



TUESDAY, MAY 10, 2016
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, May 10, 2016, at 6:36 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

1. ROLL CALL

Present: Committee Member Deborah Howell-Ardila, Committee Member Daniel Kreinbring, Vice-Chair Kay Findley, and Chair Ron Rosen.

Absent: None.

Other Officials and Staff

Present: Councilmember/City Council Liaison Richard D. Schneider, M.D., Mayor Pro Tem/City Council Liaison Michael A. Cacciotti*, Community Services Director/Staff Liaison Sheila Pautsch, and Management Assistant/Recording Secretary Natalie Sanchez.

* Mayor Pro Tem/City Council Liaison Cacciotti arrived at 7:02 p.m.

2. MINUTES FOR APPROVAL

MOTION BY VICE-CHAIR FINDLEY, SECOND BY COMMITTEE MEMBER KREINBRING, CARRIED 4-0, to approve the Minutes of the April 12, 2016 San Pascual Stables Subcommittee Regular Meeting, as amended.

3. PUBLIC PARTICIPATION

None.

4. PRESENTATIONS

None.

ACTION/DISCUSSION

5. CORBELL PARTNERSHIP 2015 GROSS BOARDING REVENUE AUDIT REPORT

Director Pautsch provided an overview of the audit report for Corbell Partnership's 2015 Gross Boarding Revenue; noted the boarding receipts amounted to \$597,121, feed reimbursement were \$45,114, bringing the total gross revenue to \$642,235.

In response to Councilmember Schneider's inquiry, Director Pautsch indicated that the City Council approved the appointment of a Member of the Finance Commission to the San Pascual Stables Subcommittee and that the appointment will be determined at the next Finance Commission Meeting.

6. SAN PASCUAL STABLES QUARTERLY REPORT FOR JANUARY TO MARCH 2016

Director Pautsch provided the Stables quarterly report for January to March 2016 for review.

Chair Rosen expressed concern that the riding school serves as a separate business entity for the Stables to profit from, which is also not reported in the audit. In response to Chair Rosen, Director Pautsch stated when the City leased the facility, it was only leased as a boarding stable with feed, anything outside of that (i.e. filming) will not be included in the audit.

11. REVIEW EQUESTRIAN CONSULTANT SCOPE OF SERVICES

Chair Rosen advised due to a Committee Member's need to leave early, the agenda was reordered and Action/Discussion Item No. 11 was discussed at this time.

Director Pautsch provided a draft of the Equestrian Consultant Scope of Services (Scope of Services), which included the Committee's revisions approved at the April 12, 2016 Regular Meeting.

During the course of discussion, Chair Rosen and Committee Member Kreinbring provided staff with recommended changes to the draft Scope of Services. By consensus, the Committee agreed with the proposed changes and directed staff to incorporate the revisions into the final Request for Proposals.

MOTION BY COMMITTEE MEMBER KREINBRING, SECOND BY VICE-CHAIR FINDLEY, CARRIED 4-0, to approve the draft Request for Proposals for Equestrian Consultant for the San Pascual Stables, as amended.

7. UPDATE ON THE SHED AT THE SAN PASCUAL STABLES

Director Pautsch displayed photos and provided an update on the status of the shed at the Stables. Councilmember Schneider requested staff provide a map of the shed in relation to the grounds.

Committee Member Howell-Ardila, who serves as the Cultural Heritage Commission representative, suggested the City hire an historical architect to evaluate all City-owned properties at the Stables; advised that the California Code of Regulations Section 15064.5 requires local agencies to determine the possible impacts to historic resources; pointed out that an historical architect could assist the Committee in deciphering what is a contributing historic resource on the grounds.

8. REVIEW OF AGREEMENT DEAL POINTS

Director Pautsch provided a list of deal points for the new agreement as discussed at the April 12, 2016 Subcommittee Meeting.

Following discussion, MOTION BY COMMITTEE MEMBER KREINBRING, SECOND BY CHAIR ROSEN, CARRIED 4-0, to revise the list of deal points to require a broader range of training types and experiences offered and to require all revenues generated, including gross and net income, be subject to audit review or open book policy.

9. DISCUSSION AND/OR DIRECTION REGARDING THE SUBCOMMITTEE TASKS

Director Pautsch reviewed the Subcommittee assigned tasks. Following review, the Committee agreed to remove Task No. 6 as the Committee previously recommended the hiring of a consultant with expertise in equestrian facilities.

MOTION BY COMMITTEE MEMBER KREINBRING, SECOND BY COMMITTEE MEMBER HOWELL-ARDILA, CARRIED 4-0, to agendize discussion of whether to recommend to the City Council that the San Pascual Stables property continue to be used exclusively as an equestrian center (Subcommittee Task Nos. 1 and 3) for the June 14, 2016 Subcommittee Meeting.

10. CORBELL PARTNERSHIP LETTER REQUESTING EXTENSION OF LEASE

Director Pautsch provided a letter from Renato Corzo, General Partner, Corbell Partnership, requesting an extension of lease for the San Pascual Stables.

By consensus, it was decided to receive and file the letter at this time.

COMMUNICATIONS

12. CITY COUNCIL LIAISON REPORT

Councilmember Schneider noted that at the May 4, 2016 City Council Meeting, Mayor Mahmud requested a status report from the Arroyo Seco Golf Course Subcommittee, Renewable Energy Council, and San Pascual Stables Subcommittee; Director Pautsch noted a staff report comprised of all three Committees will be provided to the City Council at an upcoming City Council Meeting.

13. COMMITTEE REPORTS

None.

14. STAFF LIAISON REPORT

None.

ADJOURNMENT

The Subcommittee adjourned at 7:30 p.m.

Respectfully Submitted:



Natalie Sanchez
Recording Secretary

Approved By:


Ron Rosen
San Pascual Stables Subcommittee Chair