



COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION

*"Parks Make Life Better!"*

Norma E. García-González, Director

Alina Bokde, Chief Deputy Director

April 23, 2024

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

34 April 23, 2024

  
JEFF LEVINSON  
INTERIM EXECUTIVE OFFICER

Dear Supervisors:

**SOLE SOURCE AMENDMENT NUMBER ONE TO AGREEMENT NUMBER 77748  
FOR THE MANAGEMENT, OPERATION, AND MAINTENANCE OF  
ARCADIA TENNIS CENTER AT ARCADIA COMMUNITY REGIONAL PARK  
(SUPERVISORIAL DISTRICT 5) (3-VOTES)**

**SUBJECT**

Approval of the recommended actions will delegate authority to the Director of Parks and Recreation, or her designee, to execute sole source Amendment Number One to Agreement Number 77748 between the County of Los Angeles and iTennis, Inc. for the management, operation, and maintenance of Arcadia Tennis Center at Arcadia Community Regional Park.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the proposed approval of the amendment to Agreement Number 77748 for the management, operation, and maintenance of Arcadia Tennis Center is categorically exempt from the California Environmental Quality Act for the reasons stated in this Board Letter and in the record of the agreement amendment.
2. Delegate authority to the Director of Parks and Recreation, or her designee, to negotiate and execute a sole source amendment to Agreement Number 77748 with iTennis, Inc., upon approval as to form by County Counsel, to extend the term for an additional period of one year, with an additional month-to-month option term not to exceed 12 months for a maximum extension of 24 months and to add and/or change certain terms and conditions as required by your Board.
3. Authorize the Director of Parks and Recreation, or her designee, to execute future amendment(s) approved as to form by County Counsel to exercise the month-to-month extension option, suspend or terminate the contract, or assign the

Agreement, if deemed necessary, in accordance with the approved terms and condition of the Agreement.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The County of Los Angeles (County) Department of Parks and Recreation (Department) owns Arcadia Park Tennis Center (ATC), located at Arcadia Community Regional Park, which is managed, operated, and maintained by iTennis, Inc. (iTennis) through a Board of Supervisors (Board) approved operating agreement, Agreement Number 77748 (Agreement); which is set to expire on April 30, 2024.

Through this agreement, iTennis manages, operates, and maintains ATC and conducts recreational activities, including but not limited to scheduling the utilization of the tennis courts and pickleball courts; providing tennis and pickleball lessons; coordinating and hosting tennis and pickleball tournaments; conducting community outreach that includes discounted or free programs and/or clinics that are intended to grow the game of tennis and pickleball; and managing and maintaining the pro-shop.

The recommended sole source amendment with iTennis will extend the existing operating agreement for ATC. Your Board's approval will allow additional time for the Department to prepare a Request for Proposal (RFP) to award a single operating agreement for the operation and management of two County-owned tennis centers, namely ATC and La Mirada Tennis Center (LMTC). It will also provide additional time for the completion of the required repairs at LMTC prior to releasing the solicitation.

The Department also owns La Mirada Tennis Center (LMTC), which was managed, operated, and maintained until January 31, 2020 with a private operator. The LMTC has been operated in-house by the Department since February 1, 2020. Historically, LMTC was not successfully operated by the private sector as a standalone facility due to the low use by patrons, minimal revenue collected, high maintenance requirements and major repairs needed, making it unprofitable.

In order to ensure the successful operation of the LMTC by a private operator, the Department will bundle the LMTC with ATC, which has a higher utilization rate and is a more profitable tennis center, to solicit and award the management, operation, and maintenance of both centers under one agreement. However, due to the deferred maintenance, improvements, and other major repairs needed at the facility, the Department anticipates completing all upgrades by the end of 2024.

Approval of the recommended actions will allow the Department to accomplish the necessary upgrades and repairs to the LMTC and complete the solicitation process for a new bundle agreement for the operation of both tennis centers.

### **Implementation of Strategic Plan Goals**

The recommended actions uphold the County's Strategic Plan Goals to Improve Health Outcomes, by promoting comprehensive, inclusive, culturally-responsive competent care, healthy lifestyles, and the improvement of physical health outcomes (North Star 1.A.ii); Job Creation, by supporting initiatives, projects, and partnerships that generate employment opportunities (North Star 1.B.iii); Small Businesses, by investing and supporting small businesses as they serve as the economic engines of our communities (North Star 2.E.ii); Manage and Maximize County Assets, by maximizing the use of County assets, guide strategic investments (including real estate and space management) in ways that are fiscally responsible and align with the County's highest priority needs (North Star 3.G.ii).

### **FISCAL IMPACT/FINANCING**

In consideration of the recommended actions iTennis will continue to pay the applicable minimum monthly rent and/or percentage of the total gross receipts, whichever is higher, as established by the Agreement.

### **OPERATING BUDGET IMPACT**

The recommended actions will have no impact the Department's Operating Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Board is authorized by the provision of Government Code Section 25907 to lease County parks and recreation real property for the provision of services and property improvements that are consistent with public park and recreation purposes. The proposed amendment is consistent with said purposes. Approval of the recommended actions is consistent with said Government Code.

Pursuant to the Change Notices and Amendments section of the Agreement, the Agreement may be amended only by further written agreement between the parties. Any such modification shall not be effective unless and until executed by iTennis and in the case of County, until approved by the Board. The recommended action will allow the Director, or her designee, to negotiate and execute an amendment to the Agreement upon approval as to form by County Counsel, to extend the Agreement term and add and/or change certain terms and conditions as required by your Board.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed approval of the amendment to Agreement Number 77748 is categorically exempt from the California Environmental Quality Act (CEQA). The amendment, which will extend the term of the Agreement, are within a class of projects that have been determined not to have a significant effect on the environment in that they meet the criteria set forth in Section 15301 of the State CEQA Guidelines and Class 1(r) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The Amendment consists of operation and leasing of an existing facility with negligible or no expansion of existing or former use.

In addition, based on the proposed amendment records, they will comply with all applicable regulations. They are not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled pursuant to Government Code section 65962.5, or indications that they may cause a substantial adverse change in the significance of a historical resource that would make the exemption inapplicable.

Upon the Board's approval of the recommended actions, the Department will file a Notice of Exemption with the County Clerk in accordance with section 21152 of the California Public Resources Code.

## **CONTRACTING PROCESS**

The County Board of Supervisors is authorized by the provision of Government Code Section 25907 to lease County Park and recreation real property for the provision of services and property improvements consistent with public park and recreation purposes. On March 13, 2012, the County entered into Agreement Number 77748 with iTennis, Inc. for the management, operation, and maintenance of the Tennis Center; and pursuant to the Agreement, the term was extended to April 30, 2024.

To comply with Board Policy 5.100, Sole Source Contracts, the Department has prepared the attached Notification of Intent to Negotiate a Sole Source Agreement with iTennis, Inc. to notify the Board that the Department intends to enter into negotiations for a sole source extension agreement with iTennis, Inc.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this action will ensure continued services to the public by the operator of the ATC.

Honorable Board of Supervisors  
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**CONCLUSION**

It is requested that two adopted copies of the action taken by the Board be forwarded to the Department.

Should you have any questions please contact Ms. Brenda Tovar at (626) 588-5272 or via email at [btovar@lacounty.parks.gov](mailto:btovar@lacounty.parks.gov), or Mr. Ruben Lopez at (626) 588-5278 or via email at [rlopez@parks.lacounty.gov](mailto:rlopez@parks.lacounty.gov), or Ms. Johanna Hernandez at (626) 588-5370 or via email at [bjh@parks.lacounty.gov](mailto:bjh@parks.lacounty.gov).

Respectfully submitted,



Norma E. García-González  
Director

NEGG:AB:MR  
RL:BT:AA:rc

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors