

REPORT OF GENERAL MANAGER

NO. 04-182

DATE June 4, 2004

CD 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF LETTER OF AGREEMENT FOR 3-D GRAPHICS ANIMATION TRAINING AND GRAPHICS FILE MANAGEMENT FOR THE PRODUCTION OF THE GRIFFITH OBSERVATORY PLANETARIUM SHOW

J. Combs

H. Fujita

\*G. Stigile

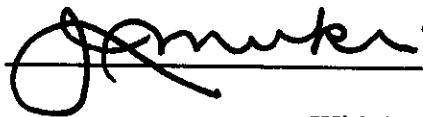
K. Chan

F. Mok

J. Kolb



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Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve a Letter of Agreement, not to exceed \$25,000, with Andrew Hofman for approximately ten weeks of specialized technical training and assistance on graphics animation sequences for the planetarium show at the renovated Griffith Observatory, subject to review and approval as to form by the City Attorney; and,
2. Find, pursuant to Charter Section 1022, that the Department does not have personnel available in its employ with sufficient expertise to undertake this specialized professional task in a timely manner, and that these service can be performed more feasibly by a qualified independent contractor than by a City employee; and
3. Request the Board Secretary to transmit the attached Letter of Agreement to the City Attorney for review as to form prior to execution by the General Manager.

SUMMARY:

The Griffith Observatory will reopen in late 2005 or early 2006 with a new state-of-the-art Planetarium Theater. A laser-projected, all-dome video system with the capability to show high-definition video will replace the antiquated 35 mm slide system removed in 2002. Production of the first 30 minute planetarium show, with 25 minutes of full-dome video, already has been underway. On April 7, 2004 (Report 04-114), the Board approved two personal services contracts for graphics

## REPORT OF GENERAL MANAGER

PAGE 2      NO 04-182

animators to work full-time with existing Observatory programming and graphics design staff to prepare the new Planetarium show. Based on the experiences of other planetariums launching shows with new technology, the Griffith Observatory anticipates the need for the significant additional resources of creative and technical staff, and computer rendering time, to complete a show which meets public expectations in time for the Observatory re-opening. The budget to be effective on July 1, 2004, currently moving through the review and adoption process, includes funding for both staff and contractual services to help with this effort.

At this juncture, training for the existing staff in producing high quality 3-D animation sequences will be of great assistance in expediting the creative work, in as much as the staff will be able to focus on the story board more than learning the "ins and outs" of manipulating the software programs. Another important task is the design and establishment of a hierarchy and identification system to store the various sequences, and generations of sequences, for later compilation into an actual show. With thousands of individual effects and many versions of effects, the decisions made at this early stage on how to classify, identify, and store the sequences and animations is vital to later construction of the planetarium show.

Mr. Andrew Hofman was referred to the Observatory by several experts in the specialized field of video special effects/computer generated animation. He has worked on over twenty films, also television shows, many with space effects, and consequently he has developed expertise in 3-D particle effects (texture, motion, lighting) directly relating to the type of sequences necessary for a space show. He has also guided development of custom database and import/export utilities, important experience to bring in the Observatory's design of a file hierarchy.

In the motion picture industry, experts with Mr. Hofman's credentials can earn \$65 to \$115 per hour. For this short engagement, the Department will pay the lower end, \$65 per hour, for a term of approximately ten weeks over a period not to exceed twelve weeks. Work will start on June 7, 2004; sufficient funds for the remainder of this fiscal year will be in the Administrative Resources MRP Account (Department 88, Fund 301, Account 001B), and for the next fiscal year, funds will be paid from Department 88, Fund 302, Contractual Services Account 304, Activity 7780.

Prepared by Linda Barth, Administrative Resources Division.

**LETTER OF AGREEMENT BETWEEN THE CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS AND ANDREW HOFMAN**

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2004, by and between the City of Los Angeles, acting through its Department of Recreation and Parks, and Andrew Hofman, an individual, to provide urgently needed training and assistance in development of the Griffith Observatory Planetarium Show.

**I. SCOPE OF SERVICES**

- A. Provide hands-on training in creation of 3-D visual effects on Observatory programming systems, including creation of useable animation sequences.
- B. Consult on and help to develop a file hierarchy for graphics animation files necessary to organize sequences and versions of sequences.
- C. Work at the Griffith Observatory Satellite during hours as scheduled and/or approved by the Observatory Programming Staff.

**II. TERMS OF PERFORMANCE**

- A. The term of this agreement shall be from June 7, 2004 through September 3, 2004.
- B. Mandatory City Requirements – The attached STANDARD PROVISIONS FOR CITY CONTRACTS (REV. 10/03) describe mandatory City terms and conditions with which you must comply in entering this agreement with the City. Several provisions require proof of compliance through completion of required documents, to be returned with this agreement. The STANDARD PROVISIONS are incorporated herein by reference.
- C. CONTRACTOR shall provide all personnel, materials, and equipment in the performance of SCOPE OF SERVICES, and shall bear all costs for necessary permits, insurance, and measures in compliance with the agreement.

**III. COMPENSATION AND SCHEDULE OF PAYMENT**

- A. CITY shall pay CONTRACTOR, for services rendered under this contract, an amount not to exceed \$25,000. CONTRACTOR shall bill at a rate of \$65 per hour.

B. CONTRACTOR may submit invoices to:

Mr. John Mosley  
Griffith Observatory – Programming  
Griffith Observatory Satellite  
4800 Western Heritage Way  
Los Angeles, CA 90027

Invoices must detail the dates and hours worked, and services performed, and otherwise conform to the City's Personal Service Invoicing Policy (attachment B).

IV. TERMINATION FOR CITY'S CONVENIENCE

Termination for any reason outside of EXCUSABLE DELAYS (Standard Provision PSC-7) shall be by a signed notice from the City. Such notice is immediate upon receipt by the vendor.

V. INCORPORATION OF EXHIBITS

This contract and exhibits represent the entire integrated agreement of the parties and supersedes all prior written or oral representations, discussions, and agreements. The following documents are incorporated and made a part hereof by reference:

- Exhibits A. The Standard Provisions for the City Personal Services Contract (Rev. 10/03)
- B. Personal Service Contracts Invoicing Policy (Controller, 12/12/2003)

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JON KIRK MUKRI  
General Manager  
Department of Recreation and Parks  
City of Los Angeles

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ANDREW HOFMAN  
424 S. Glenwood Place  
Burbank, CA 91506