



TUESDAY, APRIL 11, 2017
MINUTES OF THE REGULAR MEETING OF THE
SAN PASCUAL STABLES SUBCOMMITTEE
OF THE CITY OF SOUTH PASADENA

CALL TO ORDER

A Regular Meeting of the San Pascual Stables Subcommittee was called to order by Committee Chair Rosen on Tuesday, April 11, 2017, at 6:35 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

1. ROLL CALL

Present: Committee Members Edward Corey and Daniel Kreinbring; and Vice-Chair Kay Findley.

Absent: Committee Member Steven Friedman; and Chair Ron Rosen.

Other Officials and Staff

Present: Mayor Pro Tem /City Council Liaison Richard D. Schneider, M.D., Community Services Director/Staff Liaison Sheila Pautsch, and Program Specialist/Recording Secretary Reyna Salazar-Martin.

Absent: Mayor /City Council Liaison Michael A. Cacciotti.

2. MINUTES FOR APPROVAL

MOTION BY COMMITTEE MEMBER COREY, SECOND BY COMMITTEE MEMBER KREINBRING, CARRIED 3-0, to approve the minutes of March 14, 2017 as amended, San Pascual Stables Subcommittee Regular Meeting.

3. PUBLIC COMMENT

None.

4. PRESENTATIONS

None.

ACTION AND/OR DISCUSSION ITEMS

5. CITY OF SOUTH PASADENA REQUEST FOR PROPOSAL – EQUESTRIAN BOARDING CONCESSION SAN PASCUAL STABLES

Community Services Director Pautsch stated now would be the time to discuss any changes to be made to finalize the Request for Proposal (RFP) for Equestrian Boarding Concession San Pascual Stables.

Committee Member Corey noted the following error on page 12 of the RFP, and respectively page 4 of the March 14, 2017 Minutes:

Original Term (3 Years)

8% of \$800,000 Gross Income	2% of \$800,000 Gross Income Paid to CIF	City 30% of \$64,000 Paid to CIF	Total Annual Fee Paid by Concessionaire	Net Annual Income to City Years 1 Thru 3	Total Generated for CIF Annually for Years 1 Thru 3
\$64,000	\$16,000	\$19,200	\$72,000 80,000	\$44,800	\$35,200

Vice-Chair Findley inquired if it is possible for an entity responding to the RFP to request to only utilize the residence and not the shed; opined it would be ideal to give the proposers the option to utilize the residence for the 24 hour caretaker and have the City place a padlock on the shed, therefore removing liability of the shed for the concessionaire.

In response to Vice-Chair Findley, Committee Member Corey noted the way the RFP reads now is that the concessionaire is responsible for all of the maintenance of the facility; stated that even if the concessionaire chooses not to utilize the shed, it would not make sense for the City to take back the shed and maintain it separately.

Committee Member Kreinbring concurred with Committee Member Corey, noting that if the maintenance of the shed was no longer the concessionaire’s responsibility, it would then become a liability for the City.

Ron Hagan, Senior Associate Consultant, Integrated Consulting Group, Inc. (ICG, Inc.), clarified “The selected concessionaire may choose to use the residence for their site manager, security person, or other associated use and will be responsible for the upkeep and maintenance of both historic structures per code requirements. The concessionaire may choose to not use the two historic structures in its operation and shall so state in their proposal. If the perspective concessionaire does not want to use the historic house and shed for its managers’ or other persons’ residence, then the concessionaire will provide a representative of the concessionaire on the premises 24/7” (pages 7-8 of the RFP); noted that removing that option would limit the number of proposals submitted.

Committee Member Corey disagreed with the notion that the proposer could bid on the operation of the facility, but not the maintenance.

Committee Member Kreinbring expressed concern that if the facility is not maintained by the concessionaire, it could become a nuisance for the City.

In response to Mayor Pro Tem Schneider, Community Services Director Pautsch indicated that the RFP does in fact require City Council approval before it can be released for proposals.

Committee Member Kreinbring responded to Vice-Chair Findley's notion; opined he does not see this as an either-or proposition as the proposer has the option to choose to submit a proposal and not actively use the facilities; urged that the maintenance of the building and structures around it should still be the concessionaire's responsibility, rather than burdening the City by carving out parts of the facility.

Committee Member Corey concurred with Committee Member Kreinbring, stating verbiage needs to be included in the RFP addressing this matter.

Consultant Hagan noted verbiage would be added to specify that the selected concessionaire will be responsible for the upkeep and maintenance of the two historic structures, whether they choose to utilize or forego use of the structures.

Since Committee Member Friedman could not be present for tonight's meeting, Community Services Director Pautsch shared his suggested changes for the Committee's consideration:

- Page 8 of the RFP – “No improvements, additions, or changes to the exterior of either any such historic structure may be made without express written permission of the City. Any such action without ~~the express written permission of the City~~ such compliance pursuant to the Cultural Heritage Ordinance shall be deemed a violation of the terms and conditions of the lease agreement and the concessionaire shall be placed in default of the agreement.”

Discussion ensued relative to the importance of keeping the verbiage requiring “the express written permission of the City.”

Committee Member Kreinbring opined that changing the verbiage to only meet the requirements of the Cultural Heritage Ordinance could place the City at risk.

Mayor Pro Tem Schneider reiterated that before the appearance of a historic property is changed or demolished, the City must be made aware, and a Certificate of Appropriateness must be obtained from the Cultural Heritage Commission.

Consultant Hagan noted the verbiage “without the express written permission of the City” could be left in place, while also including Committee Member Friedman's suggested verbiage; advised verbiage as such can be added “First, you must obtain the express written permission of the City, and then proceed to the Cultural Heritage Commission for approval.”

Committee Member Corey asserted that it should apply to any and all ordinances, not singling out one department or commission as there could be a building issue, historical issue, etc.

In response to Committee Member Corey, Consultant Hagan noted that those aforementioned items are already covered under another section requiring permits to be obtained for any improvements.

By consensus the Committee approved various changes to the RFP.

Consultant Hagan provided an overview of the RFP Timeline, which can be found on page 4.

Vice-Chair Findley opened the Public Comment period.

Sandra Bendon, Pasadena resident, opined the San Pascual Stables' quality of training, management, and care of the facility is far superior to other facilities her granddaughter has attended.

Jacqueline Nguyen, South Pasadena resident, emphasized her daughter's love for the San Pascual Stables as it is her home away from home, and the trainers and fellow riders are like a second family to her; praised the trainers and the entire team for setting appropriate expectations in how the riders conduct themselves, develop leadership skills, and support other riders.

Jeff Flashman, Eagle Rock resident, spoke highly of the San Pascual Stables, appreciates that the safety of the riders and animals are put first and foremost.

There being no others desiring to speak on this item, the Public Comment period was closed.

MOTION BY COMMITTEE MEMBER COREY, SECOND BY COMMITTEE MEMBER KREINBRING, CARRIED 3-0, to approve the RFP and attached agreement with recommended changes to submit to the City Council for consideration at the May 3, 2017 City Council Meeting.

COMMUNICATIONS

6. CITY COUNCIL LIAISONS REPORT

None.

7. COMMITTEE MEMBERS REPORT

None.

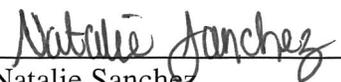
8. STAFF LIAISON REPORT

Community Services Director Pautsch expressed appreciation to the Committee for their diligence throughout this entire process.

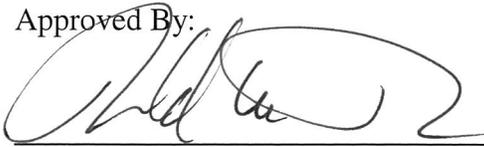
ADJOURNMENT

The Subcommittee adjourned at 7:17 p.m.

Respectfully Submitted:



Natalie Sanchez
Recording Secretary

Approved By:


Ron Rosen
San Pascual Stables Subcommittee Chair