



Bird Rock Maintenance Assessment District

ADVISORY COMMITTEE REPORT 25 April 2007

Action Item

1. Selection of Landscape Contractor (Colima to Midway)

There has been progress by the developer in completing the City's punch list; however, as of March 13 the City was still in negotiations with Barrett re completion. No target completion date was offered; however we can expect it within the next few months. In November we sent out 15 Request for Quotes to interested contractors. In December, we received five (5) bids. All bids were deemed to have met our selection process. Attached is a brief summary of the five bids and the contractors.

Recommend the Board of the BRCC make the following findings:

- a. Fifteen requests for quotations were sent out to interested contractors.
- b. Five quotes were received by the BRCC and all were deemed responsive.
- c. After a detailed review of the quotes including conversations with the contractor's references as well as with the contractor themselves, Acacia Landscaping is deemed to offer the best combination of quality, capability and cost. Brewer Landscaping was deemed to be an acceptable second choice.
- d. Direct the MAD Advisory Committee to draft a contract, secure approval of the draft from Acacia Landscaping, and bring it back to the Board for final ratification.
- e. If terms can not be reached with Acacia Landscaping, the Board authorizes the committee to seek agreement with Brewer Landscaping.
- f. The BRCC will not enter into said contract until the City of San Diego provides a date certain for turn over the public landscaping for management by the BRCC.

Non-Action Information Items

1. Tree Grates

The contractor has partially completed the punch list and we are waiting for the concrete sub-contractor to finish the remaining items. The contractor ordered and paid for the two tree dedication plaques that were lost. We continue to retain over 50% of the contract price pending final completion.



Bird Rock Maintenance Assessment District

2. Reimbursement Requests

A draft reimbursement request is attached which will be sent out once we secure the required back up information.

3. 2006-2007 Maintenance Agreement and Budget

Our budget status is as follows:

2006-2007 Approved Budget	\$92,381.00 ¹
Spent and Reimbursed	(21,687.82) ²
Spent (not yet reimbursed)	(853.62)
Accounts Payable	0.00 ³
Balance as of 4/20/2007	<u>\$69,839.56</u>

See attached P&L statement.

4. 2007-2008 Maintenance Agreement and Budget

The City has rejected our proposal for a 5% bump in the administrative cost; otherwise it appears our proposed budget will be approved.

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 *(No Change from last month)*

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

- Boulevard, Colima to Midway: 2nd Quarter 2007
- Neighborhood Streets: April 2008
- Boulevard, Midway to Cam de la Costa: September 2008

Submitted by:

Joe LaCava
Chair, Bird Rock MAD Advisory Committee

¹ Amount available for fulfilling BRCC's obligations under the management agreement.

² Includes \$7,010.90 for Dreamscape Landscaping that has not yet been paid.

³ Does not include the \$7,010.90 for Dreamscape Landscaping that has not yet been paid.

**Bird Rock Maintenance Assessment District
Contract for Colima - Midway Segment**

	McCullough Landscaping	Acacia Landscape	Brewer Lawn Maintenance	Ponderosa Landscaping	Park West Landscape
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Price	\$19,800	\$13,500	\$18,400	\$23,000	\$24,500
Pre-Bid Conference	+	+	+	+	+
Responsive to RFQ	+	+	+	+	+
References	+	+	+	+	+
Similar Experience	+	++	++	++	-
Size					
Employees	30	23	20	24	200
Annual Billings	\$1,500,000	\$1,000,000	--	\$900,000	--
Employees Assigned	2	1 - 3	3	2	3
Headquarters	Bird Rock	Chula Vista	Imperial Beach	El Cajon	San Marcos
Observations	Local owner, Bird Rock Street Trees	Low cost, South Mission Beach Street Trees, Comparable experience	Comparable experience, seemed the most enthusiastic about the opportunity	Comparable experience	Most corporate, HOAs and commercial accounts



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

23 April 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	1.12
Account 4217	475.00
Account 4960	377.50
Total this Request	\$ 853.62
Outstanding Balance	0.00
Total Due and Payable	\$ 853.62

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 23 April 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	1013.93	1.12	15.95
3213	Garden Nursery Containers	\$20,000.00	13,088.00	0.00	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	2,387.50	475.00	22,137.50
4314	Photocopy Xerox	\$2,000.00	695.84	0.00	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	247.50	377.50	2,375.00
49887	IT Contracts Other	\$2,000.00	0.00	0.00	2,000.00
	Total	\$92,381.00	\$21,687.82	\$ 853.62	\$69,839.56

Listing of Expenses by Account
 FY 2007
 Reimbursement Request, 23 April 2007

Account 3102 (Postage/Mailing)

Vendor	Explanation	Cost	Check No.
Caran Hardy, Bookkeeper	Postage for bills	1.12	1008 (part.)
Total – Account 3102:		\$ 1.12	

Account 4217 (Landscaping Services)

Vendor	Explanation	Cost	Check No.
McCullough Landscaping	February maintenance	237.50	1013
McCullough Landscaping	March maintenance	237.50	1015
Total – Account 4217:		\$ 475.00	

Account 4960 (Accounting Dept Charges)

Vendor	Explanation	Cost	Check No.
Caran Hardy, Bookkeeper	Bookkeeping services, including start-up	198.75	1008 (part.)
Checks Unlimited	Printed checks and envelopes (net after refund)	178.75	ETF
Total – Account 4351:		\$ 377.50	

Bird Rock Community Development Corporation
Profit & Loss Detail - Accrual Basis

Fiscal Year 2006 - 2007

Ordinary Income/Expense	Date	Type	Num	Name	Class	Memo/Description	Split	Amount	Balance
Income									
4123 MADD Cash Advance	09/21/2006	Deposit			06/07 MAD	IMAD Exp. Reimb.	1010 BRCC Main Checking	17,000.00	17,000.00
Total for 4123 MADD Cash Advance								\$17,000.00	
4124 MADD Reimbursements Received									
	09/21/2006	Deposit			06/07 MAD	IMAD Exp. Reimb.	1010 BRCC Main Checking	1,134.05	1,134.05
	01/02/2007	Deposit			06/07 MAD	BRMAD Reimb.	1010 BRCC Main Checking	5,441.61	6,575.66
	03/29/2007	Deposit		City of San Diego	06/07 MAD	Reimb.	1020 BRCC-MAD Checking	15,112.16	21,687.82
Total for 4124 MADD Reimbursements Received								\$21,687.82	
Total for Income								\$38,687.82	
Expenses									
IMAD Expenditures									
Contract Services									
4217 Landscaping Services									
	07/28/2006	Check	3526	McCullough Five Star Landscaping	06/07 MAD	June Maint	1010 BRCC Main Checking	237.50	237.50
	08/02/2006	Bill	1004	McCullough Five Star Landscaping	06/07 MAD	La Jolla Blvd Trees Maint - July	Accounts Payable	237.50	475.00
	08/11/2006	Check	3530	McCullough Five Star Landscaping	06/07 MAD	La Jolla Blvd Trees Maint	1010 BRCC Main Checking	712.50	1,187.50
	09/21/2006	Check	3652	McCullough Five Star Landscaping	06/07 MAD	August Svc.	1010 BRCC Main Checking	237.50	1,425.00
	10/12/2006	Check	3543	McCullough Five Star Landscaping	06/07 MAD	BR MAD job no. 2006-03	1010 BRCC Main Checking	250.00	1,675.00
	10/12/2006	Check	3543	McCullough Five Star Landscaping	06/07 MAD	September Maint	1010 BRCC Main Checking	237.50	1,437.50
	11/03/2006	Bill	1001	McCullough Five Star Landscaping	06/07 MAD	La Jolla Blvd Trees Maintenance October	Accounts Payable	237.50	1,675.00
	12/06/2006	Bill	1001	McCullough Five Star Landscaping	06/07 MAD	La Jolla Blvd Trees Maintenance November	Accounts Payable	237.50	1,912.50
	01/02/2007	Bill	1006	McCullough Five Star Landscaping	06/07 MAD	La Jolla Blvd. Trees Maint - Dec. 06	Accounts Payable	237.50	2,150.00
	01/31/2007	Bill		McCullough Five Star Landscaping	06/07 MAD	La Jolla Blvd Trees Maintenance January	Accounts Payable	237.50	2,387.50
	02/28/2007	Bill	1013	McCullough Five Star Landscaping	06/07 MAD	La Jolla Blvd Trees Maintenance February	Accounts Payable	237.50	2,625.00
	04/06/2007	Bill	Inv. 10742	McCullough Five Star Landscaping	06/07 MAD	La Jolla Blvd Trees - March Maintenance	Accounts Payable	237.50	2,862.50
Total for 4217 Landscaping Services								\$2,862.50	
Total for Contract Services								\$2,862.50	
Other Incidental Costs									
3102 Postage and Delivery Expenses									
	05/18/2006	Check	3488	La Jolla Mailbox	06/07 MAD	Postage and tax	1010 BRCC Main Checking	147.00	147.00
	11/06/2006	Bill	1003	La Jolla Mailbox	06/07 MAD	Mail out landscape maint RFQ	Accounts Payable	56.80	203.80
	11/22/2006	Bill	1003	La Jolla Mailbox	06/07 MAD	Mail out RFQ & Addend 1 to landscape maint RFQ	Accounts Payable	10.58	214.38
	11/22/2006	Bill	1002	Caran Hardy, Bookkeeper	06/07 MAD	P.O. Box 432 /1 year	Accounts Payable	42.00	256.38
	01/30/2007	Bill		La Jolla Mailbox	06/07 MAD	MADD Postage 1/2	Accounts Payable	250.00	506.38
	01/30/2007	Bill		La Jolla Mailbox	06/07 MAD	MADD Postage 1/16	Accounts Payable	19.50	525.88
	01/30/2007	Bill		La Jolla Mailbox	06/07 MAD	MADD Postage 1/3	Accounts Payable	183.50	709.38
	01/30/2007	Bill		La Jolla Mailbox	06/07 MAD	MADD Postage 1/11	Accounts Payable	13.05	722.43
	01/30/2007	Bill		La Jolla Mailbox	06/07 MAD	MADD Postage 1/4	Accounts Payable	291.50	1,013.93
	02/08/2007	Bill		Caran Hardy, Bookkeeper	06/07 MAD	Postage	Accounts Payable	1.12	1,015.05
Total for 3102 Postage and Delivery Expenses								\$1,015.05	
3213 Garden Nursery Containers									
	02/15/2007	Bill	Inv. 677	Dreamscape Landscape, Inc.	06/07 MAD	Bird Rock Tree Grates - Phase 1	Accounts Payable	13,068.00	13,068.00

Bird Rock Community Development Corporation
Profit & Loss Detail - Accrual Basis

Fiscal Year 2006 - 2007

Ordinary Income/Expense	Date	Type	Num	Name	Class	Memo/Description	Split	Amount	Balance
Total for 3213 Garden Nursery Containers									
								\$13,088.00	
4314 Photocopy									
	04/27/2006	Check	3483	Opaque Graphics	06/07 MAD	Letter (400) #10 Envelopes (400)	1010 BRCC Main Checking	118.53	118.53
	04/27/2006	Check	3485	Opaque Graphics	06/07 MAD		1010 BRCC Main Checking	242.44	360.97
	12/01/2006	Check	3567	LaCava, Joe & Lorene	06/07 MAD	Staples -copies Landscape Maint RFQ	1010 BRCC Main Checking	70.26	431.23
	01/02/2007	Check	3572	Opaque Graphics	06/07 MAD	BRCC Annual report prep	1010 BRCC Main Checking	242.44	673.67
	01/17/2007	Bill		Joe La Cava	06/07 MAD	Mailing Labels for Announcement Annual Meeting (2 boxes/Staples)	Accounts Payable	22.17	695.84
								\$695.84	
4351 Advertising/Promotional									
	07/01/2006	Check	2	San Diego Daily Transcript	06/07 MAD	Ad for tree grate proposals	1010 BRCC Main Checking	47.85	47.85
	11/07/2006	Bill	1005	San Diego Daily Transcript	06/07 MAD	BR Maintenance	Accounts Payable	125.09	172.94
								\$172.94	
4810 Insurance									
	06/29/2006	Check	3497	Driver Alliant Insurance	06/07 MAD		1010 BRCC Main Checking	1,250.00	1,250.00
	08/11/2006	Check	3533	Driver Alliant Insurance	06/07 MAD		1010 BRCC Main Checking	2,730.72	3,980.72
								\$3,980.72	
4813 Other Insurance									
	05/01/2006	Check	3486	Driver Alliant Insurance	06/07 MAD	Driver Alliant Insurance- City Endorsement from 3/27/06 thru 6/30/06	1010 BRCC Main Checking	103.23	103.23
								\$103.23	
4960 Acctg Dept Charges									
	11/22/2006	Bill	1002	Caran Hardy, Bookkeeper	06/07 MAD	11/4-12/7 meetings/setup/org/begin	Accounts Payable	247.50	247.50
	12/02/2006	Check	Auto	Checks Unlimited	06/07 MAD	Printed checks & window envelopes supply	1020 BRCC-MAD Checking	186.70	434.20
	01/15/2007	Deposit		Checks Unlimited	06/07 MAD	Refund checks/envelopes	1020 BRCC-MAD Checking	-7.95	426.25
	02/08/2007	Bill		Caran Hardy, Bookkeeper	06/07 MAD	Bookkeeping services 12/08/06 thru 2/08/07	Accounts Payable	198.75	625.00
								\$625.00	
Total for Other Incidental Costs									
								\$19,660.78	
Total for MAD Expenditures									
								\$22,543.28	
Total for Expenses									
								\$22,543.28	
Net Income (Note target is to keep "Net Income" at or near \$17,000, the cash advance from the city.)									
								\$16,144.54	
Note target is to keep "Net Income" at or near \$17,000, the cash advance from the city.									
Difference from \$17,000 reflects accounts payable									