

COMMITTEE MEMBERS  
Carlyn S. Obringer, Chair  
Timothy A. McGallian, Committee Member

Civic Center  
1950 Parkside Drive  
Concord, CA 94519  
www.cityofconcord.org



**ANNOTATED  
AGENDA  
Special Meeting of the  
Recreation, Cultural  
Affairs & Community  
Services Committee**

Tuesday, July 25, 2017

9:00 a.m.

City Manager  
Conference Room,  
Wing A  
1950 Parkside Drive

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**AGENDIZED ITEMS** – The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes.

1. **ROLL CALL:** All present

**STAFF PRESENT:** Kathleen Tropa, Assistant City Manager; Justin Ezell, Director of Public Works; Steve Voorhies, Director of Parks and Recreation

2. **PUBLIC COMMENT PERIOD:** No speakers present.

3. **REPORTS**

a. **Considering** – a term extension with the Contra Costa Horsemen’s Association for the lease of two parcels of real property located on Grant Street, where the Don Fernando Pacheco Adobe is situated. **Report by Justin Ezell, Director of Public Works.**

**ACTION:** Director Ezell provided a staff report, followed by an overview of the Horsemen Association’s business plan and operating budget delivered by sitting President Paula Estrada and Treasurer Mindy Rourke.

After a period of questions and answers, The Committee is recommending the

following direction to Council:

1. Proceed with a month-to-month lease with the Horsemen's Association;
2. Begin drafting more current lease terms for consideration by the Committee; and
3. Investigate potential funding sources that could be used to address immediate needs of the property.

The Committee provided the Horsemen's Association with the following direction:

1. Provide City staff with specifications for the arena foundation; and
2. Continue to raise funding for a potential partnership with the City to improve arena conditions.

**4. ADJOURNMENT 9:45 am**

**ADA NOTICE AND HEARING IMPAIRED PROVISIONS**

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Distribution: City Council  
Valerie Barone, City Manager  
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Joelle Fockler, City Clerk

*Benchmark copy*

*RCA'SCS mtg  
7/25/17*

**Contra Costa County Horseman's Association**

**Business Plan 2018**

**Mission Statement:** We will strive to continue to preserve horse back riding , the love of horses and agriculture in contra costa county

**Officers:** President - Paula Estarada, Vice President - Jill Hernandez, Treasurer - Mindy Rourke, Secretary - Gina Marsden-Luttrell

**Board Members:** Heather Smith, Cody Berry, Steven Marsden, Shawn Rourke, Emily Bergen, Ryan Taylor, Gary Luttrell.

**Membership Count:** 102

**Strengths / Opportunities:**

1. Horse shows offered to all general public, emphasizing in California State Horseman's Association Region 5. Allowing all members to help qualify to get to State Finals.
2. Ground Maintenance for the Don Fernando Pacheco Adobe, keeping the historical landmark open for tours to the public every Friday from 9am – 5pm.
3. To provide the public with history and knowledge of horsemanship and agriculture within Contra Costa County.

**Risks / Weaknesses:**

1. Having enough funds to properly maintain the building and property maintenance for the historical landmark The Don Fernando Pacheco Adobe to our high standards.
2. Not having the proper finances and equipment to properly maintain the horse arena footing the high standards of the horseback riders of Contra Costa County.
3. Having the available resources to ensure the safety of not only the Caretakers but all members when accessing the property. I.e. keeping out vagrants, homeless, drug dealers etc.

**2018 Goals:**

1. Make proper upgrades to the arena. Bringing in more participants throughout the County and State. Bringing the participation back up to where the club was in its peak when it was standing room only.
2. Paint and Refurbish Adobe, Fences and all outside structures.
3. Create more fundraisers and community awareness for not only CCCHA but the Don Fernando Pacheco Adobe and its history.
4. To raise the attendance of our horse shows to a higher level. Hopefully this can be achieved with proper upgrades to the arena. With the amount of horses in Contra Costa County with the right footing in our arena we could easily triple our attendance at horse shows.

**2018 Action Plan:**

1. Chili Cook Off
2. Dinner/Dance
3. Silent Auction
4. Spagetti Feed
5. Horse Shows & Clinics: English/Western, Gymkhana, 4-H, Weeknight Barrel Races
6. Community Outreach: Fall Festivals, Clinics, School Field Trips, Historical Days.

## Horseman's Association Budget Summary 2018

<b>Revenue</b>	<b>17,790</b>
<i>Horse Shows: Fees</i>	9,000
<i>Horse Shows: Snack Bar</i>	500
<i>Community Events</i>	2,000
<i>Facility Rentals</i>	4,400
<i>Membership Dues</i>	1,890
<i>Other</i>	-

This is based upon current public interest.

<b>Expenses</b>	<b>21,644</b>
<i>Utilities</i>	5,031
<i>Insurance</i>	1,793
<i>Arena Maintenance</i>	3,500
<i>Arena Donatedc</i>	(3,500)
<i>Adobe Maintenance</i>	6,350
<i>Caretaker Residence</i>	18,400
<i>Caretakers</i>	(19,400)
<i>Grounds Maintenance</i>	2,700
<i>Community Events</i>	5,491
<i>Property Taxes</i>	679
<i>Bar Taxes &amp; License</i>	600

Not on exp page / personal funds?

Not on exp page / personal funds?

2016 Property Taxes

Approx. \$340 for Bar license and yearly taxes for 2016

<b>Net Revenue / (Loss)</b>	<b><u><u>(3,854)</u></u></b>
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Horseman's Association Budget 2018

Auto Sums

COMMENTS

REVENUE DETAIL	Enter \$	\$	9,000	COMMENTS
<b>Horse Shows: Fees</b>				
Gymkhana Entry Fees Per Show	4,500			Information based on approximately 50 riders attending each event.
English/Western Entry Per Show	4,500			Approximately 3 Horse shows per discipline per year.
<b>Horse Shows: Snack Bar</b>		\$	500	With a high attendance show after expenses for food. We can profit up to \$500
Profit after expenses per show	500			
<b>Community Events</b>		\$	2,000	
Chili Cook Off	1,200			Our chili cook offs have averaged a profit of \$1200 depending on attendance.
Spaghetti Feed	800			
<b>Facility Rentals</b>		\$	4,400	
\$400 per Rental Fee	4,000			Based off having an average of 10 Rentals within a Calander Year
Bar Profits from Rental	400			Averaged over 2016 Bar Records.
<b>Membership Dues</b>		\$	1,890	27 Single Memberships(\$30 per individual), 24 Family Units (\$45 per unit) & 10 Lifetime Members (no charge)
Other		\$	-	

17,790

OK

2018 Horseman's Association Budget

Auto Sums

\$ 44,544

EXPENSES DETAIL

Utilities	Enter \$	\$	5,031
Gas(Propane)	2,500		
Water	-		
Electric	2,400		
Cable/Internet	131		
			Club Pays \$200 per month. Caretakers Pay any additional. Average PGE Bill \$480 per Month.
<b>Insurance</b>	<b>1,793</b>	<b>\$</b>	<b>1,793</b> Premium for The Year
<b>Arena Maintenance</b>		<b>\$</b>	<b>3,500</b>
Diskar/Tractor	3,000		Depending on Weather
Weed Spraying	500		Members Spend Approximately 56 hours per year getting the arena ready for shows.
<b>Adobe Maintenance</b>		<b>\$</b>	<b>6,350</b>
Cleaning Supplies	3,600		Depending on Usage.
Bathroom Toiletries	600		
Vacuum	150		
Misc Building Repair Budget	2,000		Installation Donated.
<b>Caretaker Residence</b>		<b>\$</b>	<b>18,400</b>
PGE	4,200		Caretakers Pay for All these expenses out of their own pocket. They also spend approximately 36 hours a week on property maintenance.
Housing Repairs:	6,000		Caretakers keep the building open every Friday providing tours when given the opportunity. As well as bartend and host all rentals, meetings and horse shows that happen on the property.
Gas for Weed Wackers, Lawn Mowers Etc.	1,200		
Weed Control For Property	2,000		
Tools, Lawn Mowers, Weed Wackers, Chainsaws etc	5,000		

Grounds Maintenance \$ 2,700

Lawn Mowers 300  
 Weed Control 2,400

Currently all tools and equipment on property is personal property of the caretakers.  
 Per year

Community Events \$ 5,491

Chili Cook Off 400  
 Spaghetti Feed 150  
 Gymkhana Horse Show Judge 450  
 English/Western Horse Show Judge 1,350  
 High Point Awards for Both Disciplines 1,200  
 Gymkhana State Fees 300  
 Gymkhana Region Fees 156  
 English/Western Drug Fees 525  
 Horse Show Ribbons 960

Other \$ 1,279

Property taxes 679  
 Bar taxes & license 600

44,544  
 OK