMARY:

In July 2000, the Department began operation of the Tregnan Golf Academy (TGA) in Griffith Park. Over 4,000 youths have participated in this popular program since the Academy opened. Participants receive instruction in the necessary skills, knowledge, and abilities in order to compete and continue playing the game at TGA and other venues. Additionally, the Department is developing special programs at TGA to encourage family participation at various golf courses throughout the City.

Ms. Paula Olsen, the current golf professional at TGA, had been employed by the Urban Youth Golf Program (UYGP) as Director of Instruction at TGA since its inception in 2000. However, in December 2007, UYGP withdrew its participation in the TGA program to pursue other ventures. Since time was of the essence in taking steps to ensure uninterrupted instruction to youth participants at TGA, on February 14, 2008, the Department executed Letter of Agreement No. E826 with Ms. Olsen to provide professional golf instruction and program coordination services through April 30, 2008, in an amount not to exceed \$20,000. In order to maintain continuity of the services at the golf program at TGA beyond April 30, 2008, the Board approved a Supplemental Agreement to Letter of Agreement No. E826 to extend the term of the Agreement through December 31, 2008, and to increase the amount from \$20,000 to \$60,000 (Board Report No. 08-119) at its meeting of May 7, 2008.

Currently, the Department is in the process of preparing a Request for Proposals (RFP) to enter into a personal services contract with a qualified golf professional to provide golf instruction at TGA based on the standards and experience which Ms. Olsen has set for performance of duties as Director of Instruction at TGA. However, the City's standard RFP process may take approximately one year to result in an executed contract with the successful proposer. To enable the Department to continue offering golf instruction to youth at TGA through conclusion of the RFP process, the Department requests the Commission's approval to amend the Supplemental Agreement to Letter Agreement No. E826 by extending its term through December 31, 2009, and increasing total compensation proportionally to \$120,000. All other terms and conditions of the Supplemental Agreement to Letter of Agreement No. E826 will remain the same.

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

REPORT OF GENERAL MANAGER

PG. 3

NO. 08-335

service. On January 9, 2008, the Personnel Department completed a Charter Section 1022 review and determined that there is currently no City classification that can perform the services required for the Department's youth and family golf program, and that it is more feasible to secure these services through a personal service agreement. In compliance with City requirements for proposed amendments to existing agreements, the Department has submitted a request for a follow-up Charter Section 1022 review from the Personnel Department in relation to this proposed Amendment to the Supplemental Agreement to Letter of Agreement No. E826. On August 28, 2008, the Personnel Department determined that after a review of the services required under the proposed Amendment, there is currently no City classification that can perform the work or meets the specified job requirements.

FISCAL IMPACT STATEMENT:

There is no impact to the Department's General Fund. Funding for the amendment will be provided from Fund 302, Department 89, the Automated Golf and Tennis Reservations Account 850K-00.

This report was prepared by James Ward, Golf Manager.