

North Park – Maintenance Assessment District Community Advisory Committee Minutes [DRAFT] November 13, 2012

Rob Steppke, Co-Chair, called the regular meeting of the North Park (NP) Maintenance Assessment District (MAD) Community Advisory Committee to order at 6:08 p.m. at the North Park Adult Activity Center, 2719 Howard Avenue, in San Diego, CA.

1. Roll Call

Present:

Co-Chair Rob Steppke, North Park Redevelopment Project Area Committee (PAC)
Secretary Beth Swersie, North Park Community Association (NPCA)
Steve Hon, North Park Historical Society (NPHS)
Laurie Coskey, Resident Homeowner (left 7:35 p.m.)
Kevin Clark, North Park Main Street (NPMS)
Kitty Callen, Altadena Neighborhood Association (ANA) (arrived 6:14 p.m.)

Absent:

Chair Lucky Morrison, North Park Planning Committee (NPPC)
Gary Weber, El Cajon Blvd Business Improvement Association (ECBBIA)
Karen Gross/Molly Kirkland, San Diego County Apartment Association (SDCAA)
Virginia Sherwood/Grant Merkel, Burlingame Neighborhood Association (BNA)

City Staff:

Andy Field & Cory Peterson, Parks and Recreation
Mike Rasmusson, Grounds Maintenance Manager

Guests:

Martin Chevalier, Donna Dow, Matt McMann

2. Chair's Report

[Due to the lack of a quorum at the beginning of the meeting, approval of minutes was postponed until a quorum was reached with Kitty's arrival.]

Rob noted that:

- documents were mistakenly sent as text, but were re-sent as pdfs
- it is likely that a December meeting will be necessary to complete review of budget information.

3. Non-agenda Public Comment

Martin & Donna had several comments:

- they like the solar lights and were concerned about the possibility of them being removed; Rob explained that the discussion had been tabled for various reasons as noted in previous minutes.
- Martin would like to see more lights installed and will oppose reballoting if this is not done.
- they asked about landscaping and maintenance for the cell tower proposed at Boundary & Meade. Rob explained that that is an issue for the Urban Design/Project Review Subcommittee of the NP Planning Committee, and that the MAD has not taken a position on its maintenance.

4. Approval of minutes – September 10th and October 8th meetings

September minutes: Steve/Rob, 4-0-2 (Callen, Coskey)

October minutes: Steve/Laurie, 4-0-2 (Clark, Callen)

5. Councilmember's report – Anthony Bernal

none

6. Clarification of resolution language regarding the PAC seat on the NP MAD board in the event PACs are officially dissolved. Info/Action

After discussion, the following language was agreed and voted upon: Beth/Steve, 6-0-0.

Resolved: In the event that the Redevelopment Project Area Committees (PACs) are dissolved by order of the City Attorney and the final Statement of Economic Interests forms 700 by PAC members are required by the City Clerk, then the current North Park Redevelopment PAC Resident Homeowner seat held by Rob Steppke on the MAD board shall transition to an at-large Resident Homeowner seat effective the date of dissolution by the City Attorney.

7. Report: Operational/Streetscape Maintenance – City Staff Info/Discussion

Staff reported on operational and maintenance issues. Copies of the Staff Report for November were distributed earlier by email and are attached to these minutes. In addition to the information on that report, there were the following discussions:

- Laurie asked if the Landscape Maintenance Contract specifies "living wage jobs", and if the employees had been notified. Andy said yes it does specify that, but that the contract had just been awarded within the week, so he would follow up on the notification question.

8. Review of Apportionment Methodology Section of Assessment Engineer's Report - Andy Field/City Staff

Andy offered the following information on the apportionment methodology (further details may be found in the [Assessment Engineer's Report](#), page 11):

- Apportionment may be done by several methods: linear feet of frontage, parcel acreage, building square footage, a hybrid of those three, or by land use.
- North Park's apportionment is by land use. A single-family dwelling is the basic unit at 100%, condominium units are 70%, apartment buildings are 70% for each unit.
- Land Use is based on trip generation. Trip generation includes one-way trips by foot, bicycle and vehicle, and is an average number (these are established for various land use categories by the City's Transportation Planning Section).
- For comparison purposes: Single Family: 10 trips, Condos/Apts: 7 trips, Commercial and industrial: 450 trips per day per acre.
- A Benefit Factor is included. This is based on the relationship of the land use to specific improvements. A discount is applied to parcels that are less likely to use specific improvements.
- Benefit Factors are Public Safety and Aesthetics. The range of the Public Safety Benefit Factor is 0.0 to 0.4; Aesthetics Benefit Factor range is 0.0 to 0.6. Composite Benefit Factor is the sum of these two.
- The EBU (Equivalent Benefit Unit) is determined by this equation:
$$EBUs = (\text{Acres or Units}) \times \text{Land Use Factor} \times \text{Benefit Factor}$$
- The Total Assessment = Total EBUs x Unit Assessment Rate
- Land use changes will result in rate changes. There are about 2000 changes per year in the City.

9. Discussion of Fiscal Year 2014 Budget - Andy Field/City Staff

- Andy reviewed staff's final draft (11/08/12) (attached) of the proposed budget for FY 2014 (July 2013 to June 2014)
- One correction was noted: the \$19,139.40 shown for Tree Trimming Services (Group 1, etc) in FY 2012, should have been for Tree Trimming Services - Palm Trimming.

- The 50/50 Sidewalk Reimbursement Program isn't widely used because City departments don't remember to mention it, it is not otherwise widely publicized, and the reimbursement to owners is relatively small compared to the cost of sidewalk replacement.
- The \$5500 for Decorative Trash Cans was the cost of 5 such cans. This is a negotiable item - the MAD may choose to purchase more or fewer of these.
- The \$5000 allotted to Switzer Canyon is obligated by the original Engineer's Report.
- Bike Corral maintenance is in the contract with Shoreline.
- Martin questioned the use of MAD funds for other than Lighting and Landscaping. Andy said that the number of lights is limited by the report.
- Discussion of the Budget Proposal will continue at the December 10th meeting.

10. New business for future agendas

- Analysis of Shoreline contract
- Proposed CPI increase

11. Adjournment at 7:51 pm.

******Next meeting: December 10, 2012.******



THE CITY OF SAN DIEGO
PARK AND RECREATION DEPARTMENT
NORTH PARK MAINTENANCE ASSESSMENT DISTRICT
NOVEMBER 2012 STAFF REPORT

Trees:

- Removals: none
- Trimming: none
- Vandalism: A Bradford pear on the corner of 30th St & North Park Way was illegally pruned.

North Park Main Street (University Ave, North Park Way, and 30th St):

- Uplifted concrete from tree roots removed and replaced w/decomposed granite at 3928 & 3980 30th St.
- Concrete sidewalk replaced by a private contractor in two sections on 3900 block 30th St (same block).
- Cleaning, graffiti removal, etc. continues as normal.

El Cajon Boulevard:

- Medians – Irrigation checks and repairs completed from Park Blvd to Texas St.
- Cleaning, graffiti removal, etc. continues as normal.

North Park Gateway/Boundary Street and Ann Mudge Project:

- General Maintenance-no issues

Budget and Contract Updates:

- Landscape Maintenance Contract:
 - Shoreline Landscape is now working on site as of November 1, 2012.
- Budget Process:
 - The Fiscal Year 2012 budget ended on June 30, 2012, and the new Fiscal Year 2013 began on July 1, 2012.
 - A preliminary review of estimated actual expenditures indicates that the North Park MAD's Fiscal Year 2012 budget came within expectations both for revenue and expense.
 - Staff will provide detailed accounting information as part of the annual budget presentation in November's meeting.

Solar Street Lights: All are working per our last inspection.

Capital Projects:

- **North Park Street Lighting (Final Phase)** – This project is with Engineering & Capital Projects. The construction schedule for the final 11 street lights is still pending.
- **North Park Main Street Sidewalk (30th & University)** - This project is in design with Engineering & Capital Projects.
- **Switzer Canyon/30th Street Bridge Enhancement** – This project is in design with Engineering & Capital Projects and will need additional, non-MAD funding to complete the project.

Respectfully submitted,

Mike Rasmusson
Grounds Maintenance Manager
(619) 685-1352
mrasmusson@sandiego.gov

Cory Peterson
District Manager
(619) 685-1356
petersonr@sandiego.gov

**Park and Recreation Department - Open Space Division
Maintenance Assessment Districts Program
Summary of Fiscal Year 2014 (07-01-13 to 06-30-14) Budget**

**FINAL DRAFT
11/08/12**

**North Park Maintenance Assessment District
Fund 200063**

	FY 2012	FY 2013	FY 2014
	Unaudited Actuals	Estimate	Proposed
<u>District Expenditures</u>			
Supplies			
Miscellaneous Supplies (Graffiti Remover, Drafting/Photo, Locks) (511013, 511032, 511087)	\$ 716.63	\$ 670.00	\$ 670.00
Steel Replacement Liners for Trash Containers (511029)	\$ -	\$ 400.00	\$ 400.00
50/50 Sidewalk Reimbursement Program (511091)	\$ -	\$ 1,000.00	\$ 1,000.00
Decorative Trash Cans (511137)	\$ 5,339.02	\$ 5,500.00	\$ 5,500.00
Contract Services			
Landscaping Services - Aztec (<i>Contract End Date: 08/14/2012</i>) Currently on interim services (512134, 516001)	\$ 134,537.67	\$ 185,063.00	\$ 213,905.00
Litter removal along 30th, University, NP Way - graffiti removal, cleaning - SD Urban Corps (512059D)	\$ 60,715.40	\$ 17,600.00 ⁽¹⁾	\$ -
Misc. Electrical Repair (North Park sign, Boulevard sign) - YESCO (512059F)	\$ 6,027.37	\$ 6,000.00	\$ 6,000.00
Solar Street Lights throughout MAD - YESCO (512059G)	\$ 2,718.19	\$ 4,000.00	\$ 4,000.00
Power Washing along 30th St and University Ave - San Diego Power Cleaning (512059K)	\$ 60,459.80	\$ 68,000.00	\$ 68,000.00
Decorative Tile Maintenance at 30th and University - Natures Element & Aztec (512059L)	\$ 3,879.00	\$ 5,000.00	\$ 5,000.00
Wash Decorative Utility Boxes on El Cajon Blvd. - CAM Services (512059M)	\$ 2,108.00	\$ 2,500.00	\$ 2,500.00
Tree Trimming Services (Group 1 & 2 & El Cajon Blvd. Median) (512197A)	\$ 19,139.40	\$ 10,000.00	\$ 10,000.00
Tree Trimming Services - Palm Trimming (Sector A,B,C,D,E) (512197B)	\$ -	\$ 10,000.00	\$ 10,000.00
City Services			
0.42 Full-Time Equivalent (FTE) Grounds Maintenance Manager/Contract Inspector	\$ 43,485.00	\$ 43,484.00	\$ 43,484.00
Charges from other City Departments (Arborist Opinions, Illegal Dumps, etc.) (512114)	\$ -	\$ 500.00	\$ 500.00
Special Districts Administration (516024A)	\$ 32,603.00	\$ 32,408.00	\$ 32,408.00
Vehicle Usage and Assignment (516024B)	\$ 2,916.00	\$ 3,111.00	\$ 3,204.00
Utilities			
Water / Storm Drain / Electrical (514100 - 514105)	\$ 38,881.11	\$ 43,226.00	\$ 47,396.00
Subtotal Operating Expenditures	\$ 413,525.59	\$ 438,462.00	\$ 453,967.00
Capital Improvements Program			
Switzer Canyon - Total Allocation to Date: \$65,000 (516027A) WBS S10054	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Colored Concrete Sidewalks at 30th & University - Total Allocation to Date: \$200,000 (516014) WBS S10040	\$ -	\$ -	\$ -
Total Capital Improvements Program	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
TOTAL EXPENDITURES	\$ 418,525.59	\$ 443,462.00	\$ 458,967.00
<u>District Revenues</u>			
Special Assessments (411XXX - 412XXX)	\$ 337,426.00	\$ 394,581.00	\$ 406,418.00
Interest Earnings (418001)	\$ 6,436.00	\$ 5,700.00	\$ 6,000.00
City Contributions ⁽²⁾			
Gas Tax Fund (424070)	\$ 17,951.00	\$ 17,951.00	\$ 17,951.00
TOTAL REVENUE	\$ 361,813.00	\$ 418,232.00	\$ 430,369.00
<u>District Reserves</u>			
Beginning Fund Balance	\$ 327,430.00	\$ 270,717.00	\$ 245,487.00
Change in Fund Balance	\$ (56,713.00)	\$ (25,230.00)	\$ (28,598.00)
Year End Operating Reserves	\$ 270,717.00	\$ 245,487.00	\$ 216,889.00
<u>Target Reserves</u>			
Minimum Reserve: 10% of Operating Budget	\$ 41,853.00	\$ 44,346.00	\$ 45,897.00
Maximum Reserve: Six Months Operating Budget	\$ 209,263.00	\$ 221,731.00	\$ 229,484.00

<i>Change</i>	<i>No Change</i>	<i>Max. Auth. + CPI</i>	<i>3% Est. CPI Increase</i>
Assessment Rate	\$18.70	\$22.10	\$22.76
Equivalent Benefit Units	17,854.24	17,854.34	17,854.34
<i>Change</i>	<i>1.24% CPI Increase</i>	<i>2.71% CPI Increase</i>	<i>3% Est. CPI Increase</i>
Maximum Authorized Assessment	\$21.52	\$22.10	\$22.76

⁽¹⁾ Litter and graffiti removal services along 30th St., University Ave., and North Park Way will be done under extra labor on the new landscape contract.

⁽²⁾ City contributions in Fiscal Year 2014 are subject to change pending approval of new rate per square foot/acreage.