

REPORT OF GENERAL MANAGER

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NO. 11-170

SUMMARY:

The Griffith Observatory has a tradition of providing live presentations for its visitors at the Samuel Oschin Planetarium (Planetarium) and Leonard Nimoy Event Horizon Theater, which opened as part of the renovated and expanded Observatory in 2006. An audio technician with specific training and experience in development, mixing, and installation of sound track elements for the exhibits and theater programs is a critical component of the Observatory's success.

On February 18, 2009, the Board approved a Personal Services Contract with Andrew Dalzell dba Diablo Sound in order to provide the Observatory with a capable and reliable source of sound track creation for programs (Board Report No. 09-036). On June 29, 2009, Personal Service Contract No. 3296 was executed and is set to expire on November 30, 2011.

Staff recommends increasing the contract ceiling for Personal Services Contact No. 3296 from \$50,000 to \$100,000 and extending the terms from thirty-six (36) months to forty-eight (48) months to November 30, 2012. This approval will allow the Department to continue to meet the on-going needs of Griffith Observatory and ensure the continued success of the program.

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 plus increases to the consumer price index, currently set at a maximum of \$131,620.

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 December 31, 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:

There is no impact to the Department's General fund as funding is available in the Observatory Programming and Operation Contractual Services Account (Fund 302, Department 88, Account 3040).

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

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

Attachment A

1. Requesting Department: Department of Recreation and Parks

2. Contacts

Department: Raymond Chang Phone No. (818) 243-6488 Fax No. 818-243-6451

CAO: Veronica Salumbides Phone No. (213) 473-7561 Fax No. 213-473-7514

3. Work to be performed:

The contractor, Andrew Dalzell, dba Diablo Sound, will provide as-needed sound engineering, music supervision and technical assistance for the specialty equipment used in executing programs and performances at the Griffith Observatory.

4. Is this a contract renewal? Yes No

5. Proposed length of contract: Three years Proposed Start Date: January 12, 2009.

6. Proposed cost of contract (if known): \$50,000 maximum during the length of the contract.

7. Name of proposed contractor: Andrew Dalzell, dba Diablo Sound

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

The contractor must have knowledge and expertise to provide technical assistance with sound engineering including oversight of acquiring a music library or original musical compositions, audio mix, and sound production. In addition, the contractor must provide expert advice on equipment upgrades, maintenance, and assist technical staff to adjust sound equipments used for executing programs at the Observatory's theaters and exhibit galleries including the Samuel Oschin Planetarium.

9. Are there City employees that can perform some of the work being proposed for contracting?

Yes No

Classification	Departments	List Expires
Audio Visual Technician	DWP, DWP, Harbor, Police Zoo	No list
Playback Operator	ITA	No list
Theater Technician	Recreation and Parks, Cultural Affairs	No list

If yes,

- a. Which class(es) and Department(s): See above.
- 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: See above.
- d. Estimated time to fill position(s) through CSC process? 2 to 8 months depending on the class.

- 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 some of 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 some of 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:

The main purpose of the contract is to provide special sound effects including audio editing and sound mixing for the theaters located at the Griffith Observatory. Although there are City employees who can perform some of the duties required of the contractor, there is not a City classification whose essential function is to produce sound effects by calibrating equipment and mixing sound from original compositions and/or a library of music.

Cathy J. Tanaka
Submitted by

Shirley D. Maso
Approved by

12-31-08
Date