

REPORT OF GENERAL MANAGER

APPROVED

NO. 13-171

DATE June 27, 2013

JUN 27 2013

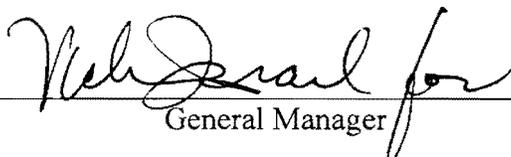
C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

**BOARD OF RECREATION
AND PARK COMMISSIONERS**

SUBJECT: GOLF YOUTH INSTRUCTOR – TREGNAN GOLF ACADEMY (TGA) - AMENDMENT TO PROFESSIONAL SERVICES CONTRACT NO. 3321 WITH JEFFREY T. BARBER, A SOLE PROPRIETOR, TO EXTEND THE TERM AND INCREASE THE CONTRACT AMOUNT

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



 General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Amendment to Personal Services Contract No. 3321, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Jeffrey T. Barber, to extend the term of the contract from 36 months to 60 months, the fourth year extension approved by execution of amendment and the fifth year as an option to renew at the sole discretion of the General Manager, and increase the contract amount from \$187,200 to \$312,000, 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 City does not have personnel available in its employ with sufficient expertise to provide these professional services and that it is more economical and feasible to secure the 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 TGA, competitive bidding is not practicable or advantageous and that further studies for the determination of the best business model for golf operations will be completed within the next year, and may require inclusion of these services in a concession RFP;

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4. Find, in accordance with Administrative Code Section 10.5(b)(2), this contract amendment does not require approval by the Council, as annual payments to or by the City do not exceed the current annual Consumer Price Index (CPI) adjusted Contract Exemption Limit of \$137,319;
5. Direct the Board Secretary to transmit forthwith 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,
6. Authorize the Board President and Secretary to execute forthwith the Amendment, upon receipt of the necessary approvals.

SUMMARY:

In July 2000, the Golf Division began the operation of the Tregnan Golf Academy (TGA) in Griffith Park. Since the opening of the facility, over 8,000 youths have participated in the golf youth and family program. Participants acquire the skills, knowledge and ability to compete in various golf tournaments and learn to play the game at an advanced level.

This most recent golf youth instructor contract (Professional Services Contract No. 3321) was awarded on May 17, 2010 (Board Report No. 10-127), after the Request for Proposal (RFP) process [approved for release on July 8, 2009 (Board Report No. 09-195)], to Jeffrey T. Barber.

On July 14, 2010, the contract with Jeffrey T. Barber was executed for a term of one (1) year, with two (2) one-year options to renew, which were exercised by the General Manager, in an amount not to exceed \$62,400.00 per year, and is set to expire June 30, 2013. Jeffrey Barber proposed an hourly amount of \$30.00 for year three of the contract and is in agreement that the hourly and not-to-exceed yearly compensation remain the same for the proposed fourth and fifth years of the contract.

Staff recommends increasing the contract ceiling for Professional Services Contact No. 3321 from \$187,200.00 to \$312,000.00 and extending the term from thirty-six (36) months to sixty (60) months through June 30, 2015. Months thirty-seven (37) through forty-eight (48) are approved by execution of amendment and months forty-nine (49) through sixty (60) are an option to renew at the sole discretion of the General Manager. This contract extension will allow the Department to continue to meet the on-going needs of TGA while the further studies for the determination of the best business model for golf operations is completed and the requirements for an RFP are determined.

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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 \$100,000.00 plus increases to the consumer price index, currently set at a maximum of \$137,319.00.

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 April 18, 2008, 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:

Funding for this contract amendment will be provided from Fund 302, Department 89, Automated Golf and Tennis Reservation Account 850-00 and there will be no impact upon the Department's General Fund.

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

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

2. Contacts

| | | |
|---------------------------------|-------------------------------|-------------------------------|
| Department: <u>Karen Freire</u> | Phone <u>(818) 243-6488</u> | Fax No. <u>(818) 243-6451</u> |
| CAO: <u>Veronica Salumbides</u> | Phone <u>(213) 473-7561</u> | Fax No. <u>(213) 473-7514</u> |

3. Work to be performed:

The Department of Recreation and Parks is seeking a contractor to assist in the development, implementation, and expansion of a Citywide golf program located at Tregnan Golf Academy (Academy) and additionally on an as-needed basis at various Department facilities. The services to be provided are as follows:

1. Develop and implement Golf class curriculum by providing a written curriculum for various age groups in accordance with the Professional Golfer's Association of America (PGA) guidelines, subject to the approval of the Academy Director or his/her designee, which includes golf playing rules, etiquette, safety regulations, specialized instructions, etc.; implement golf class programs, including supervising the implementation of curriculum by instructors; assist with managing Academy planning and operations through daily planning, organizing, and conducting golf classes and clinics; and provide as-needed professional one-on-one instructions at the Academy for youth not involved in the traditional Academy program.
2. Develop and implement golf tournaments and special events for Academy participants to take place at various Department facilities, including the development of tournament schedules.
3. Maintain a Class A PGA teaching card certification during the term of the contract, and
4. Assist with securing sponsorship and partnership opportunities.

4. Is this a contract renewal? Yes No

5. Proposed length of contract: 3 years Proposed Start Date: 1/1/09

6. Proposed cost of contract (if known): \$180,000

7. Name of proposed contractor: Unknown

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

Possession of a Class A PGA teaching card certification and the knowledge and expertise of providing junior and family golf instruction, including curriculum development and project management.

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

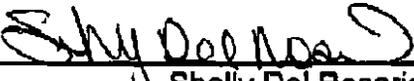
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform the work

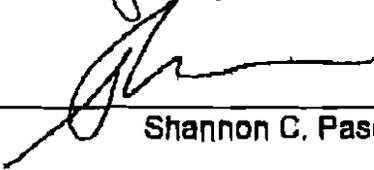
Check if applicable (explanation attached) and send to CAO for further analysis

- 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: There is currently no City classification that can perform the services the department is seeking or meets the requirements outlines above.

Submitted by: 
 Dominique Camaj

Reviewed by: 
 Shelly Del Rosario

Approved by: 
 Shannon C. Pascual

Date: 4/18/08