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**DEPARTMENT OF PARKS  
AND COMMUNITY SERVICES**

**CITY OF SACRAMENTO**  
CALIFORNIA

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METROPOLITAN ARTS  
SACRAMENTO ZOO  
PARKS AND RECREATION  
• NORTH  
• SOUTH  
• CITY-WIDE

August 24, 1990

Transportation and Community Development/  
Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

**SUBJECT: Sacramento Horseman's Association Lease - Authorization to Negotiate Lease**

**SUMMARY**

This report provides information relating to the previous lease agreement with the Sacramento Horsemen's Association and requests authorization to negotiate a new lease.

**BACKGROUND INFORMATION**

Historically, the Department of Parks and Community Services has been able to expand the range and types of services offered to the community by allowing non-profit groups, which specialize in a particular interest, to operate city owned facilities. The non-profit groups pay a nominal rent for use of the facility and in return they maintain the facilities and provide services and activities for community enjoyment. Because of their non-profit status and the almost total volunteer operation of the facilities, these groups can provide services at a significantly lower cost than the City. Examples of facilities operated by non-profit groups include the Sacramento Garden and Arts Center at McKinley Park and the Sacramento Trapshoot at Del Paso Park.

The Sacramento Horsemen's Association (SHA) is a non-profit civic/social organization with a membership of approximately 250 members. SHA has leased the 8.83-acre site at Del Paso Regional Park since 1959 (Exhibit A). The site consists of a 26-stall horse barn, a clubhouse/banquet facility and 3 horse arenas. The leased area also includes a snack bar building, a small meeting room and parking lots. SHA has occupied, maintained and operated the facility for the purpose of furnishing horse related recreational activities, programs and events. In addition to sponsoring horse shows, schooling shows, and trail rides, SHA offers its arenas and banquet hall for rental for special events and instructional purposes. The leased site is also home to the nationally-known Sacramento Sheriffs Posse which has participated at three presidential inaugurations and numerous other parades throughout California.

The key study recommendations include:

- a) Hire a full-time facility manager to manage daily activities of facility
- b) Change the name of the facility to distinguish from the organization
- c) Develop a promotional brochure for the facility
- d) Implement services/events that draw interest in the facility from a broader range of the community
- e) Adjust prices to reflect current market rate

The study also examined the feasibility of privatizing the equestrian operation under a concession agreement. This was not part of the final recommendations due to the difficulty in obtaining qualified operators and the high price structure associated with higher operating cost. It is the opinion of staff that given SHA's long history of service and dedication on the city-owned facility that they are willing to implement the changes necessary to remain stewards of the site. Attached is a letter from the president of SHA confirming their commitment to greater service to the community.

Staff has involved SHA members in all phases of the evaluation process; from the selection of the consultant to providing the primary source of information for the study. Additionally, staff has met with the board of SHA on two occasions to discuss, examine and develop a joint strategy for better meeting the goals and concerns of the City and the challenges SHA will face in the future.

As a result of the study and meetings with the SHA Board three key issues that will be addressed in the new lease are: 1) broader community access, 2) improved marketing/promotion, 3) capital improvement program. Additionally, the new lease will contain provisions requiring SHA to develop long range plans, have a City lease liaison to respond to City staff, and work with the environmental community. Staff will report back with the final lease agreement for council approval.

#### FINANCIAL DATA

The current lease rate is \$450 per month. In addition, capital improvements are required at SHA's expense and must be completed by the end of the lease term. Given SHA's current financial status, staff will not ask for a rent increase during the first term, but rather a larger re-investment into the facility and its community outreach programs and events. The proposed lease with SHA is for a one year term with three one-year extensions based upon satisfactory performance.

#### POLICY CONSIDERATIONS

Chapter 12, Article 2, Section 12.39 (f) of the City code authorizes the City to negotiate the terms of a new lease without competitive bidding.

#### MBE/WBE EFFORTS

No impact.

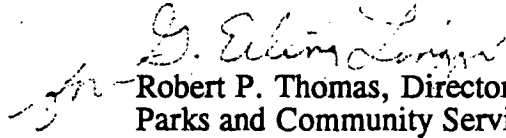


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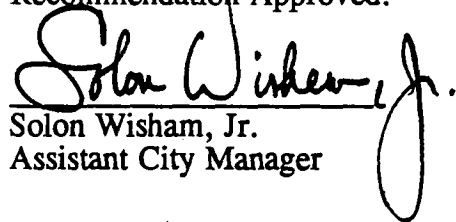
RECOMMENDATION

It is recommended that the City Council, by resolution, give notice of intent to negotiate a lease in accordance with City Code Section 12.39 (f).

Respectfully submitted,

  
Robert P. Thomas, Director  
Parks and Community Services

Recommendation Approved:

  
Solon Wisham, Jr.  
Assistant City Manager

Contact Person: Patti Gonzales, Administrative Services Officer, 449-5375

September 4, 1990  
All Districts

**RESOLUTION NO.**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**RESOLUTION AUTHORIZING THE DEPARTMENT OF PARKS AND  
AND COMMUNITY SERVICES TO NEGOTIATE  
A LEASE WITH THE SACRAMENTO HORSEMANS'S ASSOCIATION**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:**

That the Department of Parks and Community Services is authorized to negotiate a lease with the Sacramento Horseman's Association, in accordance with City Code Section 12.39 (f).

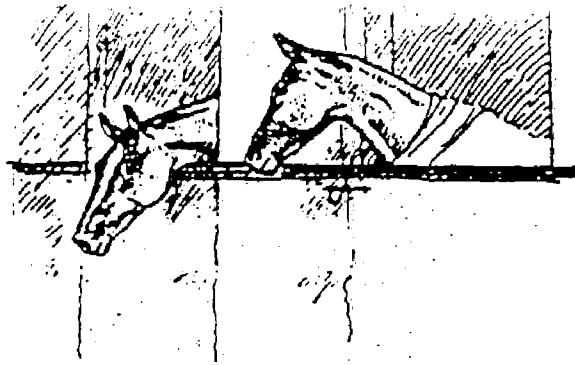
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**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

SACRAMENTO  
HORSEMEN'S  
ASSOCIATION



3200 LONGVIEW, DRIVE NORTH HIGHLANDS, CA 95660

August 20, 1990

Robert P. Thomas, Director  
Dept. of Parks and Community Services  
City of Sacramento  
1231 I Street, Suite 400  
Sacramento, CA 95814-2977

Dear Mr. Thomas

As President of the Sacramento Horsemen's Association, I would like to express our sincere appreciation for the personal courtesy extended by your staff toward our organization. The joint meetings with Patti Gonzales and Michelle Nelson clarified problem areas we have experienced in the past, and provided us with a better perspective on the City's goals for the effective utilization of the Del Paso Park Equestrian Facility.

From that perspective, S.H.A. is submitting the following proposal to confirm that while our past operation of the facility has been acceptable, our new policy for the 90's is one that emphasizes service to the horse-owning, as well as the non-horse-owning residents of the City of Sacramento.

It is our hope that this proposal will be perceived by the City of Sacramento as an affirmation of our sincere dedication to continuation of a mutually-profitable partnership between the City of Sacramento and our organization.

BACKGROUND

Since its inception in 1938, the Sacramento Horsemen's Association has been the symbol of dedicated horsemanship in the Sacramento community. As such, S.H.A. has provided hundreds of programs for youth, adult, and disabled equestrians. S.H.A. has also served as an ambassador of the Sacramento community by its participation in countless fairs and parades -- including the last three presidential inaugurations, as well as a number of appearances in the Pasadena Tournament of Roses. Our organization enjoys an excellent reputation not only for the quality of our programs, but also for the condition of our facility. (See Attachment #1)

Just as the Sacramento Symphony, the Sacramento Zoo, and KVIE-TV enjoy sponsorship from the greater Sacramento community, S.H.A. has gained support throughout the community. Our current membership roster includes individuals from all of the Sacramento community, as well as membership from neighboring counties. During the last 52 years, the selfless efforts by all S.H.A. volunteers -- lifelong community residents (including City residents) -- newcomers, and our country cousins, all have helped to preserve Sacramento's impressive identity as an equestrian community, with the S.H.A. facility at Del Paso Park as the hub of this identity.

#### PROPOSAL

- 1) Education and Charitable Programs: Direct benefit to City residents.
  - a) S.H.A. will coordinate a series of programs which will be tailored for community school children, and can be offered either as an after-school activity, or as a field-trip.
  - b) A similar series of programs will be offered to special-care facility residents such as senior citizens, or disabled children.
  - c) Programs will be tailored to the specific group interest, but will generally be patterned along the lines of the popular Cavalcade of Horses demonstrations at the California State Fair.
  - d) Nominal cost.
- 2) Service to community horsemen: direct benefit to community horsemen including individuals who do not currently own horses but are interested.
  - a) S.H.A. will host a series of horsemanship demonstrations.
  - b) S.H.A. will develop/provide a safety checklist for use before purchasing a horse or equipment.
  - c) S.H.A. will continue to offer a summer schooling-show series specifically tailored for inexperienced riders and/or green horses.
  - d) S.H.A. will continue to offer local equestrians 2 monthly opportunities to participate in trail rides: one on the trail adjacent to the Del Paso Park, and the second at a pre-determined location -- usually within a 2-hour drive of Sacramento. S.H.A. has hosted trail rides at Pt. Reyes, Silver Lake, and Euer Valley.
  - e) S.H.A. members participate in drill teams and parades by joining S.H.A. satellite organizations.

- 3) Environmental Task Force: In 1988, S.H.A. President John Brann served on an environmental task force dedicated to preserving the area known as "Arcade Creek." In the past 2 years, a very disturbing situation has developed in the Arcade Creek area.
- a) Unauthorized dumping: Unauthorized individuals have begun dumping trash in the Arcade Creek area. Old tires, raw garbage, and other discarded items can be found in abundance. S.H.A. recently participated with the City in fencing off an access area in a effort to curb this unauthorized use. As part of S.H.A.'s partnership with the City, we would like to participate in a trail preservation and maintenance unit. It is S.H.A.'s hope that through joint effort we will be able to protect and preserve this sensitive area.
  - b) Toxic Weed: The area around S.H.A. -- including the adjacent parking lot has suffered an abundance of Star Thistle. This non-native weed is potentially deadly to horses, and detracts from the park-like nature of the facility. S.H.A. would join with the City and the environmentalists in an eradication program. It is S.H.A.'s recommendation that the Star Thistle should be replaced with native grasses and oak seedlings as soon as possible.
- 4) Facility Management and Maintenance:
- a) S.H.A. proposes the continued management of the facility at minimal cost to the City taxpayer. S.H.A. is governed by a volunteer Board of Directors. Staffed by volunteers employing a standard tiered-management approach, S.H.A. has successfully operated the current equestrian facility for 31 years. Key volunteers spend a minimum of 10 hours per week supporting S.H.A. programs and activities. Other members spend an average of 10 hours a year in facility support. S.H.A. volunteers maintain the buildings and grounds without cost to the City utilizing volunteer labor and 2 on-site employees.
  - b) Facility expansion: S.H.A. agrees with the City that any major expansion of the facility would require statistically documented needs-assessment, as well as a favorable environmental impact analysis. S.H.A. is confident that the current facility is adequate to offer an excellent series of programs to City residents which will provide them with an opportunity to familiarize themselves with equestrian activities at nominal expense.
  - c) Insurance and Report Provisions: S.H.A. will continue to maintain appropriate insurance coverage and to comply with such reporting procedures as are required by the terms and conditions of the negotiated lease.

Robert P. Thomas  
August 20, 1990  
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5) Lease Liaison Committee:

In order to insure continuity within the Sacramento Horsemen's Association as it relates to lease compliance, S.H.A. will incorporate the following paragraph to Article X of the S.H.A. Bylaws:

ARTICLE X, Section 3: A special committee hereinafter called the City Lease Liaison Committee shall be established. The Chairman of the aforesated committee shall be selected at a joint meeting of the S.H.A. Board of Directors and the City Parks and Recreation representative during January of each calendar year.

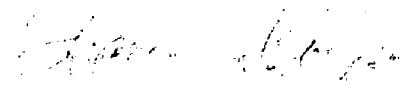
The City Lease Liaison Committee chairperson shall appoint at least two (2) S.H.A. members in good standing to serve on the committee. Their names and addresses shall be provided to the City Department of Parks and Recreation's representative no later than February 1 of the current year.

It shall be the sole responsibility of the City Lease Liaison Committee to advise the incoming President and the Board of Directors of the terms of the City lease, and to provide to the City on a timely basis proof of compliance as required.

CONCLUSION:

The Sacramento Horsemen's Association is looking forward to the opportunity of negotiating our new lease and to the continued stewardship of the site our organization has called home for 31 years.

Sincerely

  
Sharon V. Cooper, President  
Sacramento Horsemen's Association

Attachment 1

cc Patti Gonzales  
Michelle Nelson



Mrs. Suzanne Appegard  
801 Morse Ave.  
Sacramento, California 95825

Dear Mrs. Appegard:

I could not resist writing you this letter to personally compliment you on your fine management of the Sacramento Horsemens Assn. Show June 21st.

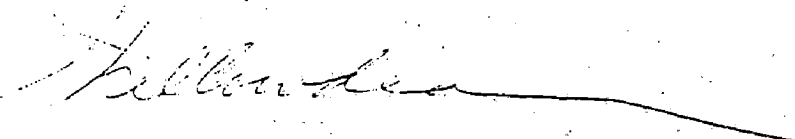
I also know that a good manager has to have a good crew working with her. Your volunteers were super. They were warm, friendly, and willing to do anything to make the show go right; to take care of exhibitors and especially the officials. Your chicken dinner was especially delightful.

The general show quality was excellent - well run with the exhibitors always your first consideration. The show grounds was obviously neat, clean and polished in every detail. I know that took a lot of personal commitment on the part of all members.

Again, thank you for having me as your AHSA Steward. You make my job a real pleasure.

I am recommending Mr. Robt. (Bob) VerSteeg to replace me next year. Bob and I work together to keep the rule according to AHSA. His phone is 415-837-6831

Sincerely,



Willowdean J. Brown