



Bird Rock Maintenance Assessment District

ADVISORY COMMITTEE REPORT 28 February 2007

Action Items

None

Non-Action Information Items

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

- a. There has been progress by the developer in completing the City's punch list.
- b. As noted last month, we received five (5) bids from prospective contractors. We are reviewing the bids and will make a recommendation to the Board.

2. Tree Grates

The contractor is working on the punch list but holding off with the remaining items until we get the new tree dedication plaques. The plaques have been ordered through Bird rock's "Sign Shop" and will be paid for and reinstalled by the contractor. The contractor offered to accept no payment until the work was signed off.

3. 2006-2007 Maintenance Agreement and Budget

We submitted a reimbursement request on Feb 12 (attached.) Our budget status is as follows:

2006-2007 Approved Budget	\$92,381.00 ¹
Spent and Reimbursed	(6,575.66)
Spent (Feb 12 Reimb)	<u>(15,112.16)²</u>
Balance as of 2/12/2007	\$70,693.18

4. 2007-2008 Maintenance Agreement and Budget

We held our Annual Meeting on Feb 6. A notice of the meeting was mailed out to all 1500 property owners. About 2% of the notices were undeliverable which we deemed to be acceptable. In addition the notice was repeated in the Bird Rock Newsletter. We received four email inquiries from folks that could not attend; two were informational, two were in support of the budget. About 80 to 90 attended the meeting. There was an open question and answer period. No objections to the proposed budget were offered, except one individual

¹ Amount available for BRCC use, the remainder of 06/07 proceeds is to reimburse City and for reserves.

² Includes \$13,088 for Dreamscape Landscaping that has not yet been paid.



Bird Rock Maintenance Assessment District

who came away from the 2005 formation effort with expectations of a lower assessment. The budget, copy attached in City's format, was submitted to the City Department of Park and Recreation for approval.

5. Street Tree Maintenance

We continue to conduct spot review and McCullough responds promptly to specific request. Please let us know if there are any issues with the street trees or the ground level landscaping.

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

7. MAD & Full Operation

Based on updated information from the City we anticipate that the BRCC will takeover responsibility for maintenance on the following schedule

- a. Boulevard, Colima to Midway: April 2007
- b. Neighborhood Streets: April 2008
- c. Boulevard, Midway to Cam de la Costa: September 2008

Submitted by:

Joseph LaCava

Joe LaCava

Chair, Bird Rock MAD Advisory Committee



Bird Rock Maintenance Assessment District
5666 La Jolla Boulevard, #168 La Jolla, CA 92037

12 February 2007

Clay Bingham
Assistant Deputy Director
Park and Recreation Department - Open Space Division
1250 Sixth Avenue, 4th Floor, MS 804A
San Diego, CA 92101

RE: FY2007 Reimbursement Request

Dear Clay,

The BRDC respectfully submits this request for reimbursement of expenses incurred by the BRDC in conformance with our FY2007 Maintenance Agreement. Reimbursement will allow us to sustain our Cash Advance at \$17,000 as allowed under our maintenance agreement with the City of San Diego and ensure they we have adequate operating funds.

Summary

Account 3102	799.55
Account 4217	13,088.00
Account 4217	712.50
Account 4314	264.61
Account 4960	247.50
Total this Request	\$15,112.16
Outstanding Balance	0.00
Total Due and Payable	\$ 15,112.16

We appreciate the opportunity to be of service to the Bird Rock community and the City of San Diego.

Please direct your payment to: **Bird Rock Development Corporation**
5666 La Jolla Boulevard, #168
La Jolla, CA 92037

Sincerely,
Bird Rock Development Corporation

Joe LaCava
Designated Representative

Attachment: Status of FY 2007 Budget
Detail of Receipts by Account
Copy of Listed Receipts

cc: BRDC Board of Directors

**Status of FY 2007 Budget
As of Reimbursement Request 12 February 2007**

Object Account	Title	2006-2007 Approved Budget	Previously Reimb.	This Request	Balance
3101	Office Supplies	\$1,000.00	0.00	0.00	1,000.00
3102	Postage/Mailing	\$1,031.00	214.38	799.55	17.07
3213	Garden Nursery Containers	\$20,000.00	0.00	13,088.00	6,912.00
3214	Garden Nursery Stock	\$5,000.00	0.00	0.00	5,000.00
3243	Dry Goods	\$5,000.00	0.00	0.00	5,000.00
4151	Unclassified Prof Services	\$24,750.00	0.00	0.00	24,750.00
4217	Landscaping Services	\$25,000.00	1,675.00	712.50	22,612.50
4314	Photocopy Xerox	\$2,000.00	431.23	264.61	1,304.16
4351	Advertising	0.00	171.10	0.00	- 171.10
4810	Insurance	\$3,600.00	3,980.72	0.00	- 380.72
4813	Other Insurance	0.00	103.23	0.00	- 103.23
4960	Accounting Dept Charges	\$3,000.00	0.00	247.50	2,752.50
49887	IT Contracts Other	\$2,000.00	0.00	0.00	2,000.00
	Total	\$92,381.00	\$6,575.66	\$15,112.16	\$70,693.18

Listing of Expenses by Account
 FY 2007
 Reimbursement Request, 12 February 2007

Account 3102 (Postage/Mailing)

Vendor	Explanation	Cost
La Jolla Mailbox	Mail out notice of annual meeting.	757.55
La Jolla Post Office	Mailbox and key	42.00
	Total – Account 3102:	\$ 799.55

Account 3213 (Garden Nursery Containers)

Vendor	Explanation	Cost
Dreamscape Landscaping	Provide and install 8 tree grates.	13,088.00
	Total – Account 3213:	\$13,088.00

Account 4217 (Landscaping Services)

Vendor	Explanation	Cost
McCullough Landscaping	November maintenance	237.50
McCullough Landscaping	December maintenance	237.50
McCullough Landscaping	January maintenance	237.50
	Total – Account 4217:	\$ 712.50

Account 4314 (Photocopy and Xerox)

Vendor	Explanation	Cost
Opaque Graphics	Notice of annual meeting and envelopes	242.44
Staples (Reimb to LaCava)	Mailing Labels for annual meeting notice	22.17
	Total – Account 4217	\$ 264.61

Account 4960 (Accounting Dept Charges)

Vendor	Explanation	Cost
Caran Hardy, Bookkeeper	Bookkeeping services, including start-up	247.50
	Total – Account 4351:	\$ 247.50

Open Space Division - Maintenance Assessment Districts
Worksheet for FY2008 District Budget FY 2008 Proposed
Bird Rock - Fund No. 70281 DRAFT 2/07/2007
 Submitted by BRCC

Object Account	Program Element/Description	FY 2008 Proposed Budget
	Budget Positions	0.00
1100	Salaried Wages Budgeted	\$0.00
1200	Temporary Labor	\$0.00
2000	Fringe	\$0.00
	Total Labor & Fringe	\$0.00
3101	Office Supplies (Equip & Supplies)	\$1,000.00
3102	Postage/Mailing	\$2,000.00
3212	Soil & Conditioner	\$0.00
3213	Garden Nur Containers	\$0.00
3214	Garden Nur Stock	\$5,000.00
3243	Dry Goods/Wearing Apparel (seasonal decorations)	\$5,000.00
3298	Unclas Mat & Supp	\$0.00
4114	Prelim Eng - In House	\$0.00
4118	Engineering Service	\$10,000.00
4151	Unclasif Prof Services (BRDC Admin. Overhead)	\$25,990.00
4217	Landscaping Services	\$39,500.00
4222	Misc Cont Serv (Security Svcs.)	\$3,000.00
4226	Cont Serv-City Force	\$0.00
4240	Reimbursement Agreements	\$0.00
4313	Photo and Blueprint	\$0.00
4314	Photocopy and Xerox	\$2,000.00
4351	Advertising	\$250.00
4460	Training	\$0.00
4691	Motive Equip Rental -Pool	\$0.00
4692	Motive Equip Rental-Usage	\$0.00
4693	Mot Eq Rental -Assignment	\$0.00
4810	Insurance	\$4,000.00
4813	Other Insurance	\$0.00
4881	Transfers - Cash	\$0.00
49591	Special Districts Administration	\$10,000.00
4951	Overhead Billed (20% of wages)	\$0.00
4960	Accounting Department Charges	\$4,230.00
49887	IT/Other (One Time Purchases - Computers, Software)	\$2,000.00
		\$113,970.00
4881	Capital Improvements Program	\$20,000.00
	Total Capital Improvements Program	\$20,000.00
5101	Electric Services	\$5,400.00
5204	Water Serv-Incl Hydr Rent	\$2,240.00
5205	Sewer Service Charge (Storm drain)	\$160.00
	Total Utilities	\$7,800.00
6010	Outlay	\$0.00
	Total Costs / Appropriations:	\$141,770.00
	Fund Balance	
4903	Unallocated Reserve (not earmarked)	\$56,708.00
4905	10% Reserve Required by Auditors	\$14,177.00
49051	Allocated Reserve (future projects or needs)	\$46,488.85
4905	Contingency Reserve	\$117,373.85
	GRAND TOTAL	\$259,143.85
	Income:	
71110	Assessments - Taxable Entities	\$137,506.00
711101	Adjustment to Assessments - Taxable Entities	\$0.00
71140	Prior Year - June Assessments (Taxable Ent)	\$0.00
71210	Delinquent Secured Property Taxes	\$0.00
71310	Delinquent Secured Prop Taxes - Penalty & Int	\$0.00
71720	Property Taxes - Interest Alloc.	\$0.00
72620	Assessments - Non-Taxable Entities	\$0.00
72630	Delinquent Secured - Penalty & Int - Contra	\$0.00
75111	Interest On Pool Invest	\$500.00
751111	Accrued Interest On Pooled Investment	\$0.00
751132	Unrealized (Loss)	\$0.00
751133	Unrealized Gain (Interest)	\$0.00
79902	Trans Fr 302191-Gas Tax Fund	\$2,820.00
79910	Trans Fr 10505-Environmental Growth Fund	\$0.00
	Total Revenue:	\$140,826.00

Fund Balance Calculation

	Beginning Fund Balance	\$118,317.85
+	Prior Year Encumbrances (Fund Balance)	\$0.00
+	Total Revenue	\$140,826.00
-	Total Expenditures	\$141,770.00
=	Closing Fund Balance	\$117,373.85

	Change in Fund Balance (Decrease)	(\$944.00)
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Target Fund Balance

	10% of Operating Expenditures (Min)	\$14,177.00
	Six Months of Operating Expenditures (Max)	\$70,885.00

Assessment and EBU Calculation

	Assessment Rate per EBU	\$75.00
	EBUs	1,833.41
	Total Assessment Revenue	\$137,505.75

Inflation Factor

	Consumer Price Index-All Urban Consumers (CPI-U)	
	Consumer Price Index Plus 3% Allowed	
	5%	
	Consumer Price Index Authorized? (Yes/No)	Yes