

Graduate & Family Housing (GFH) Advisory Committee | MINUTES

Meeting date | Time 2/10/2020 3:00 PM

Meeting Location: Barrett Room

Type of meeting:	GFH Advisory Committee	Attendees:	Fletcher, Burgundy Tosun, Adriana Deconinck, Viona Brueggemann, Sven Ascui, Gabriel Ober, Burton Ward, Marybeth Haddad, Hana Clark, Breana Saiag, Valerie Mahi, Malia Otten, Rebecca Jhaveri, Hemlata Frazier, Robert Nye, Jamie Ta Gaviola, Linda
Co-Chairs:	Jana Severson Rachel Flannagan (interim)		
Note taker:	Tricia McKenzie (Committee Coordinator)		Presenters: Ken Hall (SIO); Josh Kavanagh (Transportation)

AGENDA

Quorum met. Meeting began at 3:07 PM with Jana making brief introductions and going over the agenda and asking for comment/adjustments to meeting agenda.

Agenda Items:

1. Update SIO Parking Request – Ken Hall
2. Occupancy Review - Rebecca Otten
3. Budget worksheet overview & discussion – Rebecca Otten
Shuttle Service Levels & Expenses - Josh Kavanagh (70 minutes)

Comments:

- No adjustments to the agenda.

Update SIO Parking Request (Ken Hall)

SIO provided an update on the previous agreement reached between SIO and GFH Advisory Committee. SIO will pay \$40,000 for the use of 24 paved parking spaces in the southwest corner of Coast over a period of 18 months beginning in May 2020, construction site at bottom of La Jolla Shores Drive (former Noah SW Fishery Site). This is a 17-month construction project for SIO's new facility for marine conservation & technology.

SIO worked with Transportation Services for 30 additional spaces on Expedition Way. They will use an overflow parking area under the Eucalyptus trees at Coast, not impacting resident parking, and use a paved bump out area on Discovery Way. SIO must demonstrate that they can accommodate up to 86 laborers during peak periods, but do not anticipate needing that many spaces as many will use street parking.

Question: Burgundy asked to confirm the length of time and the amount that would be paid to GFH (Coast).

- Ken responded 18 months, but the first few months would likely not require much parking.
- Jana clarified that the agreement reached previously was \$40,000.00 for 24 parking spaces over 18 months.

Question: Sven commented that additional discussion among committee is needed to decide how to utilize the funds from SIO.

- Jana confirmed those discussions would occur internally with the committee. She noted that the committee previously discussed sending surveys to Coast residents in order to obtain input from Coast residents on how to utilize the funds.

Question: Marybeth asked if students and staff would be informed that laborers would be parking on the street.

- Ken responded that SIO would be notified, and that this would be continued conditions that they are seeing now as there are currently projects occurring and that their typical working hours would be 7am-4pm.

Occupancy Review (Rebecca Otten)

Occupancy is impacted by the following two factors:

- Season: occupancy varies due to time of year during different seasons (example: lower occupancy in summer, higher when fall quarter begins).
- Turnover rates: impacts occupancy rates – typically takes an average of 3 days to turn a unit.

GFH uses an average occupancy rate to project budget.

Budget Worksheet Overview & Discussion (Rebecca Otten)

The current budget worksheet was presented to the committee. The budget worksheet includes housing's projected budget for fiscal years 20-21 and 21-22. The spreadsheet is broken down into the following categories:

- Income: bad debt write-off, rent, conference/recharge revenue, vending (i.e. Wash laundry), miscellaneous (i.e. cost for lost keys, damage charges, etc.)
- Expenses: staff salaries/benefits, supplies/expenses, recharge, utilities (gas, sewer, etc.)
- Assessment: mortgage
- Surplus/Deficit: currently using line of credit from campus to cover deficit

Question: Valerie asked for Rebecca to provide list of all Recharge categories.

- Rebecca stated she could provide a list of top 5 categories.

Rebecca explained that the presented budget worksheet has been used by the committee in the past and was requested by the committee again. The committee can use the spreadsheet to run scenarios in which revenue could be generated and includes a breakdown of every unit type.

Housing has proposed a 3% rent increase for Coast, Mesa and One Miramar Street, a 5% rent increase for Mesa Nueva 1, 2- & 3-bedroom apartments, and a 6% increase for Mesa Nueva studios for the next two years.

Budget discussions with the GFHAC will continue during the next two meetings. The goal is to look for efficiencies and to secure multi-year budgets.

Shuttle Service Levels & Expenses (Josh Kavanaugh) – Presentation available to committee on the Box

Josh from Transportation Services presented to the committee on the transportation financial structure, cost-sharing for dedicated shuttle service, how costs of service are calculated, and the levels of service recommended due to GFH expansion, potential route changes and additional cost-sharing options, and funding alternatives. This presentation was made available to the committee online through the Box. Josh presented that there is a gap between the current cost of service and what GFH has budgeted for shuttle service. Transportation's goal in presenting to the committee is to get to full funding for the services needed during the current budget season.

Josh will return to GFHAC meetings on 2/24 and 3/9. He will also discuss what the shuttle services would look like at the amount that was presented from the GFH budget worksheet.

Josh shared transportation services would be present at the following upcoming community events:

- Farmer's market pop-up on 2/18
- STAC meeting will occur on 2/24
- Special meeting with MTS and STAC to discuss Elevate SD 2020

Josh asked that the committee inform him on what TS could provide to help ensure that the next GFHAC meetings are productive.

Question: Burgundy asked if there are still duplicative routes for Mesa, noting that residents have noticed that some shuttles will bypass stops in the Mesa community during their route. This causes confusion and frustration for residents.

- Valerie confirmed they've witnessed the same on multiple occasions.

Question: Valerie asked if it is possible for the south Campus shuttles to pick up Mesa Nueva students when the shuttle is not at capacity.

Question: Valerie asked about the shuttle drivers taking their breaks at the South Mesa shuttle stop while passengers are onboard and commented on the inconvenience posed to residents.

- Josh responded that the current schedule is set based on historical ridership from One Miramar
- Josh will review the shuttle routes because at true off-peak hours all stops should be serviced

Comment: Adriana commented that the patterns for OMS have changed significantly in recent years.

Comment: Marybeth commented concern for the current level of service for students and the request for additional funding when current needs aren't being met.

Question: Burgundy asked if HDH owes transportation services money at this point.

- Ken said there is no debt that TS is collecting.
- The committee goal is to get to full funding for the services needed during the budget season.

Budget Worksheet Overview & Discussion (continued)

Rebecca returned the conversation to the budget worksheet to address budget discrepancies from what was presented last year to the committee.

Income:

- Rent discrepancy because GFH originally projected an increase of 5% for Mesa, OMS, Coast. After discussions with the committee, the rent increase was decreased to 3%.

Question: Sven asked if GFH could consider collecting income by renting Rita out to undergrads.

- Rebecca commented that this is not possible. Undergraduate occupancy is accounted for in the undergraduate budget.

Expenses:

- Staff salaries: additional staff for Nuevo West/East including custodial services/maintenance/etc.

Question: Burgundy asked for a breakdown of increases for staff.

Question: Adriana asked for Org Charts for each community.

- Rebecca confirmed this information could be provided by next meeting.

Question: Burgundy asked how much GFH pays for Programming. Is this included in the Recharge category?

- Rebecca can get firm numbers, most events funded by partnership. Smaller scale events hosted by Community Assistants funded by GFH budget.

Question: Sven asked if the because Rita would house both undergrad and graduate students, if the budget for additional services for undergrads would be taken from GFH budget or if there was room for deduction as graduate students don't require the same level of service/programming as undergraduate students.

- Jana replied that those services/expenses were built into the undergraduate budget and did not impact the GFH budget, nor could GFH collect revenue from undergrads as this is built into their budget.
- Rebecca stated that the budget projected anticipates that the amount of grad students living at the Rita will be at 30% of last years projected costs based on occupancy projections.

Question: Petia commented that there were only 30 Rita units listed on the budget worksheet and asked for clarification if it was 30 units or 30% of all units at the Rita to be occupied by GFH.

- Rebecca and Jana to review/confirm and edit the spreadsheet accordingly.

Question: Adriana asked to discuss in future meetings how revenue goals are generated.

Question: Sven asked to see the numbers if there were no increases or decreases in current rental rates.

- Rebecca said she could provide those numbers, but that GFH will not move forward with no rental increases in the next two years. The budget worksheet functions so that committee members can run different scenarios with budgeted amounts.

Rebecca reiterated that the Budget Worksheet Spreadsheet will be posted on the Box for continued discussion and for committee use.

Final remarks:

- Burgundy commented that residents prefer using debit/credit cards for machines versus the current app.
- Burgundy commented that meeting minutes have not been posted. Meeting minutes approval to be added to next meeting's agenda and minutes to be added to the Box.
- Gabriel commented that the committee should consider what is currently happening at UC Santa Cruz and bring that into the committee's discussion of what is considered "affordable" for students during the budget discussions.
- Hana requested to be copied on community newsletters so they could forward.

Meeting adjourned around 4:35 PM. Next meeting will be on 2/24/2020 at 3:00PM.