

**Miramar Ranch North Planning Committee (MRNPC)**  
**Maintenance Assessment District (MAD) Ad Hoc Meeting Minutes**  
**Tuesday, December 1, 2015**  
Scripps Ranch Civic Association Community Center  
<http://www.scrippsranch.org/committees/advisory-committees/mrnpc.html>

**Meeting called to order** at 6:00pm

**Members present (6 present; 12 seated)** Tom Meissner, Russell Shon, George Pecoraro, Bill Crooks, Jan Kane, Lorayne Burley.

**Guests:** Paul Sirois (MAD Assistant Deputy Director), Erika Ferreira (MRN MAD District Manager), Mike Rasmusson (MRN MAD GMM), Wally Wulfeck (Chair, SMRPG)

**PRESENTATION/DISCUSSION:**

Paul Sirois, MAD Assistant Deputy Director, Erika Ferreira, MAD District Manager, and Mike Rasmusson, MRN MAD Grounds Maintenance Manger presented, discussed and reviewed the draft summary of the Fiscal Year (FY) 2017 budget for approval. It was determined that no increase in the current assessment rate was required for this year.

The MAD continues to benefit from the General Benefit Offset due to a City wide MAD litigation settlement resulting in the MRN MAD receiving payment of approximately \$160K this year. The Blue Skies landscaping contract was reduced, water cost projections were revised resulting in a reduction, tree trimming was increased to assist w/ removal of overgrowth and rain damage, and added to the draft budget was additional white cement fencing repair costs. All of these factors contributed to maintaining the current assessment rates.

The MRN MAD is not impacted by the recent Municipal Code or City Council MAD policy amendments. Currently policy is over 10 years old. It needed revisions/updates/improvements. Issues primarily for self-directed MADs and MADs not indemnified by the City. Quotes for the Butterfly Park picnic table area cover are still pending. Funding source is the MRN Development Agreement Funds.

Tom Meissner agreed to present the ad hoc meeting results to the committee.

The current assessments rates are **\$52.92** for zone 1 business areas and **\$229.92** for zone 2 residential areas. These amounts are paid annually as part of San Diego County property tax if you live in MRN MAD areas. The assessment rates have been maintained at a steady range of \$50-60 for zone 1 and range of \$230-270 for zone 2 dating back to the FY 2008.

The draft FY 2017 budget is posted on the MRNPC webpage and attached to minutes.

The MRN MAD Project List for 2016 is attached.

**Adjourned** at 6:45pm.

Regular meeting of the MRNPC followed at 7:00pm

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Park and Recreation Department - Open Space Division  
 Maintenance Assessment Districts Program  
 Summary of Fiscal Year 2017 (07-01-16 to 06-30-17) Budget

VERSION #1 / 11-17-2015

**DRAFT**

Miramar Ranch North Maintenance Assessment District **Ready for Community Presentation**  
 Fund 200047

**Budget Presentation on Dec. 1, 2015 @ 6pm**

	FY 2015 Unaudited Actuals	FY 2016 Estimate	FY 2017 Proposed
<b>District Expenses</b>			
Supplies (Mulch SLA w/ESD, Garden Nursery Stock, Janitorial Supplies, Security Hardware)	\$ 1,900.00	\$ 7,200.00	\$ 7,200.00 <sup>(1)</sup>
<b>Contract Services</b>			
Landscape Contract - Monthly Service	\$ 734,034.99	\$ 697,766.52	\$ 659,051.69
Landscape Contract - Landscape Enhancements	\$ 16,499.22	\$ 20,000.00	\$ 20,000.00
Tree Trimming	\$ 69,999.50	\$ 100,000.00	\$ 100,000.00
Misc Prof/Tech Svc - Dry Creek Fire Retardant Garden Fire Station #37 (512059A)	\$ 14,993.63	\$ 5,000.00	\$ 5,000.00
Misc Prof/Tech Svc - Fence Repair (512059A)	\$ -	\$ 2,500.00	\$ 2,500.00
Misc Prof/Tech Svc - Playground Equipment - Repair, Replace (512059B)	\$ -	\$ 500.00	\$ 500.00
Security Svcs (Securitas - Locking gates at Miramar Overlook Park) (512075)	\$ 2,955.20	\$ 3,500.00	\$ 3,500.00
Comfort Station & Water Fountain Repair (512114D)	\$ -	\$ 500.00	\$ 500.00
Gazebo Painting & Maintenance (512114B)	\$ -	\$ 500.00	\$ 500.00
Developed Regional Parks (512114A)	\$ -	\$ 500.00	\$ 500.00
ESD Removal of Illegal Encampments (512114C, 512101, 512102, 512143)	\$ -	\$ 500.00	\$ 500.00
Other Miscellaneous Services - Hazmat Training (512104)	\$ 41.00	\$ -	\$ -
Special Districts Administration (516024A)	\$ 121,868.00	\$ 121,868.00	\$ 124,305.36
Vehicle Usage and Assignment <sup>(2)</sup>	\$ 7,773.00	\$ 8,161.65	\$ 8,569.73
1.00 FTE Grounds Maintenance Manager - Contract Administrator (Labor & Fringe)(516024C)	\$ 115,765.00	\$ 113,659.53	\$ 115,932.72
Utilities - Water, Storm Drain, Electrical	\$ 233,486.13	\$ 337,146.00	\$ 337,146.00
<b>SUBTOTAL</b>	<b>\$ 1,319,315.67</b>	<b>\$ 1,414,301.70</b>	<b>\$ 1,380,705.51</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,319,315.67</b>	<b>\$ 1,414,301.70</b>	<b>\$ 1,380,705.51</b>
<b>District Revenues</b>			
Assessment Income	\$ 1,038,153.98	\$ 1,029,719.00	\$ 1,029,718.67
<b>City Contributions <sup>(3)</sup></b>			
Gas Tax Fund	\$ 27,051.00	\$ 27,051.00	\$ 27,051.00
General Fund Transfer - Fire Station #37	\$ 3,209.00	\$ 3,273.18	\$ 3,273.18
General Fund Transfer - Parks	\$ 37,665.00	\$ 37,665.00	\$ 37,665.00
General Fund Transfer - General Benefit Offset, 11.6%	\$ 174,976.26	\$ 160,013.28	\$ 160,013.28
Environmental Growth Fund	\$ 44,722.00	\$ 44,722.00	\$ 44,722.00
Miscellaneous Revenue (Donation from Council District 5) <sup>(4)</sup>	\$ 15,000.00	\$ -	\$ -
Tree Damage Recovery <sup>(5)</sup>	\$ 4,872.77	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 1,345,650.01</b>	<b>\$ 1,302,443.46</b>	<b>\$ 1,302,443.13</b>
<b>District Reserves</b>			
Beginning Fund Balance	\$ 571,196.90	\$ 597,834.78	\$ 471,975.78
Change in Fund Balance	\$ 26,637.88	\$ (125,859.00)	\$ (78,263.00)
<b>Year End Operating Reserves</b>	<b>\$ 597,834.78</b>	<b>\$ 471,975.78</b>	<b>\$ 393,712.78</b>
<b>Target Reserves</b>			
Minimum Reserve: 10% of Operating Budget	\$ 131,932.00	\$ 142,830.00	\$ 138,071.00
Maximum Reserve: Six Months Operating Budget	\$ 659,658.00	\$ 714,151.00	\$ 690,353.00

<sup>(1)</sup> The FY16 & FY17 amount for Supplies reflects a \$5,000 increase for the purchase of mulch.

<sup>(2)</sup> This is a Non-Discretionary Account. The Final Budget for FY16 will be determined by the Fleet Services Department.

<sup>(3)</sup> City Contributions each Fiscal Year are subject to change pending approval of new rate per square foot/acreage.

<sup>(4)</sup> Donation from Council District 5 for Fire Station #37 - Dry Creek Fire Retardant Garden Enhancements.

<sup>(5)</sup> Trees damaged on Scripps Poway Pkwy; Files #64647/Nguyen & #64842/Silva, totaling \$4,872.77.

	FY 2015	FY 2016	FY 2017
<b>Assessment Rate (per EBU)</b>			(No Change)
Zone 1	\$ 52.92	\$ 52.92	\$ 52.92
Zone 2	\$ 229.92	\$ 229.92	\$ 229.92
<b>Equivalent Benefit Units (EBU)</b>			
Zone 1	2,311.12	2,311.12	2,311.12
Zone 2	3,942.52	3,942.52	3,942.52
<b>Maximum Assessment Rate (per EBU)</b>			
Zone 1	\$ 84.09	\$ 85.17	\$ 86.87
Zone 2	\$ 365.53	\$ 370.20	\$ 377.61
<b>Inflation Factor - Consumer Price Index Rate (CPI)</b>	1.71%	1.28%	(Estimated 2% CPI) 2.00%

Miramar Ranch North MAD – Project List

Mini-Parks

Butterfly Park- Install 7 yards of Desert Gold D.G. w/ Headboard  
& two benches. (Proposal \$2,107.00)  
Remove, define, plant landscape.\* \$2,000.00

Dry Creek Park- Install 35 yards of Desert Gold D.G.  
w/ Headboard. (Proposal \$6,698.00)  
2<sup>nd</sup> half of Landscape installation.  
(Proposal \$2,109.25)

Oak Glen Native Park- Irrigation changed from Drip to  
MP Rotators, Euc mulch installed- No Cost  
Native plant landscape installation.  
\*\$2,000.00

Canyon View Nature Park- Removal of some Myporium, replace  
w/ mulch, Landscape installation  
\*\$ 2,000.00

Cypress Valley Tot-lot- Irrigation changed from Drip to  
MP Rotators, Euc mulch installed- No Cost  
Plant Landscape installation \*\$2,000.00  
Playground Sand topping \*\$1,000.00

Ornamental Landscape

Medians- Scripps Poway Parkway & Scripps Ranch Blvd.  
Landscape improvements  
w/ irrigation improvements \*\$2,000.00

Right of Ways- Scripps Poway Parkway, North slopes  
Removal of Xylosma (inaccessible to maintenance)  
\*No cost for removal and disposal  
Landscape improvements \*\$5,000.00

Right of ways throughout MMRN MAD  
\*landscape monuments, Plant trees, shrubs,  
Irrigation improvements \*\$2,000.00

Sidewalk repairs- For 33 lifted sidewalk areas. Price includes Grinding a 6" wide path the width of the sidewalk (Proposal \$15,180.00)

Storm Drain repairs- For 3 locations at storm drain inlets. (Proposal \$12,980.00)

### Tree Trimming

Eucalyptus Removals- Most Euc. nicholii has been removed due to health issues or a lean. Areas of concern- Scripps Ranch Blvd.

Eucalyptus Trimming- Euc. sideroxylon along Cypress Canyon Rd. & Blue Cypress Rd. in need of thinning out.

Pine Trimming- Scripps Ranch Blvd is the area of concern Only winter pruning- still to be completed.

Calif. Pepper monument trimming- certain areas to be tagged for asap trimming. (blocking lights or signs)

Annual trimming of right of ways- have not started scheduling due to health issues, leaning trees, fire prevention, low funds. Amount needed \*\$30,000.00 (add to budget)

Mini-Parks, Ornamental Landscape  
Total estimated \$28,914.25

Sidewalk & Storm Drain Repairs  
Total \$28,160.00

Tree Trimming  
Total estimated \$30,000.00  
(Fy 16)