



Bird Rock Maintenance Assessment District

ADVISORY COMMITTEE REPORT 30 April 2008

Action Items

None

Non-Action Information Items

1. **2008–2009 Maintenance Agreement - Renewal**

The City has submitted a draft of the 2008-2009 Agreement for renewal of our annual contract. We were successful in renegotiating the City's fee from \$10,000 or 6% whichever is greater to \$3500 or 4% whichever is greater. The remainder of the agreement is the same as 2007-2008 agreement. The one change is that the City will enforce the requirement that the Cash Advance be returned by June 30 at the end of the agreement; we can request a new Cash Advance for the subsequent fiscal year. We will present the final draft from the City for Board approval.

2. **Manager RFP**

We interviewed three individuals on April 24. Findings will be presented at the April 30 Board meeting.

3. **Landscape Contractor (Colima to Midway)**

The Board approved the selection of Acacia Landscape in April 2007. The City is working with Barrett re completion and acceptance; however this continues to be problematic. Acacia has been alerted but we have not engaged their services.

4. **Landscape Maintenance Contractor (Full MAD)**

We completed the Request for Quotation which includes all landscaping in the MAD. The RFQ was mailed to 13 contractors on the attached list. There is a mandatory pre-bid meeting on May 2 and bids are due May 30.

5. **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: Estimated Spring 2008
- b. Neighborhood Streets: August 2008 (6 months after installation is deemed complete which occurred 18 2008.)
- c. Boulevard, Midway to Camino de la Costa: January 2009 (6 months after installation is deemed complete which is now estimated to be by July 2008.)

Note for the elements yet to be constructed the takeover date is 6 months after the actual completion of construction.

6. **2007-2008 Maintenance Agreement and Budget**

Our budget status is as follows:

2007-2008 Approved Budget ¹	\$ 102,730.00
Spent and Reimbursed	(13,193.89)
Spent (not yet reimbursed) ²	(840.88)
Accounts Payable	<u>(0.00)</u>
Balance as of 4/22/2008	\$ 88,695.23

The P&L statement of the fiscal year to April 22 is attached.

Submitted by:



Joseph LaCava
Chair, Bird Rock MAD Advisory Committee

Attachments:

Landscape Maintenance Contractors receiving RFQ
P&L Statement

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

² Reimbursement request to be prepared later this month.

Potential Companies for Bird Rock Maintenance Assessment District

<p>ACACIA LANDSCAPE PO BOX 4270 CHULA VISTA CA 91909</p>	<p>AZTEC LANDSCAPE 7970 LEMON GROVE WY LEMON GROVE CA 91945</p>	<p>BLUE SKIES LANDSCAPE MAINT ATTN PETE NAVARRO PO BOX 17026 SAN DIEGO CA 92177</p>
<p>BREWER LAWN MAINT 1829 ROYSTON DRIVE SAN DIEGO CA 92154</p>	<p>PARK WEST 126 S. PACIFIC STREET SAN MARCOS, CA 92078</p>	<p>PONDEROSA 1860 JOE CORSSON DRIVE STE A EL CAJON CA 92020</p>
<p>BOAZ LANDSCAPING 5324 LA JOLLA BOULEVARD LA JOLLA, CA 92037</p>	<p>GAMBOA GARDENING 5550 LA JOLLA HERMOSA AVE LA JOLLA, CA 92037</p>	<p>GREEN GARDENS 4910 CASS STREET SAN DIEGO, CA 92109</p>
<p>NORTHSHORE LANDSCAPE 8070 LA JOLLA SHORES DR #167 LA JOLLA CA 92037</p>	<p>MCCULLOUGH LANDSCAPING 5552 CHELSEA AVENUE LA JOLLA, CA 92037</p>	<p>TONTZ CONSTRUCTION 5618 TAFT AVENUE LA JOLLA, CA 92037</p>
<p>TORREY PINES LANDSCAPING P.O. BOX 6742 SAN DIEGO, CA 92166</p>		

Bird Rock Community Development Corporation
Profit & Loss Detail - Cash Basis
 July 1, 2007 - April 22, 2008

Date	Type	Num	Name	Class	Memo/Description	Split	Amount	Balance	UnBilled Billing
Ordinary Income/Expense									
Income									
4124 MAD Reimbursements Received									
09/18/2007	Deposit		City of San Diego Treasurer	07/08 MAD	BRDC FY 2008	1020 BRCC-MAD Checking	5,276.88	5,276.88	
10/31/2007	Deposit		City of San Diego Treasurer	07/08 MAD	MAD Reimb 10/18/07	1020 BRCC-MAD Checking	4,831.60	10,108.48	
01/05/2008	Deposit		City of San Diego Treasurer	07/08 MAD	BRDC 08	1020 BRCC-MAD Checking	2,104.53	12,213.01	
2/15/2008	Deposit		City of San Diego Treasurer	07/08 MAD	BRDC 08	1020 BRCC-MAD Checking	1,813.32	14,026.33	
							\$ 14,026.33		
							\$ 14,026.33		
Total for 4124 MAD Reimbursements Received									
Expenses									
3110 Rents									
11/06/2007	Bill	07-08	Rental	07/08 MAD	10/31/07 - 10/31/08 MAD P.O. Box	2000 Accounts Payable	40.00	40.00	
							\$40.00		
Total for 3110 Rents									
6250 Postage and Delivery									
11/05/2007	Bill		Inv. 10/11/07	07/08 MAD	10/1 MAD mailing	2000 Accounts Payable	4.28	4.28	
4/14/2008	Bill		La Jolla Mailbox	07/08 MAD			7.77	7.77	
							\$ 12.05		
Total for 6250 Postage and Delivery									
MAD Expenditures									
4217 Landscaping Services									
07/17/2007	Bill	11402	McCullough Five Star Landscaping	07/08 MAD	La Jolla Blvd Trees Maintenance June	2000 Accounts Payable	237.50	237.50	
08/16/2007	Bill	Inv. 11609	McCullough Five Star Landscaping	07/08 MAD	La Jolla Blvd Trees Maintenance July	2000 Accounts Payable	237.50	475.00	
09/18/2007	Bill	Inv. 11817	McCullough Five Star Landscaping	07/08 MAD	97 La Jolla Blvd Trees Maint Aug	2000 Accounts Payable	237.50	712.50	
10/16/2007	Bill	Inv. 12023	McCullough Five Star Landscaping	07/08 MAD	104 La Jolla Blvd Trees Maint Sep	2000 Accounts Payable	237.50	950.00	
11/06/2007	Bill		McCullough Five Star Landscaping	07/08 MAD	Oct La Jolla Blvd Trees Maintenance	2000 Accounts Payable	237.50	1,187.50	
12/13/2007	Bill	12410	McCullough Five Star Landscaping	07/08 MAD	Nov La Jolla Blvd Trees Maintenance	2000 Accounts Payable	237.50	1,425.00	
01/17/2008	Bill	Inv. 12609	McCullough Five Star Landscaping	07/08 MAD	Dec La Jolla Blvd Trees Maintenance	2000 Accounts Payable	237.50	1,662.50	
2/12/2008	Bill	12817	McCullough Five Star Landscaping	07/08 MAD	Jan La Jolla Blvd Trees Maintenance	2000 Accounts Payable	237.50	1,900.00	
3/27/2007	Bill	13100	McCullough Five Star Landscaping	07/08 MAD	Feb La Jolla Blvd Trees Maintenance	2000 Accounts Payable	237.50	2,137.50	
							\$ 2,137.50		
Total for 4217 Landscaping Services									
3101 Office Supplies									
01/05/2008	Bill	Reimb	Joe and/or Lorene LaCava	07/08 MAD	1/2 MAD mailing labels	2000 Accounts Payable	18.85	18.85	
							\$ 18.85		
Total for 3101 Office Supplies									
3102 Postage and Delivery Expenses									
02/04/2008	Bill	1/31/08	La Jolla Mailbox	07/08 MAD	1/03 Inv. 809645	2000 Accounts Payable	111.10	111.10	
02/04/2008	Bill	1/31/08	La Jolla Mailbox	07/08 MAD	1/04 Inv. 809654	2000 Accounts Payable	557.70	668.80	
02/04/2008	Bill	1/31/08	La Jolla Mailbox	07/08 MAD	1/07 Inv. 809676	2000 Accounts Payable	41.80	710.60	
02/04/2008	Bill	1/31/08	La Jolla Mailbox	07/08 MAD	1/18 Inv. 809736	2000 Accounts Payable	12.10	722.70	
02/04/2008	Bill	1/31/08	La Jolla Mailbox	07/08 MAD	1/07 Inv. 809671	2000 Accounts Payable	77.00	799.70	
							\$ 799.70		
Total for 3102 Postage and Delivery Expenses									
4134 Photography									
01/05/2008	Bill	Inv. 12387	Opaque Graphics	07/08 MAD	1/1 Annual Report & Envelopes (1700)	2000 Accounts Payable	328.64	328.64	
							\$ 328.64		
Total for 4134 Photography									
4810 Insurance									
07/02/2007	Bill	Inv. 908360	Alliant Insurance Services	07/08 MAD	5/28/07-5/28/08	2000 Accounts Payable	1,250.00	1,250.00	
07/30/2007	General Journal	3		07/08 MAD		-SPLIT-	250.93	1,500.93	
7/30/2007	General Journal	25		07/08 MAD		-SPLIT-	21.49	1,522.42	
08/30/2007	General Journal	4		07/08 MAD		-SPLIT-	250.93	1,773.35	
8/30/2007	General Journal	26		07/08 MAD		-SPLIT-	21.49	1,794.84	
09/30/2007	General Journal	5		07/08 MAD		-SPLIT-	250.93	2,045.77	
09/30/2007	General Journal	27		07/08 MAD		-SPLIT-	21.49	2,067.26	
10/30/2007	General Journal	6		07/08 MAD	7/30/07-7/30/08	-SPLIT-	250.93	2,318.19	
10/30/2007	General Journal	28		07/08 MAD		-SPLIT-	21.49	2,339.68	
11/30/2007	General Journal	7		07/08 MAD		-SPLIT-	250.93	2,590.61	
11/30/2007	General Journal	29		07/08 MAD		-SPLIT-	21.49	2,612.10	

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Profit & Loss Detail - Cash Basis
 July 1, 2007 - April 22, 2008

Date	Type	Num	Name	Class	Memo/Description	Split	Amount	Balance	Outstanding Billing	UnBilled		
12/19/2007	Bill	925011	Alliant Insurance Services	07/08 MAD	7/30/07-7/30/08	2000 Accounts Payable	103.13	2,715.23				
12/30/2007	General Journal	30		07/08 MAD		-SPLIT-	21.49	2,736.72				
12/31/2007	General Journal	8		07/08 MAD		-SPLIT-	250.93	2,987.65				
01/30/2008	General Journal	31		07/08 MAD		-SPLIT-	21.49	3,009.14		257.88		
1/31/2008	General Journal	9		07/08 MAD		-SPLIT-	250.93	3,260.07				
2/28/2008	General Journal	10		07/08 MAD		-SPLIT-	250.93	3,511.00				
3/31/2008	General Journal	10		07/08 MAD		-SPLIT-	250.93	3,761.93				
Total for 4810 Insurance							\$	3,761.93				
4960 Acctg Dept Charges												
07/27/2007	Bill	Inv 812	Batten Accountancy, Inc.	07/08 MAD	MAD audit thru 7/25/07	2000 Accounts Payable	540.75	540.75				
08/30/2007	Bill	Inv. 847	Batten Accountancy, Inc.	07/08 MAD	8/25/07 progress on MAD audit	2000 Accounts Payable	3,119.60	3,660.35				
10/02/2007	Check	1030	Batten Accountancy, Inc.	07/08 MAD		1020 BRCC-MAD Checking	0.00	3,660.35				
10/02/2007	Bill	Inv. 924	Batten Accountancy, Inc.	07/08 MAD	9/25/07 progress on MAD audit	2000 Accounts Payable	1,474.50	5,134.85				
10/05/2007	Bill	Inv. 930	Batten Accountancy, Inc.	07/08 MAD	10/1 final payment on MAD audit	2000 Accounts Payable	2,477.25	7,612.10				
10/07/2007	Bill	thru 907	Caran Hardy, Bookkeeper	07/08 MAD	Bookkeeping May thru Sep	2000 Accounts Payable	270.00	7,882.10				
10/15/2007	Deposit		Batten Accountancy, Inc.	07/08 MAD	Overpayment	1020 BRCC-MAD Checking	-1,474.50	6,407.60				
10/31/2007	Bill	Inv. 954	Batten Accountancy, Inc.	07/08 MAD	10/24 Consulting Services	2000 Accounts Payable	258.50	6,666.10				
11/06/2007	Bill	Oct/MAD	Caran Hardy, Bookkeeper	07/08 MAD	Oct/MAD bookkeeping 1.2 hr X \$45	2000 Accounts Payable	54.00	6,720.10				
12/12/2007	Bill	Nov	Caran Hardy, Bookkeeper	07/08 MAD	Nov/MAD 1.2 hr x \$45/hr	2000 Accounts Payable	54.00	6,774.10				
1/21/2008	Bill	Dec	Caran Hardy, Bookkeeper	07/08 MAD	Dec/MAD Bookkeeping	2000 Accounts Payable	54.00	6,828.10				
2/12/2008	Bill	Jan	Caran Hardy, Bookkeeper	07/08 MAD	Jan/MAD Bookkeeping	2000 Accounts Payable	54.00	6,882.10		54.00		
3/27/2008	Bill	Feb	Caran Hardy, Bookkeeper	07/08 MAD	Jan/MAD Bookkeeping	2000 Accounts Payable	54.00	6,936.10		54.00		
Total for 4960 Acctg Dept Charges							\$	6,936.10				
Total for MAD Expenditures							\$	14,034.77				
Net Income (See Note 1)							-\$	8.44				
Not Yet Reimbursed											\$	840.88
Spent and Reimbursed												
Total							\$	13,193.89				

Note 1: Statement shows Net Income because Insurance was reimbursed as a lump sum at the beginning of the year but is charged on the books on a monthly basis.