

APPROVED
DEC 12 2007

REPORT OF THE GENERAL MANAGER

NO. 07-290

DATE December 12, 2007

**BOARD OF RECREATION
and PARK COMMISSIONERS**

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY - SUPPLEMENTAL AGREEMENT TO PERSONAL SERVICES CONTRACT NO. 3201 WITH CHRIS P. SHELTON FOR THE PROVISION OF PROFESSIONAL TRAINING SERVICES TO PLANETARIUM LECTURERS

R. Adams _____	J. Kolb _____
H. Fujita _____	F. Mok _____
S. Huntley _____	K. Regan _____
*V. Israel <u>VS</u> _____	M. Shull _____

[Handwritten Signature]
General Manager

Approved

Disapproved

Withdrawn

RECOMMENDATION:

That the Board:

1. Approve the proposed Supplemental Agreement to Contract No. 3201, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Chris P. Shelton to extend the contract termination date from January 13, 2007, to January 13, 2008, and increase the maximum expenditure amount by \$40,000, subject to approval of the Mayor and of the City Attorney 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, and it is more feasible to secure these services from a qualified independent contractor;
3. Direct the Board Secretary to transmit the proposed Supplemental Agreement to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review as to form; and,
4. Authorize the Board President and Secretary to execute the Supplemental Agreement upon receipt of necessary approvals.

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SUMMARY:

Griffith Observatory reopened in 2006 with the new state-of-the-art Samuel Oschin Planetarium Theater, which utilizes live performers (Observatory Lecturers) during its presentation for each planetarium show. At that time, the casting and training of live performers to execute the script for the planetarium show was, and continues to be, a necessity in place of a recorded voice-over narration. This approach has proven to be advantageous and a positive contributor to the success of the "Centered in the Universe" (CIU) planetarium show.

On September 6, 2006, the Board of Recreation and Park Commissioners approved Board Report No. 06-253 for the award of Contract No. 3201 to Chris P. Shelton (Contractor) to provide specialized production services through a personal services agreement for five months in an amount not to exceed \$50,000. The Observatory staff is requesting approval of the proposed supplemental agreement to increase the contract amount by \$40,000 and extend the term of the contract to January 13, 2008. This approval will allow the Department to meet the ongoing demands of preparing live performers to continue the live-lecturer performance. The Contractor reports directly to and acts at the direction of the Observatory Curator, Dr. Laura Danly, and works with other key Observatory personnel on the coordination of stagecraft, costumes, lighting design, acting, and sound design of the CIU planetarium show.

A request for a Charter Section 1022 determination was submitted to the Personnel Department on September 25, 2007. It was determined that City classifications are unable to perform the services that are required for the continued casting, direction, and training of live performers used for scripted programming in the Samuel Oschin Planetarium and that the Department does not have the necessary knowledge and expertise to provide theatrical production, musical scores or live performance training. The requirement for a theatric director with a clear focus on live presentation of scientific material is critical both to maintaining the integrity and quality of the Observatory's planetarium show and to integrating the performance by Observatory Lecturers with the technological elements of the Samuel Oschin Planetarium to ensure both stylistic and scientific integrity. These skills are beyond City staff's abilities or experience; therefore, it is necessary to secure these services through a personal service agreement.

FISCAL IMPACT STATEMENT:

Funding for this contract is currently provided in Fund 302, Department 88, Account 3040, Activity Code 7800. There is no additional impact to the Department's General Fund.

This report was prepared by Elizabeth N. Gutiérrez, Management Analyst II, Griffith Observatory.