

APPROVED
JUN 18 2015

REPORT OF GENERAL MANAGER

NO. 15-124

DATE June 18, 2015

BOARD OF RECREATION
& PARK COMMISSIONERS

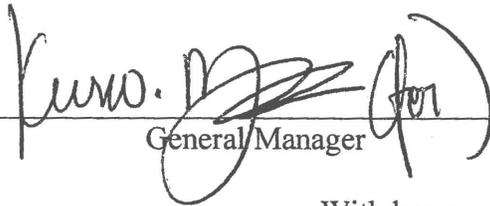
C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GOLF YOUTH INSTRUCTOR – TREGNAN GOLF ACADEMY (TGA) – SECOND 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 _____
R. Barajas _____
H. Fujita _____

V. Israel _____
K. Regan _____
*N. Williams NDW



General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a Second Amendment to Personal Services Contract No. 3321, substantially in the form on file in the Board Office, and subject to the approval of the Mayor and City Attorney as to form, between the City of Los Angeles Department of Recreation and Parks and Jeffrey T. Barber, a sole proprietor, to continue serving as youth golf instructor at Tregnan Golf Academy (TGA). The Second Amendment will extend the term of the contract one (1) additional year, that is for a seventh year. The Second amendment does not change the rate of compensation.
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;
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

REPORT OF GENERAL MANAGER

PAGE 2

NO. 15-124

Exemption Limit of One Hundred Forty-One thousand, Nine Hundred Forty-Nine Dollars (\$141,949.00);

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 fourteen thousand (14,000) 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 was completed [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 Sixty-Two Thousand Four Hundred Dollars (\$62,400.00) per year. The contract was amended to add two (2) one-year options to renew, and is set to expire June 30, 2015. Jeffrey Barber proposed an hourly amount of Thirty Dollars (\$30.00) for year three of the contract, he agreed to the same hourly amount for years four and five, and is now in agreement that the hourly and not-to-exceed yearly compensation of Thirty Dollars (\$30.00) and Sixty-Two Thousand Four Hundred Dollars (\$62,400.00), respectively, remain the same for the proposed sixth and possibly seventh year of the contract.

Staff recommends increasing the contract ceiling for Professional Services Contract No. 3321 from Three Hundred Twelve Thousand Dollars (\$312,000.00) to Four Hundred Thirty-Six Thousand and Eight Hundred Dollars (\$436,800.00) and extending the term from sixty (60) months to a potential maximum of eighty-four (84) months through June 30, 2017. Months sixty-one (61) through seventy-two (72) are approved by execution of the Second Amendment and months seventy-three (73) through eighty-four (84) are an option to renew in a yearly increment at the sole discretion of the General Manager.

REPORT OF GENERAL MANAGER

PAGE 3

NO. 15-124

The 2013 extension, to June 30, 2015, for Contract No. 3321, was in anticipation of the final Golf Business Analysis and Services study with a report to advise requirements for a new Request for Proposal (RFP) for the Golf Youth Instructor Services. The Golf Business Analysis and Services Development contract was executed in March 2014 and a report for the Golf Youth Instructor Services has not yet been completed. The Golf Youth RFP is proposed to be finalized with a best business model for the TGA Instructor within the next six (6) months. This contract extension will allow the Department to continue to meet the on-going needs of TGA while the Golf Business Analysis and Services report for the Golf Youth Instructor services is finalized.

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 One Hundred Thousand Dollars (\$100,000.00) plus increases to the consumer price index, currently set at a maximum of One Hundred Forty-One Thousand Nine Hundred Forty Nine Dollars (\$141,949.00).

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 52H, Department 89, Golf Account 3150 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.