

REPORT OF GENERAL MANAGER

APPROVED

NO. 09-308

DATE December 9, 2009

DEC 09 2009

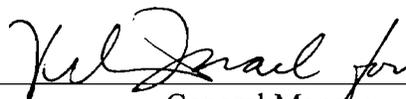
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BOARD OF RECREATION
and PARK COMMISSIONERS

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TREGNAN GOLF ACADEMY – AMENDMENT TO SUPPLEMENTAL AGREEMENT NO. 2 TO LETTER OF AGREEMENT NO. E826 WITH PAULA OLSEN TO EXTEND THE TERM AND INCREASE THE CONTRACT AMOUNT

R. Adams _____	J. Kolb _____
H. Fujita _____	*F. Mok <u>NO</u>
S. Huntley _____	K. Regan _____
V. Israel _____	M. Shull _____



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve a proposed Amendment to Supplemental Agreement No. 2 to Contract No. E826, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Paula Olsen for professional golf instruction services, to extend the term by four months to April 30, 2010, and increase the contract amount from \$120,000 to \$140,000, 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 professional golf instruction services and that it is more feasible to secure these services by contract;
3. Find, in accordance with Charter Section 371 (e)(10) and Los Angeles Administrative Code Section 10.15(a)(10), that the use of competitive bidding would be undesirable, impractical or impossible and because the Department seeks to enhance the recreational experience for the public by providing professional golf instruction services for the Youth and Family Golf Program at the Tregnan Golf Academy, it is in the City's best interest to amend the current personal service contract while a formal Request for Proposals (RFP) process is conducted and a multi-year agreement is executed;

REPORT OF GENERAL MANAGER

PG. 2 NO. 09-308

4. Find, in accordance with Charter Section 372, that obtaining competitive proposals or bids for work to be performed pursuant to this agreement is not reasonably practicable or compatible with the Department's interests of providing professional golf instruction services for the Youth and Family Golf Program at the Tregnan Golf Academy while the Department conducts a formal RFP process;
5. 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 approval as to form; and,
6. Authorize the Board President and Secretary to execute the Amendment upon receipt of the necessary approvals.

SUMMARY:

In July 2000, the Department of Recreation and Parks 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 in golf tournaments or to play the game at a higher level.

On February 14, 2008, the Department executed Letter of Agreement No. E826 with Ms. Paula Olsen to provide professional golf instruction services at the Tregnan Golf Academy for four months from January 1, 2008 through April 30, 2008 in an amount not to exceed \$20,000.

On May 7, 2008, the Board approved a Supplemental Agreement to Letter of Agreement No. E826, to extend the term of the Agreement to December 31, 2008, and increase the contract amount from \$20,000 to \$60,000 (Board Report No. 08-119).

On December 11, 2008, the Board approved Supplemental Agreement No. 2 to Letter of Agreement No. E826, to extend the term of the Agreement through December 31, 2009, and increase the contract amount from \$60,000 to \$120,000 (Board Report No. 08-335).

On July 8, 2009, the Board approved the release of a Request for Proposals (RFP) in order to select a contractor to enter into a multi-year contract to provide professional golf instruction services to the Youth and Family Golf Program (Board Report No. 09-195). The RFP was released on August 14, 2009. As the RFP process may take up to twelve months to complete, a new multi-year service contract will not be executed by December 31, 2009. Staff recommends in the meantime that the current letter of agreement with Paula Olsen be extended to April 30, 2010 and the contract amount increased by \$20,000 to \$140,000 in order to maintain golf instruction services in the Youth and Family Golf Program.

REPORT OF GENERAL MANAGER

PG. 3 NO. 09-308

Funding for the participation in the Youth and Family Golf Program is available from fees charged to the participants and from the Department's Automated Golf and Tennis Reservation Account.

Charter Section 1022 Finding

On August 28, 2008 the Personnel Department completed a Charter Section 1022 review (Attachment A) and determined that there are no City classifications that could provide professional golf instruction services. It is therefore more feasible to secure these services through an independent contractor.

FISCAL IMPACT STATEMENT:

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

This report was prepared by Mark Stipanovich, Management Analyst II, Service Contracts Group, Administrative Resources Section, Finance Division.