

## North Park Maintenance Assessment District

Community Advisory Committee Minutes - January 12, 2015.

Meeting called to order at 6:08 pm

### 1. Roll Call:

Present: Rob Steppke - North Park Redevelopment Project Area Committee (PAC)

Jody Surowiec - North Park Historical Society (NPHS)

Beryl Forman - El Cajon Blvd Business Improvement Association (ECBBIA)

Kitty Callen - Altadena Neighborhood Association (ANA)

Jillian Wolther - North Park Main Street (NPMS)

Virginia Sherwood - Burlingame Neighborhood Association (BNA)

Paul Sirois - City Staff

Glenn Torio - City Staff

Adrian Granda - City Council Representative

Absent: Karen Gross - San Diego Apartment Association

Sean Karafin - North Park Community Association (NPCA)

Peter Hill - North Park Planning Committee (NPPC)

Vicky Heithaus - Resident Homeowners Rep

2. Approval of the December minutes - Jillian Wolther moved to approve the minutes, Ginny Sherwood seconded, motion passed 5-0. (Kitty had not arrived yet.)
3. Chair Report - Rob announced there is an opening for a Secretary.
4. Non-agenda public comment - None
5. Councilmember's report - Adrian announced there is a new City Council President. The parklet projects will be supported. Work continues on the deco-bike stands/kiosks. It was questioned why there was no public outreach on this project. Adrian noted that this started "3 mayors" ago, and the outreach was done then. There is no tax dollars involved, it is all corporate funded. The city may receive as much as 1.5 million dollars from the fees.
6. Ray St. Benches - The city is reviewing any ADA requirements regarding turning the benches around on Ray St. They have to be a certain distance from the curb..
7. Sidewalk replacement - No report. An update will be provided in February.
8. Operational Streetscape Maintenance - The staff report was distributed prior to the meeting. Seven (7) new trees were planted; power washing the sidewalks is taking place - pictures were provided displaying the action; irrigation has been shut off since the rain storm at the beginning of December; graffiti removal continues; and there has been an increase of graffiti at the Anne Mudge Project at Boundary St. There were no updates on the red sidewalk replacement on University Avenue, nor the Switzer Canyon bridge enhancement.
9. NP MAD budget for 2016 - The budget was reviewed again, by line item. After discussing at length, Jody moved that the budget be accepted, Kitty seconded, all approved (6-0)
10. ECB/SANDAG BRT landscaping - They are still gathering bids for the project.

11. February meeting - The by-laws will be reviewed; nominations for the April election will be discussed.

The meeting adjourned at 7:00.



THE CITY OF SAN DIEGO  
PARK AND RECREATION DEPARTMENT  
NORTH PARK MAINTENANCE ASSESSMENT DISTRICT  
JANUARY 12, 2014 STAFF REPORT

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Trees:

- 1 Koelreuteria was replaced in an empty spot on University Avenue at Aloha Sunday. There will not be any additional cost for maintain the new tree.
- 5 Carrotwood trees were retrimmed on the 3000 block of University for better visibility of businesses.
- One Melaluca was damaged from the last rain storm beyond saving and will be removed and replaced.

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

- General cleaning, graffiti, gum, cigarette Butts, sticker/"garage sale" signs removed as normal.
- Power washing under trash containers still improving, landscape contractor doing more hand cleaning.
- The irrigation continues to be off because of the rain events during December. Water cost reduced.

El Cajon Boulevard:

- No update on when the trees will be planted within the BRT project.
- The irrigation continues to be off because of the December rain events. Water cost reduced.
- The Irrigation was completely upgraded in the center median between Mississippi and Texas.
- Water Main replacement continues
- Light pole was hit by car, damaging the light pole base and light globes, globes have been repaired. The General Services department is looking for a replacement base.
- An Irrigation Controller main power line was repaired near the Boulevard Sign.

North Park Gateway/Boundary Street and Anne Mudge Project:

- General graffiti removal and maintenance continues as normal.
- The irrigation continues to be off because of the December events.
- There has been an increase of graffiti at the Anne Mudge Project at Boundary Street.

Capital Projects:

- Switzer Canyon/30<sup>th</sup> Street Bridge Enhancement – No update at this time.
- Red Sidewalk Replacement on University Avenue – No update at this time.

2016 Budget:

- Final Approval

Respectfully submitted,  
Glenn Torio  
Grounds Maintenance Manager  
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**Park and Recreation Department - Open Space Division  
Maintenance Assessment Districts Program  
Summary of Fiscal Year 2016 (07-01-15 to 06-30-16) Budget  
North Park Maintenance Assessment District  
Fund 200063**

**REVISED DRAFT  
UPDATED  
01/13/2015 v2**

	FY 2014 Unaudited Actuals	FY 2015 Estimate	FY 2016 Proposed
<b>District Expenditures</b>			
<b>Supplies</b>			
Miscellaneous Supplies (Graffiti Remover, Small Tools, Locks, Paint) (511032,511034,511084,511107))	\$ 230.00	\$ 370.00	\$ 370.00
Trash Containers and Steel Replacement Liners (511029) In FY16 will purchase 3 decorative trash containers	\$ -	\$ 400.00	\$ 4,900.00
75/25 Sidewalk Reimbursement Program (511091)	\$ -	\$ 1,000.00	\$ 5,000.00
<b>Contract Services</b>			
Landscaping Services Contract (routine maintenance & 1,000 extra labor hours) - Landcare Logic (Contract Expires: 10/31/17)	\$ 187,444.36	\$ 208,590.00	\$ 224,427.00
Landscaping Services - Contract Svc. Increase (Trash can service frequency & servicing additional trash cans) (512134B)	\$ 1,142.92	\$ 3,000.00	\$ 5,000.00
Landscaping Services - Bike Corrals (maintenance: weeding, sticker removal) (512134C)	\$ -	\$ 900.00	\$ 1,500.00
Landscaping Services - Recycle Program (512134D)	\$ -	\$ 2,000.00	\$ 2,000.00
Landscape Services - Median Enhancement (Irrigation upgrade & plant material) (512134E)	\$ 7,031.60	\$ -	\$ 5,000.00
Tree Trimming Services (Group 1 & 2 & El Cajon Blvd. Median) (512197A)	\$ 9,780.00	\$ 10,000.00	\$ 10,000.00
Misc. Electrical Repair (North Park sign, Boulevard sign)/Solar Street Lights throughout MAD - YESCO (512059C, 512059D)	\$ 3,019.24	\$ 10,000.00	\$ 15,000.00
Power Washing along 30th St and University Ave - San Diego Power Cleaning (512059E)	\$ 71,426.49	\$ 50,000.00	\$ 50,000.00
Decorative Tile Maintenance at 30th and University - Natures Element & Aztec (512059F)	\$ 4,026.00	\$ 5,000.00	\$ 5,000.00
Wash Decorative Utility Boxes on El Cajon Blvd. - CAM Services through FY15 (512059G)	\$ 1,597.00	\$ 2,500.00	\$ -
Engineering Services - Earmark for future rebalot (512034)	\$ -	\$ 10,000.00	\$ 10,000.00
City Services - Charges from other City Departments (Arborist Opinions, Illegal Dumps, etc.) (512114)	\$ -	\$ 500.00	\$ 500.00
Special Districts Administration (516024A)	\$ 32,603.00	\$ 38,763.00	\$ 38,763.00
Full-Time Equivalent/Grounds Maintenance Manager (Contract Administrator - .50 FTE) (516024C)	\$ 45,090.00 <sup>(3)</sup>	\$ 57,883.00	\$ 56,830.00
Vehicle Usage and Assignment (516024B)	\$ 3,073.00	\$ 3,887.00	\$ 4,081.00
UTILITIES: Water / Storm Drain / Electrical (514100 - 514105)	\$ 44,256.70	\$ 49,513.00	\$ 54,157.00
<b>Total District Costs</b>	<b>\$ 410,720.31</b>	<b>\$ 454,306.00</b>	<b>\$ 492,528.00</b>
<b>Capital Improvements Program Allocation</b>			
<sup>(4)</sup> CIP S-10040 Main Street Sidewalk Improvements @ 30th & University - Total Allocation to Date: \$200,000	\$ -	\$ -	\$ 10,000.00
CIP S-10054 Switzer Canyon - Total Allocation to Date: \$70,000 (516027A)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<b>Total Capital Improvements Program</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 15,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 415,720.31</b>	<b>\$ 459,306.00</b>	<b>\$ 507,528.00</b>
<b>District Revenues</b>			
Special Assessments (411XXX - 412XXX)	\$ 399,932.64	\$ 409,803.00	\$ 417,749.00
<b>City Contributions<sup>(5)</sup></b>			
Gas Tax Fund (424070)	\$ 15,116.00	\$ 15,822.00	\$ 15,822.00
General Benefit Offset (7.2%) (424072)	\$ -	\$ 33,170.83	\$ 30,305.61
<b>Other</b>			
Tree Damage Recovery (78814)	\$ 1,647.48	\$ -	\$ -
Other Damages Recovered (423128)	\$ 17.50	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 416,713.62</b>	<b>\$ 458,795.83</b>	<b>\$ 463,876.61</b>
<b>District Reserves (Operating)</b>			
Beginning Fund Balance	\$ 245,248.60	\$ 246,800.57	\$ 246,290.40
Change in Fund Balance	\$ 1,551.97	\$ (510.17)	\$ (43,651.39)
<b>Year End Operating Reserves</b>	<b>\$ 246,800.57</b>	<b>\$ 246,290.40</b>	<b>\$ 202,639.01</b>
<b>Target Reserves</b>			
Minimum Reserve: 10% of Operating Budget	\$ 41,572.00	\$ 45,931.00	\$ 50,753.00
Maximum Reserve: Six Months Operating Budget	\$ 207,860.00	\$ 229,653.00	\$ 253,764.00

<sup>(1)</sup> Decorative Utility Box washing service will be assumed by landscape contractor going forward.  
<sup>(2)</sup> Rebalot Engineering Services: In FY15 \$10,000 allocated + FY16 \$10,000 = \$20,000.  
<sup>(3)</sup> In Fiscal Year 2014, the Grounds Maintenance Manager's Full Time Equivalent was .42.  
<sup>(4)</sup> S-10040 Total Allocations = \$200,000 (\$175,000 FY2010 and \$25,000 FY2011). No allocations made from FY12 through FY15.  
<sup>(5)</sup> City contributions in Fiscal Year 2016 are subject to change pending approval of new rate per square foot/acreage.

	FY 2014	FY 2015	FY 2016 Estimated
<b>Change</b>			
Assessment Rate	1.55% CPI Increase \$22.44	1.71% CPI Increase \$22.82	2.00% CPI Increase \$23.28
Equivalent Benefit Units	17,854.34	17,855.94	17,854.34
<b>Change</b>			
Maximum Authorized Assessment	1.55% CPI Increase \$22.44	1.71% CPI Increase \$22.82	2.00% CPI Increase \$23.28