



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

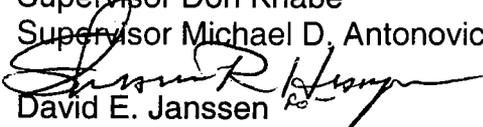
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Second District

ZEV YAROSLAVSKY  
Third District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

February 3, 2005

To: Supervisor Gloria Molina, Chair  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich  
From:   
David E. Janssen  
Chief Administrative Officer

**PARKS AND RECREATION BOARD LETTER TO AUTHORIZE A RETROACTIVE PAYMENT FOR SPECIALIZED LAWN BOWLING GREENS MAINTENANCE SERVICES (ITEM NO. 29, AGENDA OF FEBRUARY 8, 2005)**

The Department of Parks and Recreation (Parks) is requesting authorization for a retroactive payment to Haley/Caulkins Master Lawn Bowling Contractors for providing specialized landscaping and consultant services for the maintenance of the bowling greens at Arcadia Community Regional Park subsequent to the expiration of the initial term of this sole-source agreement. The retroactive payment totals \$66,129.

Although the agreement expired on August 31, 2003, the contractor continued to provide services up until November 2004 when Parks staff discovered that the first of two one-year options was not exercised as there was another agreement with the same contractor to replace the bowling greens. Therefore, the expired contract was not included in the Countywide Contract Monitoring System as a result of the confusion between the two agreements and Parks staff did not receive a copy of the executed contract. Parks is taking corrective actions to ensure that this does not occur in the future.

Haley/Caulkins has been paid \$62,767 thus far. Approval of this request will allow the Department to pay the outstanding balance of \$3,362. Although it is not our practice to recommend retroactive contracts, we are placing this item for your consideration on the February 8, 2005 Board Agenda as services have already been provided by the vendor.

Each Supervisor  
February 3, 2005  
Page 2

Parks is also requesting your Board to approve another sole-source agreement with the same contractor for the ongoing maintenance of the bowling greens.

If you have any questions, please contact Debbie Lizzari at (213) 974-6872.

DEJ:DL  
CD:yf

c: Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Parks and Recreation

Parks.and.Recreation.lawn.maintenance.bm