

MISSION HILLS TOWN COUNCIL
GUIDING DOCUMENT
For The
WASHINGTON STREET MAINTENANCE ASSESSMENT DISTRICT
("WSMAD")

In 2008, the Mission Hills Town Council issued a Resolution concerning its formation of a standing committee, the "WSMAD Committee" sanctioned by the San Diego Parks & Recreation Department to oversee administration of the Washington Street Maintenance Assessment District, with the mission of serving as an advisory body to the City of San Diego's Special Districts Staff ("Special Districts Staff").

1. MISSION STATEMENT

The Washington Street Maintenance Assessment District Committee shall serve as an advisory body to Special District's Staff as relates to the existing maintenance assessment district that was originally formed in July, 1993, and re-engineered in 1999 for compliance with Proposition 218.

2. STRUCTURE AND ROLE OF THE COMMITTEE

The WSMAD Committee shall be composed of a minimum of seven members, who shall be appointed by the President of the Mission Hills Town Council with approval by the Board of Trustees and comprise a cross section of interested individuals representing the major community organizations and district property owners. Committee membership shall endeavor to include a member representative from the Mission Hills Garden Club, Mission Hills Heritage, and the Mission Hills Business Improvement District as well as members of the community who reside and/or own businesses within the district boundaries. The Town Council shall appoint a member to act as liaison to the Committee.

The role of the Committee is to act as an advisory body representing the interests of district property owners, who are subject to special assessment for ongoing maintenance of improvements and amenities "special benefits" installed in the district pursuant to the Washington Street Beautification Plan. The Committee shall meet as necessary, and not less than three times annually, to survey district services and confer on actions necessary to ensure the proper administration of the WSMAD. The Committee shall make regular reports to the Board of Trustees of the Mission Hills Town Council and appoint a Chairperson to appear at Town Council Board Meetings and Town Hall Meetings when required. The Committee's actions are subject to review by the Mission Hills Town Council and the Committee shall take no final action or issue any official correspondence with local government agencies or officials without approval of the Mission Hills Town Council Board of Trustees.

3. OBJECTIVES

The WSMAD Committee objectives include:

- Implementation of the September 17, 1996, Washington Street Beautification Master Plan. Funding for maintenance and improvements are to be largely provided by special assessments paid to the City of San Diego by community residents living within the assessed engineering boundaries.
- Oversight of the administration of the WSMAD through active communications with the Parks & Recreation Department to monitor and evaluate services provided by the City of San Diego's Special Districts staff, including its contractors, to ensure those services are performed to specification in accordance with San Diego Municipal Code section 65.0219 "Meetings between City and Property Owners" referenced in Section 5 below.
- Oversee the budget to ensure the funds are allocated appropriately to meet the needs of the district.
- Recommend any increase in the annual assessment amounts to the City of San Diego staff.
- Review and advise City of San Diego staff as to proposed annual district budgets, including conducting at least one publicly noticed meeting to discuss the budget line items, improvements, and activities for the following fiscal year so as to provide responsible stewardship for the ongoing needs of the district.
- Explore changes to the existing Boundary Map and Assessment Diagram for the district to expand to accommodate community desired amenities or benefits with a proportionate increase in assessment revenues.

4. DUTIES OF CHAIRPERSON

The Chairperson of the committee is tasked with leading and supervising Committee members who will weigh in on district needs and services. The Chairperson shall be the Committee's primary contact with the City to obtain information about the quality of services being performed in the district by City contractors. This includes review of the scope of relevant bids, proposals and contracts for services, such as the landscaping contractor hired by the City. In addition, the Chairperson is responsible for ensuring that agreements reached with the City staff are documented in writing subject to the approval of the Council. The Chairperson is to call and conduct meetings with City staff to discuss matters related to the budget and all other activities and improvements affecting the district.

For the landscaping in the medians and triangle on Washington Street, a walk-through with City Staff is necessary at regular intervals throughout the year to assess the care and keeping of the plants and trees, including the irrigation system, and to ensure best foundational gardening practices such as sufficient compost to discourage weeds. The hardscape areas of the district will involve supervision based on the specific improvements therein.

The Committee Chairperson reports to the Mission Hills Town Council's designated liaison as requested and no less than quarterly to keep the Council informed. Prior to the annual budget meeting with City Staff, the Chairperson shall send the proforma budget to the liaison for comments and recommendations. The final budget shall thereafter be approved by the Board of Directors of the Mission Hills Town Council.

It is anticipated that the Chairperson will seek to inspire the Committee's members to continually strive to meet the standards of the district property owners who have invested in this district's special services so that the original vision of the Washington Street Beautification Plan lives on.

5. ADDENDUM

§65.0219 Meetings between City and Property Owners; Notice

(a) Representatives of the City shall participate in or conduct at least one publicly noticed meeting with the *property owner* representatives of the *district* or, absent *property owner* representatives, the *property owners* within each *district* to discuss the budget, *improvements*, and *activities* for the following *fiscal year*.

(b) For any contracts awarded by the City, or *activities* provided by the City, or *improvement* installed or provided by the City pursuant to this Division, representatives of the City should meet on a regular basis with the advisory group or, absent an advisory group, *property owners* within the *district* to evaluate the performance of the contractor or the City and to advise the representatives of the City regarding *improvements* and *activities* for each district.

(c) Upon receipt of bids or proposals for a *contract* for *improvements* or *activities*, representatives of the City should meet with the *property owner* representatives of the *district* or, absent *property owner* representatives, the *property owners* within the *district* to review the bids or proposals.

(“Meetings between City and Property Owners; Notice” added 6-1-2016 by O-20653 N.S.; effective 7-1-2016. Former Section 65.0219 “Assessment Recorded; Notice; Late Charge” repealed.)