

**APPROVED**

REPORT OF GENERAL MANAGER

**MAR 20 2013**

NO. 13-077

DATE March 20, 2013

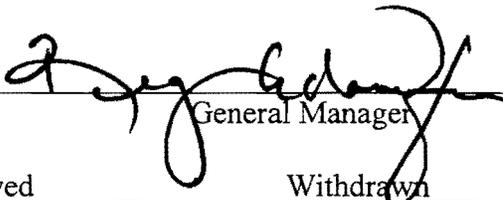
**BOARD OF RECREATION  
& PARK COMMISSIONERS**

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY - AWARD OF PERSONAL SERVICES CONTRACT TO CHRISTOPHER SHELTON FOR AS-NEEDED PERFORMANCE DIRECTOR SERVICES FOR THE LIVE PERFORMER PRODUCTIONS AT THE SAMUEL OSCHIN PLANETARIUM THEATRE

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Withdrawn \_\_\_\_\_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 Personal Services Contract between the City of Los Angeles Department of Recreation and Parks and Christopher Shelton, substantially in the form on file in the Board Office, for Performance Director services for casting, direction, and related production responsibilities for the live performer portion of Samuel Oschin Planetarium Theatre productions, for a term not to exceed thirty-six (36) months, to start as a one-year contract with two (2) one-year options to renew at the sole discretion of the General Manager, in an amount not to exceed \$40,000 annually, 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 the required knowledge in astronomical subject matter material and experience in theatrical performance arts to provide the required performance-related services and that Christopher Shelton has the required knowledge and expertise, has provided these services for the past seven (7) years, and is willing to continue to provide these services on an as-needed basis;
3. Find, in accordance with Charter Section 371(e)(2), and 371(e)(10), that the use of a competitive bidding process would be undesirable, impractical and not advantageous for these professional, expert, and specialized services as the total compensation to be provided to Contractor does not exceed \$40,000 per year, and the cost of soliciting bids

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would be unwarranted and wasteful in comparison to the amount of services required by the Department, and would result in an expenditure of City funds in excess of any benefit that could be gained by soliciting bids;

4. Direct the Board Secretary to transmit forthwith the proposed Personal Services Contract to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for approval as to form; and,
5. Authorize the Board President and Secretary to execute forthwith the Personal Services Contract upon receipt of the necessary approvals.

### SUMMARY:

The Griffith Observatory has a 78-year tradition of providing live planetarium presentations for its visitors. The Samuel Oschin Planetarium, opened in 2006 as part of the renovated and expanded Observatory building, uses performers for its shows. Initial and ongoing performer training, with related theatrical support services for the live performances, is critical for program success.

Observatory staff is requesting approval of an as-needed personal service contract with Christopher Shelton to provide training and theatrical support services. Mr. Shelton has done an exceptional job providing these services to Griffith Observatory under a previous agreement and has gained the Observatory extensive praise for the quality, consistency and uniqueness of its performances and programs. Due to the ongoing nature of programming, development and staffing at the Samuel Oschin Planetarium, a contract with a term not to exceed thirty-six (36) months, to start as a one-year contract with two (2) one-year options to renew at the sole discretion of the General Manager, in an amount not to exceed \$40,000 annually, is proposed to provide the Observatory with a stable, capable, and reliable source of training services for planetarium performances.

Christopher Shelton will work under the direction of the Department's Curator of the Griffith Observatory or their designee as well as with other Observatory personnel on the coordination of stagecraft, acting, music and sound design for the live performances. His duties involve directing, casting, training and rehearsing with performers associated with the "live performer" portion of the Planetarium shows, while providing script editing, lighting, sound, props, costume and makeup advice. In addition, Mr. Shelton will help with refining current show performances while continually training new performers due to staff turnover.

The Personnel Department has determined under Charter Section 1022 that there are no City classifications that provide the required services, and the Department confirms that none of its current staff possess the necessary expertise to perform these tasks. The requirement for a

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theatrical director and trainer with a clear focus on live performance incorporating scientific material is critical to maintaining the quality of all planetarium programming and integrating the performances with the technological elements of the Samuel Oschin Planetarium.

Mr. Shelton is considered a local sole source for these theatrical support services because of his expertise in theatrical arts and knowledge of relevant astronomical subject matter and the fact that there are only two or three theatrical directors in the United States for those few planetariums worldwide that offer shows with live performers. Mr. Shelton is located in Los Angeles and can perform the services on an as-needed basis.

FISCAL IMPACT STATEMENT:

Sufficient funds in the amount of \$120,000 have been identified in Fund No. 302, Department 88, Account 3040, Activity Code 7800. There is no additional impact to the Department's General Fund.

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