



Bird Rock Maintenance Assessment District

ADVISORY COMMITTEE REPORT 29 November 2006

Action Items

None

Non-Action Information Items

1. MAD & Boulevard (Colima to Midway) Public Landscaping

- a. As authorized by the Board at the last meeting, we issued a Request for Quotation (RFQs) to 17 contractors. The list was generated from recommendations provided by the City plus Dreamscape, McCullough and the contractor that installed the landscaping. We also advertised for five days in the San Diego Daily Transcript. Bid opening is scheduled for December 15.
- b. We held a pre-bid walk-through on November 20 which was attended by nine (9) contractors.
- c. I attended a preliminary “final walk through” on the landscaping with the City, Barratt, and the landscape contractor on November 21. The landscape contractor will trim the grasses now as well as start addressing other items on the punch list. A final walk through will be rescheduled for the next week or two.

2. Tree Grates

- a. We are now looking at installation in December.

3. 2006-2007 Maintenance Agreement and Budget

- a. As authorized by the Board, Mark Rechnic opened a separate checking account that will solely handle MAD funds.
- b. We updated QuickBooks to reconcile our books with the City’s regarding how the City treated BRCC expenses in FY2006. We also resolved some of the accounts that were originally intended to track the overall assessment district funding. The BRCC QuickBooks will only track BRCC cash flow. We will track, to the degree that we can, the City’s overall management of the District via a separate spreadsheet.
- c. We will submit a reimbursement request to the City in order to keep our Cash Advance as close to the maximum allowed amount of \$17,000 as possible.



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4. 2007-2008 Maintenance Agreement and Budget

- a. The City requested a preliminary budget for FY2008 by November 15. A preliminary budget was drafted and circulated electronically to the Board. The attached preliminary budget differs from that was sent to the City on November 16 as I discovered a glitch in the City's spreadsheet. As a result the annual assessment is now set at \$70 per equivalent benefit unit.
- b. We also learned from the City that:
 - i. Land acquisition is not an authorized use of MAD funds.
 - ii. Since the MAD allows "construction" that we can fund planning and engineering.
- c. We will also do our annual renewal of BRCC's maintenance agreement with the City. We anticipate no change to the language except to seek a 5% increase in the BRCC overhead limit.
- d. Annual Meeting
 - i. We will hold the annual meeting on Tuesday, February 6, 2007.
 - ii. We will mail out notice of the meeting as well as the draft budget at least 30 days prior to the February 6 meeting to all property owners in the District. A draft flyer is attached for review.
 - iii. We will need a vote of the Board at that meeting or electronically afterwards so that we can meet the City's deadline of February 9, 2007.

5. **Street Tree Maintenance** (*No change since October 2006 report*)

6. **Street Tree Enhancement** (*No change since October 2006 report*)

7. **Initiation of BRDC Responsibilities** (*No change since July 2006 report*)

8. MAD & Full Operation

Based on the latest projections from the City we anticipate that the BRCC will takeover responsibility for maintenance on the following schedule:

- a. Boulevard, Colima to Midway: 1st Quarter 2006
- b. Neighborhood Streets: February 2008
- c. Boulevard, Midway to Cam de la Costa: June 2008

Submitted by:

Joe LaCava

Chair, Bird Rock MAD Advisory Committee

Attachments: Draft Annual Meeting Announcement and draft FY08 budget.

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Annual Meeting

**Tuesday, February 6, 2007, 6:00 pm
Bird Rock Elementary School Auditorium**

The annual meeting for the Bird Rock MAD is hereby called for review and approval of the proposed annual budget. Upon approval, it will be submitted to the City of San Diego for inclusion in the City's annual budget process which starts in late February.

On the other side of this sheet is the proposed budget for 2007-2008. The budget is based on our understanding of when the MAD will take over the public landscaping associated with the traffic calming improvements on the boulevard and in the neighborhood streets.

The public landscaping on the Boulevard between Colima and Midway is already in place and we expect the City to accept the improvements from the developer and turn in over to the MAD within the first few months of 2007. The remainder of the traffic calming and the associated installation of the public landscaping are just getting underway. The 2007-2008 budget, which starts July 1, 2007, assumes that we will continue maintenance of the Colima-Midway segment, take over the landscaping in the residential streets in February 2008, and take over the remainder of the Boulevard public landscaping in about April 2008.

We continue to budget a *reduction* in the annual assessment. Last year we had projected that the 2007/2008 assessment rate would be at the maximum allowed; however, with the delay in the roll out of the public landscaping we can operate at a lower rate. We are proposing the 2007/2008 rate at \$70 per equivalent benefit unit. For 2008-2009, we expect the assessment to return to the maximum allowed rate because all of the public landscaping will be in place and the District will be operating at its full level of responsibility.

The annual meeting is an opportunity to critique the previous year's performance and review the draft budget for the next year. We welcome your participation and comments.

If you cannot attend the meeting on February 6, please mail your comments as soon as possible to Bird Rock MAD, 5666 La Jolla Boulevard, #168, La Jolla 92037 or email them to BirdRockMAD@san.rr.com.

The documents of the BR-MAD are available on-line for your review at <http://www.birdrock.org> (click on Forums.) The website also provides a forum for you to post your ideas and suggestions.

**Park and Recreation Department - Open Space Division
Maintenance Assessment Districts Program
Summary of Fiscal Year 2008 (07-01-07 to 06-30-08) Proposed Budget**

DRAFT

**Bird Rock Maintenance Assessment District
City of San Diego Fund No. 70281**

	FY 2008 Proposed	Explanation
<u>Bird Rock MAD Costs</u>		
Contract Services		
BRCC Admin. Overhead	\$ 25,990.00	Budget for one full year of operation, see detail below. Based on 12 months of Seahaus landscaping, 5 month of landscaping in the residential streets, and 1 month of remainder of boulevard. All based on current City projections of completion of traffic calming and landscaping.
Landscape Services	\$ 39,500.00	
Other Incidental Costs	\$ 28,480.00	See itemization below
Capital Improvements Program	\$ 20,000.00	
City Management Costs	\$ 10,000.00	City Expenses to administer District.
Subtotal Supplies and Services	\$ 123,970.00	
Utilities: Water / Sewer / Electrical	\$ 7,790.00	Water and Electricity for irrigation plus sewer surcharge.
TOTAL COSTS	\$ 131,760.00	
<u>Bird Rock MAD Revenue</u>		
Annual Assessment	\$ 118,317.85	Revenue from proposed 2007/2008 Assessment
Interest Earnings	\$ 500.00	Interest earned on carry over from 2006-2007
City Contributions	\$ -	
Miscellaneous Revenue	\$ 2,820.00	We are eligibile for Gas Tax Funds once medians come into play.
TOTAL REVENUE	\$ 121,637.85	
<u>District Reserves</u>		
Beginning Fund Balance (From FY 2007)	\$ 118,317.85	Balance projected to be carried forward from 2006-2007
FY 2008 Revenue less Costs	\$ (101.00)	Difference between 2007-2008 Revenues and Expenses
Year End Operating Reserves	\$ 118,216.85	Projected reserves at end of FY 2008
<u>Fund Balance</u>		
Reserve	\$ 13,176.00	10% Reserve Required by Auditors
Unallocated Reserve (not earmarked)	\$ 52,704.00	To bring total reserve to maximum allowed.
TOTAL FY 2008 FUND BALANCE	\$ 65,880.00	

Assessment Rate	\$ 70.00	Proposed Assessment Rate
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Detail: BRCC Admin. Overhead	\$ 25,990.00	Budget as allowed under Maintenance Agreement between BRCC and City of San Diego. Includes labor cost for a half-time Executive Director that will operate out of Bird Rock and run the day to day affairs of the MAD including overview of contractor, processing invoicing, keeping the books, coordinating with outside accountant and auditor, and, reporting to the BRCC Board. May also include space rental and utilities.
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Detail: Other Incidental Costs		
Office Supplies (Equip & Supplies)	\$ 1,000.00	Administrative Costs
Postage/ Mailing	\$ 2,000.00	Mail out Annual Report
Garden Nursery Stock	\$ 5,000.00	Allowance for plant replacement/enhancement.
Seasonal decorations	\$ 5,000.00	Allowance
Misc Contract Serv (Security Srvcs.)	\$ 3,000.00	TOBR Traffic Control + Halloween totalled \$1800. We did not budget funds for these cost items in 2006.
Photocopy and Xerox	\$ 2,000.00	Produce Annual Report and Distribute to Property Owners
Advertising	\$ 250.00	Advertisement for Requests for Proposal
Insurance	\$ 4,000.00	Insurance Coverage required by the City
Accounting Department Charges	\$ 4,230.00	Required Year End Audit plus bookkeeping
Information Technology	\$ 2,000.00	Computer and Software
	\$ 28,480.00	