

City of Costa Mesa
Administrative Services Department
Recreation Division

Costa Mesa Tennis Center

Evaluation Report Of Hank Lloyd's Orange County Tennis, Inc. Contractual Obligations
(As required under Section 28)

Demised Premises

	<u>Acceptable</u>	<u>Unacceptable</u>
Exclusive use for Tennis Center Operations (1.02)	X	
Acceptance of Premises (1.03)	X	
Completed CIP Projects outlined in 6.01-6.05 (1.04)	X	
Obtains prior approval for improvement projects (1.05)	X	
Comments:		

Pro Shop Operations

	<u>Acceptable</u>	<u>Unacceptable</u>
Pro Shop operational hours (3.01A)	X	
Tennis Shop Maintenance (3.01)	X	
Adequate inventory (3.01)	X	
Comments:		

Court Operations

	<u>Acceptable</u>	<u>Unacceptable</u>
Court operational hours (3.01 A)	X	
Court Usage (lessons, leagues, tournaments etc) (3.01 B)	X	
Facility rental and tournament rates (3.01 B)	X	
Use of NMUSD high school courts (3.01 C)	X	

Group/clinic lessons (3.01 D)

Children

X

Youth

X

Adults

X

Seniors

X

Group/Clinic lesson rates (3.01D)

X

Reservations and walk on play (3.01 E)

X

Rates consistent with other public facilities (3.01 E)

X

Rates posted appropriately (3.01E)

Additional Tennis Programs (singles/doubles events, ladder competitions, gender specific events, clinics/academies, special events) (3.01F)

X

Scholarship/fee assistance (3.01G)

Outreach, promotions, advertising (3.01 H)

Pro Shop Operations (3.01 I)

X

Satisfaction survey (3.01J)

X

Comments:

Use of NMUSD high school courts is available under JUA. Rates and fees have not been adjusted during the term of the agreement. HLOCT hosts several tournaments each year.

HLOCT has not presented City with a satisfaction survey.

Building & Equipment Maintenance

	<u>Acceptable</u>	<u>Unacceptable</u>
Improvements, alterations, additions are City approved (3.02A)	X	
Interior maintenance: Pro shop & Restroom (3.02A)	X	
Shrubbery surrounding Pro shop exterior (3.02A)	X	
Telephone & janitorial supplies furnished by lessee (3.02B)	X	
Repair/replacement of damaged furnishings/fixtures (3.02B)	X	
Annual cleaning of Pro shop carpets, drapes, etc (3.02B)	X	
Courtyard/patio cleaning, weekly court washings (3.02B)	X	
Net cleaning and replacement (3.02B)	X	
Court & light security, locks/keys, etc (3.02B)	X	

Comments:

HLOCT works closely with City on maintenance of Center and Center is maintained in very good condition. HLOCT is reviewing resurfacing the courts and replacing nets in the future.

Payment & Accounting

	<u>Acceptable</u>	<u>Unacceptable</u>
Proper Payment of monthly rental amount (4.01)	X	
Payments made on time (4.02)	X	
All sales transactions recorded by publicly displayed cash register that issues a sales receipt (5.01)	X	
City approved accounting methods & records (5.02 A - E)	X	
Allows for records inspection and/or audit (5.03)	X	
Furnish City with monthly gross receipts report along with monthly rent payment (5.05)	X	
Annual financial statement with profit, loss, and balance sheet (5.05)		

Comments:

City Treasury Division conducts annual audit of HLOCT.

Advertising & Promotional Material

Obtains prior City approval for ad/promo material (8.01)

Acceptable

Unacceptable

_____ X _____

Ensures City is listed in ad/promo material (8.02)

_____ X _____

Comments:

City is listed on specific advertising for Tennis Center. HLOCT must obtain prior approval from City on promotional material.

Security Deposit

Security Deposit in force (12.01)

Acceptable

Unacceptable

_____ X _____

Comments:

Insurance

Current and proper certificate(s) of insurance (14.01)

Acceptable

Unacceptable

_____ X _____

Comments:

City does not have a current certificate of insurance on file.

Non-Discrimination & Civil Rights Compliance

Employment records available for inspection (17.04)

Acceptable

Unacceptable

_____ X _____

Comments:

Contract Enforcement

Acceptable

ATTACHMENT 7
Unacceptable

City has Right of Entry on to premises (31.02)

X

Comments:

Evaluation Report Completed by:

Name

Title

Signature

Date

9 9 04