

# **North Park – Maintenance Assessment District Community Advisory Committee Minutes**

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

## **December 9, 2013**

Rob Steppke, Chair, called the regular meeting of the North Park (NP) Maintenance Assessment District (MAD) Community Advisory Committee to order at 6:00 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  
Kitty Callen, Altadena Neighborhood Association (ANA)  
Karen Gross/Chris Clark, SD County Apartment Association (SDCAA)  
Sean Karafin, North Park Community Association (NPCA) - arrived 6:15  
Virginia Sherwood, Burlingame Neighborhood Association (BNA) - arrived 6:30  
Peter Hill, North Park Planning Committee (NPPC) - departed 6:55  
Jody Surowiec, North Park Historical Society (NPHS) - departed 7:00

#### **Absent:**

Kevin Clark, North Park Main Street (NPMS)  
Beryl Forman, El Cajon Blvd Business Improvement Association (ECBBIA)

#### **City Staff:**

Cory Peterson, Parks and Recreation  
Mike Rasmusson, Grounds Maintenance Manager  
Paul Sirois, Assistant Deputy Director, Parks and Recreation

### **2. Approval of minutes – October 14th meeting**

Correction: Beth Swersie is Resident Homeowner (not NPCA).  
Addition: Adrian Granda, CD3 representative - contact information: tel 619-236-6633, email agranda@sandiego.gov.  
Approved 6-0-0.

### **3. Chair's Report**

Budget discussion only tonight, Vice Chair selection tabled to next meeting.

### **4. Non-agenda Public Comment**

Paul Sirois introduced himself as the Assistant Deputy Director, Parks and Recreation - contact information: tel 619-685-1307, email psiros@sandiego.gov.

### **5. Councilmember's report – none**

### **6. 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:

- The Star Pine removed at 2361 30th Street was too big and wasn't supposed to be there.

## **7. Discussion of budget**

See attached Draft #4, dated 12/09/13. Discussion is about proposed figures for FY2015 (2014/2015).

- 8% increase in cost for Contract Administrator. NP and ECB are the largest MADs; CA will be managing only those two MADs (currently managing several more smaller MADs as well).
- Increase in Special Districts Admin and Vehicle Usage. Cory to check if Vehicle Usage is also reflective of the 8% increase.
- No increase in cost for supplies; no new decorative trash cans proposed.
- Increase in Landscaping Services - Contract Service is for increase in trash can service.
- Litter removal item formerly provided by Urban Corps has been folded into main contract with Landcare.
- \$10K allotted to Landscape Services - Median Enhancement (ECB) - replacement of old, deteriorated drip system with pop-ups where appropriate, installation of drought-resistant plants when replacement is called for; one-time cost, then maintenance only.
- Increase in Recycle Container Service Program due to change in service provider. Urban Corps had been doing it in exchange for keeping payments for recycled items, but is no longer doing it, so now we have to pay for the service.
- Tree Trimming Services is only for MAD trees. Does not include palm tree trimming.
- 25% increase in costs for Utilities (water, storm drain, electrical).
- Options for use of the anticipated overage in the MAD reserves:
  - increase cushion for utilities? would need justification from analyst
  - recycling? not in original EAR
  - more median enhancements? not in original EAR
  - University Avenue medians in Mobility Plan? maybe
  - CIP for red concrete? if it goes into CIP, it can't come back to General Fund even if not used
  - more tree trimming? don't want to do what the City is supposed to do
  - Switzer Canyon? design is completed - will invite representative to January meeting
  - earmark for reballoting? we would need a new line item, but this is feasible. Reballoting will cost about \$40-50K.
- It was agreed that staff will do the following prior to the January meeting
  - clarify vehicle usage cost
  - look at Switzer Canyon and red concrete costs
  - strengthen utility costs
  - create line item for reballoting

## **8. Discussion of January 13th meeting**

It was agreed that we would review the budget by email prior to a vote on it at the January 13th meeting.

## **9. Business for Next Agenda**

- Status Report on Switzer Canyon
- Budget vote
- Nomination for Vice Chair

## **10. Adjournment at 7:31 pm**

**Next meeting: January 13, 2013.**



**THE CITY OF SAN DIEGO  
PARK AND RECREATION DEPARTMENT  
NORTH PARK MAINTENANCE ASSESSMENT DISTRICT  
DECEMBER 2013 STAFF REPORT**

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**Trees:**

- General maintenance. Trees that are leaning throughout the district are being staked. Fertilizer added.
- Trees on Meade Ave. continue to be weeded, pruned, and burms replaced.
- Carrotwood trees on University Ave. Have been pruned. (Red Sidewalk)
- 36" box Mealeuca (Paper Bark Tree) has been planted at 4034 30<sup>th</sup> St.
- At 2559 University Ave. a dead Koelreuteria was removed and a 24" box replaced it.

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

- Graffiti removal, cleaning, etc. continues as normal.
- Trash containers have been refastened down to keep them from coming loose.
- Broken and missing tiles have been replaced on the Red Sidewalk on University Ave.
- Star Pine has been removed at 2361 30<sup>th</sup> St. (Plum Pottery). It was growing along with a Koelreuteria in the right of way.

**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.
- "The Boulevard" sign has been repaired, a section of the neon was out.
- Irrigation has been upgraded on two medians, on EC Blvd, between Hamilton St. & Oregon St. and between Hamilton St. & Arizona Street. Rain Bird pop ups have been installed.

**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** – No update.

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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 #4**  
**12/09/13**

North Park Maintenance Assessment District  
 Fund 200063

**Budget Presentation: 12/09/13**

	FY 2013 Unaudited Actuals	FY 2014 Estimate	FY 2015 Proposed
Full-Time Equivalent/Grounds Maintenance Manager (Contract Administrator)	0.42	0.42	0.50
<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 & tree planting) (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
<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>\$ 35,863.00</b>
<b>Vehicle Usage and Assignment (516024B)</b>	<b>\$ 2,916.00</b>	<b>\$ 3,073.00</b>	<b>\$ 3,227.00</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>\$ 384,859.00</b>	<b>\$ 410,121.00</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 (516014)	\$ -	\$ -	\$ -
<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>\$ 434,949.00</b>	<b>\$ 473,004.00</b>
<b>District Revenues</b>			
Special Assessments (411XXX - 412XXX)	\$ 399,078.65	\$ 400,696.92	\$ 374,941.00
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>\$ 392,657.00</b>
<b>District Reserves</b>			
Beginning Fund Balance	\$ 311,719.08	\$ 311,166.00	\$ 295,229.00
Change in Fund Balance	\$ (553.56)	\$ (15,936.08)	\$ (80,347.00)
<b>Year End Operating Reserves</b>	<b>\$ 311,165.52</b>	<b>\$ 295,229.92</b>	<b>\$ 214,882.00</b>
<b>Target Reserves</b>			
Minimum Reserve: 10% of Operating Budget	\$42,098.00	\$43,495.00	\$47,300.00
Maximum Reserve: Six Months Operating Budget	\$210,490.00	\$217,475.00	\$236,502.00

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

Change	2.71% CPI Increase	1.55% CPI Increase	Reduced by \$1.44
Assessment Rate	\$22.10	\$22.44	\$21.00
Equivalent Benefit Units	17,854.34	17,854.34	17,854.34
<b>Change</b>			
Maximum Authorized Assessment	\$22.10	\$22.44	\$22.89