

REPORT OF GENERAL MANAGER

APPROVED

NO. 06-62

DATE March 15, 2006

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BOARD OF RECREATION
AND PARK COMMISSIONERS

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SUBJECT: ENCINO-BALBOA GOLF COURSE (SEPULVEDA GOLF COMPLEX) -
CORRECTION TO THE APPROVED CONTRACT FOR THE OPERATION
OF THE FOOD SERVICE CONCESSION TO INCLUDE THE FIVE-YEAR
EXTENSION CLAUSE

J. Combs _____	H. Fujita _____
B. Jensen _____	S. Huntley _____
*F. Mok <u>FM</u> _____	J. Kolb _____
K. Regan _____	M. Shull _____

Robert Jensen (for)
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the correction to the five-year concession agreement, on file in the Board Office for the operation of the Food Service Concession at the Encino-Balboa Golf Course (Sepulveda Golf Complex) Food Service Concession, to include the five-year extension clause approved by the Board in the original Request for Proposals but omitted from the draft agreement; and,
2. Direct the Board Secretary to transmit the corrected agreement concurrently to the Mayor, the United States Army , Corps of Engineers, and to the City Attorney for review as to form; and,
3. Authorize the Board President and Secretary to execute the corrected agreement upon receipt of necessary approvals.

SUMMARY:

On April 7, 2004, the Board approved the release of a Request for Proposals (RFP) for a new five-year agreement to operate the Sepulveda Golf Complex Food Service Concession. (Board Report No. 04-86). The approved term in the RFP was for five (5) years with a five-year extension option, at the sole discretion of the City. On February 15, 2005, the Board approved the award of this Concession agreement to Monterey Concession Group Inc. (Board Report No. 05-33).

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Upon review of the proposed agreement by the City Administrative Officer, it was discovered that there was a clerical omission of the five (5) year extension clause from the Board report seeking approval and from the draft agreement. Although the Board has already approved the five (5) year extension option in the RFP, the City Attorney has advised that we take this additional step to document the Board's approval of the five (5) year extension option at the sole discretion of the City, and forward the corrected proposed agreement.

It is therefore recommended that the Board approve the correction the agreement to include the five year extension.

FISCAL IMPACT STATEMENT:

There is no fiscal impact as a result of this action in as much as it corrects a clerical error to conform to the original direction of the Board in the RFP.

Report prepared by Michael Honan, Senior Management Analyst I, Administrative Resources Division.