

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

ATTACHMENT B

2. Contacts

Department: Raymond Chang Phone | (818) 243-6421 Fax No. (818) 243-1459
CAO: Veronica Salumbides Phone | (213) 473-7561 Fax No. (213) 473-7514

3. Work to be performed:

The Department of Recreation and Parks is seeking an amendment to a supplemental agreement with the Contractor Paula Olsen who assists in the development, implementation, and expansion of a Citywide golf program located at Tregnan Golf Academy (Academy) and additionally on an as-needed basis at various Department facilities. The services to be provided are as follows:

1. Develop and implement Golf class curriculum by providing a written curriculum for various age groups in accordance with the Professional Golfer's Association of America (PGA) guidelines, subject to the approval of the Academy Director or his/her designee, which includes golf playing rules, etiquette, safety regulations, specialized instructions, etc.; implement golf class programs, including supervising the implementation of curriculum by instructors; assist with managing Academy planning and operations through daily planning, organizing, and conducting golf classes and clinics; and provide as-needed professional one-on-one instructions at the Academy for youth not involved in the traditional Academy program.
2. Develop and implement golf tournaments and special events for Academy participants to take place at various Department facilities, including the development of tournament schedules.
3. Maintain a Class A PGA teaching card certification during the term of the contract, and
4. Assist with securing sponsorship and partnership opportunities.

4. Is this a contract renewal? Yes ☒ No ☐

5. Proposed length of contract: 1 year Proposed Start Date: 1/1/09

6. Proposed cost of contract (if known): \$120,000

7. Name of proposed contractor: Paula Olsen

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

Possession of a Class A PGA teaching card certification and the knowledge and expertise of providing junior and family golf instruction, including curriculum development and project management.

9. Are there City employees that can perform the work being proposed for contracting?
Yes ☐ No ☒

If yes,

- a. Which class(es) and Department(s): _____
- 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 _____
- d. Estimated time to fill position(s) through CSC process? Unknown
- 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 work? Yes ☐ No ☒

10. Findings

- ☒ City employees DO NOT have the expertise to perform the work
☐ City employees DO have the expertise to perform 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 Personnel Department completed a 1022 determination for a new three year contract with the same scope of work in April 2008, but the contract was never approved. Therefore, Rec and Parks has requested a one year amendment to the existing Paula Olsen contract which is set to expire 12/31/08. The determination remains the same; there is currently no City classification that can perform the services the department is seeking or meets the requirements outlined above.

Submitted by:

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Date:

6/19/12