

# North Park – Maintenance Assessment District Community Advisory Committee Minutes

[DRAFT see next month's minutes for corrections, if any.]

## January 13, 2014

Rob Steppke, Chair, called the regular meeting of the North Park (NP) Maintenance Assessment District (MAD) Community Advisory Committee to order at 6:01 p.m. at the North Park Adult Activity Center, 2719 Howard Avenue, in San Diego, CA.

### 1. Roll Call

#### Present:

Chair Rob Steppke, North Park Redevelopment Project Area Committee (PAC)  
Secretary Beth Swersie, Resident Homeowner  
Peter Hill, North Park Planning Committee (NPPC)  
Jody Surowiec, North Park Historical Society (NPHS)  
Sean Karafin, North Park Community Association (NPCA)  
Virginia Sherwood, Burlingame Neighborhood Association (BNA)  
Kevin Clark, North Park Main Street (NPMS) - arrived 6:02  
Beryl Forman, El Cajon Blvd Business Improvement Association (ECBBIA) - arrived 6:05  
Karen Gross/~~Chris Clark~~, SD County Apartment Association (SDCAA) - arrived 6:10  
Kitty Callen, Altadena Neighborhood Association (ANA) - arrived 6:25

#### City Staff:

Cory Peterson, Parks and Recreation  
Mike Rasmusson, Grounds Maintenance Manager  
Paul Sirois, Assistant Deputy Director, Parks and Recreation  
Adrian Granda, CD3 Representative - arrived 6:10

### 2. Approval of minutes – December 9th meeting

Approved 5-0-2.

### 3. Chair's Report - none

### 4. Non-agenda Public Comment - none

### 5. Councilmember's report – Adrian was late so this report was made after Item 7.

State of the City address will be on 1/15.  
\$120million deferred capital projects bond, includes street repaving, to be considered on 1/14.  
Construction work on Cabrillo Bridge to be completed by 4/30.  
Beryl asked about the Civic Innovation Lab - no info yet.

### 6. Update on Switzer Canyon

Ginny reported that she got info from Robin Taylor, regarding an email from Roger Lewis, indicating that they were close to submitting the project to the City's Right-of-Way Design department.  
Paul said that Amy Mills of Engineering & Capital Projects sent a Pre-Design Report (see attached). The project has been reduced to a median project.  
Robin is withdrawing from participation; Ginny or another community member will take her place.  
More info will be presented at the February or March NPMAD meeting.

### 7. Update on NPMS PBID efforts

Kevin reported that a feasibility study is being done by Civitas (Sacramento).  
It will cover trash, cleaning, median and small capital improvements in the "commercial area", above and beyond what is done by the NPMAD. This PBID effort has received no funding from the NPMAD.  
The "commercial area" has not yet been clearly defined. A preliminary map will be prepared by the steering committee for discussion with the Assessment Engineer and should be finalized by March. It will include between 300 and 500 parcels. No assessment process has been determined yet.  
If the petition is successful, the PBID will go to ballot in July 2014.

## **8. Continued discussion FY2015 Budget**

### 1) Cory reported

- that vehicle usage FY15 amount is up \$700 based on what the Equipment Department charges
- \$10K has been earmarked for a future reballoting
- there is a \$5K/year budget amount/limit for Switzer Canyon
- the utilities estimate was confirmed as up \$10K
- reserves were reduced by increasing certain expenditures (e.g. reballoting)
- he will be working on only NP and ECB MADs (vs. the 5 he now works) so his NP percentage increases

### 2) Peter asked

- if the median enhancement amount that was moved from 15 to 14 can be spent by the end of 14 - confirmed.
- about the sufficiency of \$10K for the reballoting - it was clarified that it is a start/earmark, and if we decide to reballoting before that amount is increased, we can pull it from reserves.

### 3) Beryl asked if there is room in the budget for landscaping for the Bus Rapid Transit project. Cory explained that there are 4 stops in NP, and that trees will be put in only if the NPMAD agrees to maintain them. That request hasn't come to the NPMAD yet.

### 4) Beth asked why the Special Districts Administration amount increased since last month's draft budget, since we were told that it had been determined by the city's analyst. Cory will check. Rob will send an email request for this information.

### 5) Rob asked

- about the recycling program cost - it costs more to separate when recycled items are commingled.
- about the decrease in gas tax funds - Paul said it's a conservative estimate. Rob asked for more explanation.

### 6) Kitty asked about the cost for "arborist opinion" - this is incurred when a tree is hit and an appraisal of its value must be prepared for the insurance claim.

Karen moved, someone seconded, that we approve the revised budget. Passed 10-0-0.

## **9. Report on Operational and Maintenance Issues**

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

- Mike noted that he has found many abandoned bicycle locks on racks, poles and trees, and is having them removed
- Two solar lights are being repaired.
- Beryl asked about moving 2 trash cans, at the request of the ECB MAD. This will be discussed next month.

## **10. Vice Chair position nomination**

Kitty nominated Karen for Vice Chair, Beth seconded, Karen accepted. To be formalized in February.

## **11. Business for Next Agenda**

- Environmental Cans for ECB
- 2 budget items - Special Districts Administration amount, decrease in gas tax funds
- Trash can labels
- ECB BRT landscaping
- Vice Chairman nomination
- Switzer Canyon

## **12. Adjournment at 7:13 pm**

**Next meeting: February 10, 2014.**

# PRE-DESIGN REPORT

## Switzer Canyon Bridge Enhancement Program

### SAP / WBS# S-10054

August 23, 2013

#### PROJECT SCOPE OF WORK

This project provides for the installation of raised landscaped medians within 30<sup>th</sup> Street at Switzer Canyon in the Greater North Park Community. A pedestrian walkway located in the adjacent open space was initially proposed as part of the project scope but will be designed and constructed as a separate project when funding is identified.

#### FINANCIAL INFORMATION

The total estimated project cost is \$278,000, which includes design and construction. This project is funded with North Park MAD funds. See Appendix C, Project Accounting Information (Project Builder / Budget Sheet / Budget vs. Actual / SAP / WBS).

Table 1 summarizes the cost breakdown for each phase of the project. See Appendix B, Preliminary Cost Estimate.

<b>TABLE 1 – Cost Estimate Summary Switzer Canyon Bridge Enhancement Program SAP / WBS# S-10054</b>			
	<b>Cost</b>	<b>Funded</b>	<b>Unfunded</b>
Design	\$60,000	\$60,000	\$ 0
Environmental	\$20,000	* \$5,000	\$15,000
Construction	\$198,000	\$0	\$198,000
<b>TOTAL</b>	<b>\$278,000</b>	<b>\$65,000</b>	<b>\$213,000</b>
*Notes: \$5,000 will be added to the project during the FY 2014 budget process per the project budget sheet.			

SAP/ WBS# S-10054 in the amount of \$65,000 (\$5,000 will be added to the project during the FY 2014 budget process per the project budget sheet) has been established for this project and has been released in the SAP system. It has been setup and opened to all the necessary internal charging departments. (See Appendix C - Project Accounting Information) for the copies of the documents listed below:

- Processed Job Order Request Form (Project Builder / Budget Sheet)
- Project Accounting Information (Budget vs Actual)
- SAP / WBS

**Park and Recreation Department - Open Space Division  
Maintenance Assessment Districts Program  
Summary of Fiscal Year 2015 (07-01-14 to 06-30-15) Budget**

**DRAFT  
12/12/13**

**North Park Maintenance Assessment District  
Fund 200063**

**Scenario #2  
includes median enhancements/irrigation repairs in  
FY 14 only and \$10k earmarked for future rebalot in FY 15**

	FY 2013 Unaudited Actuals	FY 2014 Estimate	FY 2015 Proposed
<b>Full-Time Equivalent/Grounds Maintenance Manager (Contract Administrator)</b>	<b>0.42</b>	<b>0.42</b>	<b>0.50</b>
<b>District Personnel Costs</b>			
<b>Total Labor &amp; Fringe (516024C)</b>	<b>\$ 43,484.00</b>	<b>\$ 45,090.00</b>	<b>\$ 57,883.00</b>
<b>District Expenditures</b>			
<b>Supplies</b>			
Miscellaneous Supplies (Graffiti Remover, Drafting/Photo, Locks) (511013, 511032, 511087)	\$ 10.00	\$ 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)	\$ 4,341.60	\$ -	\$ -
<b>Contract Services</b>			
Landscaping Services - Landcare Logic; Contract/PA (10/10/12 - 10/31/17) (512134A, 516001)	\$ 172,352.55	\$ 208,181.00	\$ 208,590.00
Landscaping Services - Contract Svc. Increase (Trash can svc. frequency & additional trash cans) (512134B)	\$ -	\$ 1,500.00	\$ 3,000.00
Landscape Services - Median Enhancement (Irrigation upgrade & plant material) (512134E)	\$ -	\$ 10,000.00	\$ -
Litter removal along 30th, University, NP Way - graffiti removal, cleaning - SD Urban Corps (512059B)	\$ 18,700.00	\$ -	\$ -
Misc. Electrical Repair (North Park sign, Boulevard sign)/Solar Street Lights throughout MAD - YESCO (512059C, 512059D)	\$ 8,713.99	\$ 10,000.00	\$ 10,000.00
Power Washing along 30th St and University Ave - San Diego Power Cleaning (512059G)	\$ 49,291.95	\$ 68,000.00	\$ 68,000.00
Decorative Tile Maintenance at 30th and University - Natures Element & Aztec (512059F)	\$ -	\$ 5,000.00	\$ 5,000.00
Wash Decorative Utility Boxes on El Cajon Blvd. - CAM Services (512059M)	\$ 2,635.00	\$ 2,500.00	\$ 2,500.00
Recycle Container Service Program (512059K)	\$ -	\$ 500.00	\$ 1,000.00
Tree Trimming Services (Group 1 & 2 & El Cajon Blvd. Median) (512197A)	\$ -	\$ 10,000.00	\$ 10,000.00
Engineering Services - Earmark for future rebalot (512034)	\$ -	\$ -	\$ 10,000.00
<b>City Services</b>			
Charges from other City Departments (Arborist Opinions, Illegal Dumps, etc.) (512114)	\$ -	\$ 500.00	\$ 500.00
<b>Special Districts Administration (516024A)</b>	<b>\$ 32,603.00</b>	<b>\$ 32,603.00</b>	<b>\$ 40,493.00</b>
<b>Vehicle Usage and Assignment (516024B)</b>	<b>\$ 2,916.00</b>	<b>\$ 3,073.00</b>	<b>\$ 3,790.00</b>
<b>Utilities</b>			
Water / Storm Drain / Electrical (514100 - 514105)	\$ 40,931.56	\$ 40,932.00	\$ 50,371.00
<b>Subtotal Operating Expenditures</b>	<b>\$ 332,495.65</b>	<b>\$ 394,859.00</b>	<b>\$ 415,314.00</b>
<b>Capital Improvements Program</b>			
Switzer Canyon - Total Allocation to Date: \$65,000 (516027A) WBS S10054	\$ 45,000.00	\$ 5,000.00	\$ 5,000.00
Colored Concrete Sidewalks at 30th & University - Total Allocation to Date: \$200,000; CIP# S-10040, WBS S10040 (51601)	\$ -	\$ -	\$ -
<b>Total Capital Improvements Program</b>	<b>\$ 45,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 420,979.65</b>	<b>\$ 444,949.00</b>	<b>\$ 478,197.00</b>
<b>District Revenues</b>			
Special Assessments (411XXX - 412XXX)	\$ 399,078.65	\$ 400,696.92	\$ 408,711.00
Interest Earnings (418001)	\$ 3,396.44	\$ 3,200.00	\$ 2,600.00
<b>City Contributions <sup>(1)</sup></b>			
Gas Tax Fund (424070)	\$ 17,951.00	\$ 15,116.00	\$ 15,116.00
<b>TOTAL REVENUE</b>	<b>\$ 420,426.09</b>	<b>\$ 419,012.92</b>	<b>\$ 426,427.00</b>
<b>District Reserves</b>			
Beginning Fund Balance	\$ 311,719.08	\$ 311,166.00	\$ 285,229.00
Change in Fund Balance	\$ (553.56)	\$ (25,936.08)	\$ (51,770.00)
<b>Year End Operating Reserves</b>	<b>\$ 311,165.52</b>	<b>\$ 285,229.92</b>	<b>\$ 233,459.00</b>
<b>Target Reserves</b>			
Minimum Reserve: 10% of Operating Budget	\$42,098.00	\$44,495.00	<b>\$47,820.00</b>
Maximum Reserve: Six Months Operating Budget	\$210,490.00	\$222,475.00	<b>\$239,099.00</b>

<sup>(1)</sup> City contributions in Fiscal Year 2015 are subject to change pending approval of new rate per square foot/acreage.

	FY 2013	FY 2014	FY 2015 Max. Auth. At Estimated 2% CPI Increase
<b>Change</b>			
Assessment Rate	2.71% CPI Increase \$22.10	1.55% CPI Increase \$22.44	<b>\$22.89</b>
Equivalent Benefit Units	17,854.34	17,854.34	17,854.34
<b>Change</b>			
Maximum Authorized Assessment	2.71% CPI Increase \$22.10	1.55% CPI Increase \$22.44	2% Estimated CPI Increase \$22.89



**THE CITY OF SAN DIEGO  
PARK AND RECREATION DEPARTMENT  
NORTH PARK MAINTENANCE ASSESSMENT DISTRICT  
JANUARY 2014 STAFF REPORT**

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**Trees:**

- General maintenance. Trees that are leaning are being staked. Fertilizer added.
- Trees that could be reached with a pole saw were pruned on University Ave.

**North Park Main Street (University Ave, North Park Way, and 30<sup>th</sup> St):**

- Graffiti removal, cleaning, etc. continues as normal.
- Power washing contract is going out to bid on the 14<sup>th</sup>.

**El Cajon Boulevard:**

- Graffiti removal, cleaning, etc. continues as normal.
- Old bark is in process of being removed and mulch placed down on the El Cajon Blvd. medians, starting at Park Blvd.

**North Park Gateway/Boundary Street and Ann Mudge Project:**

- Graffiti removal, cleaning, ect., continues as normal.

**Capital Projects:**

- **Switzer Canyon/30<sup>th</sup> Street Bridge Enhancement** – This project is with Engineering and Capital Projects for preliminary design and still lacks for sufficient funding.
- **Red Sidewalk Replacement on University Avenue** – Engineer, Dean Marsden, will begin the design phase. Respectfully submitted,

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