

SHAD Liaison Committee Meeting

MINUTES APRIL 18, 2017 4:00 PM

COMMUNITY SERVICES

MEETING CALLED BY	Community Services	
TYPE OF MEETING	3 rd meeting of SHAD Liaison Committee	
ATTENDEES	Kenneth Pao Nancy Randall Marianne Hugo (absent) Margaret Runyon Cheryl Baltes Edward Knight Judy Onak Kay Dygert (absent)	City Staff: Bonnie Hagan Barbara Messick Dana Robertson Don Equitz (absent) Nathan Bluhm

Agenda topics

1. FY16-17 BUDGET STATUS

BARBARA

DISCUSSION	
Barbara presented an update to the FY 16-17 budget (see attached). The slight decrease in revenue is due to less than projected cost for services at Santiago Canyon College. The current estimates indicate that \$143,550 will be available for future capital projects.	

2. FY17-18 PROPOSED BUDGET AND ENGINEER'S REPORT

BARBARA

DISCUSSION	
Barbara presented the proposed FY 17-18 budget (see attached). Less revenue is anticipated in FY17-18 over FY16-17 due to the one time MWDOC reimbursement for Calsense Irrigation we received in FY 16-17. The increase in expenditures is mainly due to 1) the increase in percentage of Landscape Coordinator time from 15% to 30% to more accurately reflect percentage of City Staff time to manage the District maintenance and capital projects in the District; and 2) an anticipated increase in landscape maintenance cost.	
A new multi-year contract with Nieves is scheduled for City Council review in June and if approved, will likely result in some operating expense savings which can be put toward capital projects and involve several cycles over.	

3. SKYLARK RENOVATION

NATHAN

DISCUSSION	
Soil preparation currently being done, spray and kill will start next week and involve several cycles over the next few months. Award of the project is anticipated in August 2017. Project to start immediately after Notice to Proceed and is expected to be completed by end of September.	

4. HANDY CREEK PASEO LANDSCAPE IMPROVEMENT PHASE I

NATHAN

DISCUSSION	
Architectural services was awarded to RHA to complete construction documents for bidding. We are aiming for awarding of contract in September 2017. Construction will start after Notice to Proceed and is expected to be completed by end of the year.	

5. OTHER MAINTENANCE ISSUES

DANA

DISCUSSION	
<ul style="list-style-type: none">• Mowing at Trails End. Committee was assured that the mowing of the meadow grass was intentional, and was done to propagate root growth. From here on mowing will be done approximately 2 times a year or when deemed necessary for the health of the plants.• Committee member asked about the failing trees located on Chapman near the Trails End entrance. Staff is aware of their condition which is the result of an aphid infestation. Staff is assessing whether they can be salvaged and will re-evaluate after about a year to see if the trees need to be replaced.• Have no plans on doing any improvements on the medians in Jamboree as this will eventually be destroyed when Irvine Company resumes their project, but will consider if hydro-seeding sections of the turf is a possibility.• Water Conservation efforts continue but not as drastic as during the drought. During FY15-16, water usage was cut back by about 50% and is currently being brought back to about 15% reduction from FY13-14 baseline.	

6. FUTURE MEETING SCHEDULE

BARBARA

DISCUSSION	
Next meeting to be held in November 2017. City will let committee know exact date nearer the time.	

SANTIAGO HILLS LANDSCAPE ASSESSMENT DISTRICT FY 16-17 ESTIMATED BUDGET (REVISED April 2017)

FY 16-17 REVENUE

From Property Owner Assessments	867,951
From Santiago Canyon College	39,226
MWDOC Reimbursement for Calsense Irrigation	42,882
TOTAL FY 16-17 REVENUE	950,059

COST CENTERS	AMOUNT	NOTES
District Contract Oversight (City Staff)	(18,315)	15% of Landscape Coordinator
Telephone	(1,000)	
Water	(100,000)	
Electricity	(25,000)	
Landscape Maintenance	(441,300)	
Annual Routine Maintenance	(300,772)	Nieves annual maintenance contract plus contingency
Landscape Maintenance Landscape Repair	(80,000)	Nieves extra work for removals
Landscape Maintenance Irrigation Repair	(60,528)	Extra landscape repair/renovation
Tree Trimming Services	(85,000)	West Coast Arborist annual contract
Electrical Maintenance	(20,000)	Magnetic annual maintenance & repairs
Misc Contract Services	(52,272)	concrete, fence, signage repair, etc.
Professional Services	(12,000)	
Office Supplies	(300)	
Operating Expenses	(3,000)	trash bags, dog waste bags
G & A	(48,322)	
TOTAL OPERATING COSTS	(806,509)	
Capital Expenditures		
Annual Electrical Panel Replacements	0	
Annual additional tree and plant replacements	0	
Annual turf removal/new irrigation/re-landscaping	0	
TOTAL CAPITAL COSTS	0	
TOTAL FY 16-17 EXPENDITURES	(806,509)	

FY 16-17 REVENUE MINUS EXPENDITURES **143,550**

PREVIOUS YEAR CAPITAL RESERVE **427,474**

Paseo Renovation Phase I* (250,000)

Annual turf removal/new irrigation/re-landscaping (68,255)

TOTAL REVENUE FOR FUTURE CAPITAL PROJECTS** **252,769**

* Projections provide for sufficient funds for Handy Creek paseo to be done in three phases every other year starting with FY 16-17.

**Future Capital Projects include the remaining two phases of the Handy Creek paseo and other smaller projects throughout the District.

SANTIAGO HILLS LANDSCAPE ASSESSMENT DISTRICT FY 17-18 ESTIMATED BUDGET (April 2017)

FY 17-18 REVENUE

From Property Owner Assessments	859,970
From Santiago Canyon College	58,043
TOTAL FY 17-18 REVENUE	918,013

COST CENTERS	AMOUNT	NOTES
District Contract Oversight (City Staff)	(40,000)	30% of Landscape Coordinator
Telephone	(1,000)	
Water	(100,000)	
Electricity	(25,000)	
Landscape Maintenance	(470,000)	
Annual Routine Maintenance	(255,618)	Estimate for annual maintenance contract
Landscape Maintenance Landscape Repair	(112,500)	Extra work for removals
Landscape Maintenance Irrigation Repair	(101,882)	Extra landscape repair/renovation
Tree Trimming Services	(100,000)	West Coast Arborist annual contract
Electrical Maintenance	(25,000)	Magnetic annual maintenance & repairs
Misc Contract Services	(35,572)	concrete, fence, signage repair, etc.
Supplies and Operating Expenses	(3,300)	trash bags, dog waste bags, office supplies
G & A	(48,322)	
TOTAL OPERATING COSTS	(848,194)	
Capital Expenditures		
Annual Electrical Panel Replacements	0	
Annual additional tree and plant replacements	0	
TOTAL CAPITAL COSTS	0	
TOTAL FY 17-18 EXPENDITURES	(848,194)	

FY 17-18 REVENUE MINUS EXPENDITURES	69,819
PREVIOUS YEAR CAPITAL RESERVE	252,769
TOTAL REVENUE FOR FUTURE CAPITAL PROJECTS**	322,588

**Future Capital Projects include the remaining two phases of the Handy Creek paseo and other smaller projects throughout the District.