

REPORT OF GENERAL MANAGER

**APPROVED**  
**MAY 7 2008**

NO. 08-119

DATE May 7, 2008

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

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and PARK COMMISSIONERS

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

R. Adams \_\_\_\_\_  
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J. Kolb \_\_\_\_\_  
F. Mok \_\_\_\_\_  
K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve 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 and Paula Olsen to extend the contract from April 30, 2008, to December 31, 2008, and increase the maximum expenditure amount from \$20,000 to \$60,000, subject to approval of the Mayor and 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. Find, in accordance with Charter Section 372 and Los Angeles Administrative Code Section 10.15(a)(2), that for the temporary continuation of professional services in the development and implementation of a golf program directed at youths, seniors, and women, a competitive bidding process is not practical or advantageous;
4. 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,
5. Authorize the General Manager to execute the Supplemental Agreement upon receipt of necessary approvals.

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PG. 2

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### SUMMARY:

In July 2000, the Department began operation of the Tregnan Golf Academy (TGA) in Griffith Park. Over 3,000 youths participate in the program annually. Participants are taught the necessary skills and knowledge in order to compete and play the game at TGA and other venues. Until December 2007, the golf professional, Paula Olsen, was employed by the Urban Youth Golf Program (UYGP) as Director of Instruction at the TGA. On February 14, 2008, a Letter of Agreement was executed for Ms. Olsen to provide professional services through April 30, 2008. In order to maintain continuation of services at TGA and Westchester, the Department desires to extend the agreement through December 31, 2008 and raise the expenditure amount from \$20,000 to \$60,000.

In the summer of 2007, a citywide youth and family golf program was developed at Westchester Golf Course in order to target under-represented populations. The Department desires to expand the programs developed at TGA and Westchester to other nine-hole courses throughout the City system.

Ms. Olsen will continue to develop and implement golf class curricula for various age groups, in accordance with the Professional Golfer's Association of America (PGA) guidelines which includes golf playing rules, etiquette, safety regulations, and specialized instructions; implement golf class programs, including supervising the implementation of curricula by instructors; assist with managing academy planning and operations, golf classes and clinics; and provide as-needed professional one-on-one instructions.

### Charter Section 1022 Determination

A request for Charter Section 1022 determination was submitted to the Personnel Department on January 9, 2008. It was determined that City classifications are unable to perform the services that are required for the continued youth and family golf program and that the Department does not have the necessary knowledge and expertise to provide for the development and implementation of golf class curriculum or specialized instruction that is critical to the program's development. These skills are beyond City staff's abilities or experience; therefore, it is more feasible to secure these services through a personal services agreement.

### FISCAL IMPACT STATEMENT:

Funding for this contract is currently provided in Fund 302, Department 89, Account 950K. There is no additional impact to the Department's General Fund.

Report prepared by Randy Kelly, Recreation Supervisor, and Michael L. Harrison, Principal Recreation Supervisor, Griffith Region.