



**Bird Rock Maintenance Assessment District
ADVISORY COMMITTEE REPORT
29 April 2009**

Action Items

1. Change Order

Landscape and irrigation of parkway island east of Colima Roundabout (north side).

RECOMMENDATION: Accept after the fact the authorization of a one-time work request with Brewer Landscape not to exceed \$500.

2. 2009-2010 Contract with City

Annual renewal of maintenance contract with City of San Diego (see attached changes from last year's contract.)

RECOMMENDATION: Approve the contract and direct the President and Secretary to sign the contract.

Information Items

1. Street Lighting Project (*no change*)

In light of the community support, George Sutton leads the committee to prepare a design/build request for proposal. We will be required to get at least 5 bids.

2. Beautification Committee

Several residents have volunteered, first meeting was April 22.

3. Landscape Contractor

a. Neighborhood Landscaping (*no change*)

Routine maintenance continues per contract. In spring we may consider some remedial work and replanting.

b. La Jolla Boulevard between and including the Colima and Midway Roundabouts

Routine maintenance continues per contract.

c. La Jolla Boulevard between and including the Midway and Camino de la Costa Roundabouts

Take over of the remainder of the boulevard has been delayed until mid May 2009. Damage caused by reckless drivers has been repaired and we are seeking recovery of costs.

d. Open gutter/ditch at Wrelton Closure (*no change*)

The City hasn't solved the open gutter/ditch which runs along the sidewalks on either side of the Wrelton Closure. Not technically a MAD obligation; however, it is a potential hazard that we are monitoring.

BIRD ROCK MAINTENANCE ASSESSMENT DISTRICT
ADVISORY COMMITTEE REPORT

29 April 2009

Page 2 of 2

e. **Camino de la Costa / Beaumont** (*no change*)

We expect the southwest corner to be removed as a required maintenance areas in February. In the meantime, the MAD continues to maintain this area.

4. **Expenses to Date**

See attached spreadsheet.

Submitted by:



Joseph LaCava, Chair, Bird Rock MAD Advisory Committee

Attachments:

Changes for FY10 contract with City.

P&L for MAD through 4/24/2009

Reimbursement Request, 4/20/2009

-----Original Message-----

From: May, Margaret [mailto:MMay@sandiego.gov]

Sent: Thursday, April 23, 2009 2:40 PM

To: Joe LaCava; Tajalle, Rose

Subject: RE: FY 10 Bird Rock Maintenance Agreement

Hi Joe,

The only other changes are the ones that we discussed (described below). Please let me know if you have any questions. Thanks!

Margaret

Article III – Compensation and Reimbursement

Section B – Compensation

Paragraph 2

Administrative overhead reimbursement to the Association shall be limited to the lesser of (1) \$24,750 (or \$2,062 per month) over the life of this Agreement, or (2) 15 percent (15%) of the estimated ~~assessment revenues~~ **annual expenditures** in the District, which ever amount is smaller.

Paragraph 3

The City shall be reimbursed the greater of \$3,500 or four percent (4%) of annual ~~assessments~~ **expenditures** for administrative services associated with the annual budget processing, property tax enrollment and collections, professional engineering services, on-site inspections, and audit services from the District budget.

Bird Rock Community Development Corporation						
Profit & Loss Detail - Maintenance Assessment District						
Date	Type	Num	Name	Class	Memo/Description	Amount
Income						
4123 MAD Cash Advance						
07/11/2008	Deposit		City of San Diego Treasurer	08/09 MAD	BRDC Cash Advance	11,000.00
01/12/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRDC Cash Advance	10,800.00
						\$ 21,800.00
Total for 4123 MAD Cash Advance						
4124 MAD Reimbursements Received						
01/12/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRDC FY 09	10,588.67
02/06/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRDC FY 09	2,203.04
03/02/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRDC FY 09	2,475.24
03/31/2009	Deposit		City of San Diego Treasurer	08/09 MAD	Reimb	3,786.15
						\$ 19,053.10
Total for 4124 MAD Reimbursements Received						
						\$ 40,853.10
Total for Income						
Expenses						
Contract Services						
4151 Prof. Services/BRCC Admin OH						
08/09/2008	Check	1077	David D. Kirkwood	08/09 MAD	July Mgmt/Adm @ \$35/hr	367.50
09/13/2008	Check	1079	David D. Kirkwood	08/09 MAD	Aug Mgmt/Adm @ \$35/hr	288.75
10/07/2008	Check	1083	David D. Kirkwood	08/09 MAD	Sept Mgmt	586.25
11/11/2008	Check	1092	David D. Kirkwood	08/09 MAD	Oct Mgmt/Adm	376.25
12/16/2008	Check	1096	David D. Kirkwood	08/09 MAD	Nov Mgmt/Adm	490.00
01/12/2009	Check	1098	David D. Kirkwood	08/09 MAD	Dec Mgmt/Adm	757.75
02/11/2009	Check	1106	David D. Kirkwood	08/09 MAD	Jan Mgmt/Adm	1,400.00
03/16/2009	Check	1112	David D. Kirkwood	08/09 MAD	Feb Mgmt/Adm	1,400.00
04/07/2009	Check	1115	David D. Kirkwood	08/09 MAD	Mar Mgmt/Adm	1,400.00
						\$ 7,066.50
Total for 4151 Prof. Services/BRCC Admin OH						
4217 Landscaping Services						
09/13/2008	Check	1080	Brewer Lawn & Landscape	08/09 MAD	Aug LJ Blvd Tree Maintenance	0.00
09/15/2008	Check	1082	Brewer Lawn & Landscape	08/09 MAD	Aug LJ Blvd Tree Maintenance	362.00
10/20/2008	Check	1088	Brewer Lawn & Landscape	08/09 MAD	Sept LJ Blvd landscape Maint	947.00
11/11/2008	Check	1091	Brewer Lawn & Landscape	08/09 MAD	Oct LJ Blvd landscape maintenance	775.00
11/11/2008	Check	1091	Brewer Lawn & Landscape	08/09 MAD	Oct extras - materials/repair/sweeping, etc	808.41
12/10/2008	Check	1095	Brewer Lawn & Landscape	08/09 MAD	Nov Birdrock landscape maint	775.00
01/12/2009	Check	1099	Brewer Lawn & Landscape	08/09 MAD	Dec Birdrock landscape maint	823.49
01/12/2009	Check	1100	Brewer Lawn & Landscape	08/09 MAD	CO 2008-12-05 Birdrock landscape maint	840.00
01/27/2009	Check	1102	Michelle Fulks	08/09 MAD	1/13 remove furniture from street	85.00
02/11/2009	Check	1105	Brewer Lawn & Landscape	08/09 MAD	CO 2009-02-03 Birdrock landscape maint	992.91
03/16/2009	Check	1109	Brewer Lawn & Landscape	08/09 MAD	Feb Birdrock landscape maint	2,396.25
03/16/2009	Check	1110	Brewer Lawn & Landscape	08/09 MAD	CO 2009-01-01 Birdrock landscape maintenance	5,100.00
03/16/2009	Check	1111	Brewer Lawn & Landscape	08/09 MAD	CO 2009-02-20 Birdrock tree replacement	892.00
03/31/2009	Check	1113	San Diego Power Clean	08/09 MAD	3/24 DUI accident street cleanup	175.00
						\$ 14,972.06
Total for 4217 Landscaping Services						

Bird Rock Community Development Corporation						
Profit & Loss Detail - Maintenance Assessment District						
July 1 - April 24, 2009						
Date	Type	Num	Name	Class	Memo/Description	Amount
11/04/2008	Check	Visa	Off Duty Officers, Inc.	08/09 MAD	Oct security services	880.00
4222 Misc Contractual Services						880.00
Total for 4222 Misc Contractual Services						\$880.00
3102 Postage and Delivery Expenses						
07/07/2008	Check	1072	La Jolla Mailbox	08/09 MAD	5/19 MAD mailing	0.00
07/07/2008	Check	1073	La Jolla Mailbox	08/09 MAD		9.88
08/09/2008	Check	1078	La Jolla Mailbox	08/09 MAD	7/1 MAD mailing	5.06
08/09/2008	Check	1078	La Jolla Mailbox	08/09 MAD	7/9 MAD mailing	4.19
10/20/2008	Check	1085	La Jolla USPS	08/09 MAD	Box 432 Rental Nov 08-Oct 09	42.00
12/02/2008	Check	1094	La Jolla Mailbox	08/09 MAD	Nov postage	4.04
02/05/2009	Check		La Jolla Mailbox	08/09 MAD	1/21 MAD mailing	781.59
02/05/2009	Check		La Jolla Mailbox	08/09 MAD	1/27 MAD mailing	5.50
02/05/2009	Check		La Jolla Mailbox	08/09 MAD	1/22 MAD mailing	29.15
04/07/2009	Check		La Jolla Mailbox	08/09 MAD	Mar MAD mailing	7.79
Total for 3102 Postage and Delivery Expenses						\$ 889.20
3298 Waste Stations & Supplies						
03/02/2009	Check		JJB Solutions Inc.	08/09 MAD	3 Waste Stations & Supplies	1,512.00
Total for 3298 Waste Stations & Supplies						\$ 1,512.00
4314 Photocopy						
01/20/2009	Check	1101	Opaque Graphics	08/09 MAD	Jan mailing Inv. 12513	438.00
Total for 4314 Photocopy						\$438.00
4810 Insurance						
7/21/2008	Check	1075	Alliant Insurance Services, Inc.	08/09 MAD		2,854.38
Total for 4810 Insurance						\$ 2,854.38
4960 Acctg Dept Charges						
08/09/2008	Check	1076	Caran Hardy Bookkeeping	08/09 MAD	July MAD Bookkeeping	54.00
09/13/2008	Check	1081	Caran Hardy Bookkeeping	08/09 MAD	Aug MAD Bookkeeping	54.00
09/24/2008	Check	5181	Guerrero Jimenez Diaz & Co. LLP	08/09 MAD	07-08 Audit progress payment	1,750.00
10/07/2008	Check	1084	Caran Hardy Bookkeeping	08/09 MAD	Sept MAD bookkeeping	54.00
11/04/2008	Check	1089	Guerrero Jimenez Diaz & Co. LLP	08/09 MAD	07-08 Audit progress payment	1,250.00
11/04/2008	Check	1090	Caran Hardy Bookkeeping	08/09 MAD	Oct MAD bookkeeping	54.00
12/02/2008	Check	1093	Caran Hardy Bookkeeping	08/09 MAD	Nov MAD bookkeeping	54.00
01/12/2009	Check	1097	Caran Hardy Bookkeeping	08/09 MAD	Dec MAD bookkeeping	54.00
02/10/2009	Check	1104	Caran Hardy Bookkeeping	08/09 MAD	Jan MAD bookkeeping	54.00
03/02/2009	Check		Caran Hardy Bookkeeping	08/09 MAD	Feb MAD bookkeeping	54.00
04/02/2009	Check	1114	Caran Hardy Bookkeeping	08/09 MAD	Mar bookkeeping	54.00
Total for 4960 Acctg Dept Charges						\$ 3,486.00
Total for MAD Expenditures						\$ 32,098.14
Net Balance						\$ 8,754.96
			Friday, Apr 24, 2009 - Accrual Basis			



Bird Rock Maintenance Assessment District

20 April 2009

Andy Field
Park and Recreation Department - Open Space Division
1250 Sixth Avenue, 4th Floor, MS 804A
San Diego, CA 92101

RE: FY2009 Expense Report

Dear Andy,

The BRDC respectfully submits this report of expenses incurred by the BRDC in conformance with our FY2009 Maintenance Agreement.

Pursuant to our agreement which ends June 30, 2009 we request replenishment of our Cash Advance.

Summary

Cash Advance	\$ 21,800.00
Expenses This Period (See Attached)	(9,954.25)
Balance	\$11,845.75
Requested Replenishment	\$ 9,954.25

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

Sincerely,
Bird Rock Development Corporation

Joseph LaCava
Designated Representative

Attachment: Status of FY 2009 Budget
Detail of Receipts by Account
Copy of Listed Invoices/Receipts
Copy of Bank Statement (3/31/2009) and Reconciliation (4/15/2009)

cc: BRDC Board of Directors

BIRD ROCK MAINTENANCE ASSESSMENT DISTRICT
ADVISORY COMMITTEE REPORT

29 April 2009

Page 4 of 5

Status of FY 2009 Budget
Expenses Report as of: 28 February 2009

Object Account	Title	2008-2009 Approved Budget	Previously Reimb.	This Report	Balance
3101	Office Supplies	\$ 1,000.00	61.13	0.00	938.87
3102	Postage/Mailing	1,000.00	820.28	0.00	179.72
3213	Garden Nursery Containers	0.00	0.00	0.00	0.00
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
3298	Unclas Mat & Supp	2,000.00	0.00	1,512.00	488.00
4118	Engineering Services	10,000.00	0.00	0.00	10,000.00
4151	Unclassified Prof Services	24,750.00	4,266.50	0.00	20,483.50
4217	Landscaping Services	58,700.00	6,408.81	8,388.25	43,902.94
4222	Misc Cont Serv (Security)	3,000.00	880.00	0.00	2,120.00
4314	Photocopy Xerox	1,000.00	438.00	0.00	562.00
4351	Advertising	250.00	0.00	0.00	250.00
4810	Insurance	4,100.00	2,854.38	0.00	1,245.62
4960	Accounting Dept Charges	\$5,000.00	3,324.00	54.00	1,622.00
	Total	\$120,800.00	\$19,053.10	\$9,954.25	\$91,792.65

Listing by Account

FY 2009

Expenses Report as of: 31 March 2009

Account 3102 Postage/Mailing

Vendor	Explanation	Cost	Check No.
Total – Account :		\$ 0.00	

Account 3298 Unclas Mat & Supp

Vendor	Explanation	Cost	Check No.
JJB Solutions Inc.	3 doggie stations and zero waste bags	1,512.00	1107
Total – Account :		\$1,512.00	

Account 4151 (Prof. Services/BRCC Admin OH)

Vendor	Explanation	Cost	Check No.
Total – Account :		\$ 0.00	

Account 4217 (Landscaping Services)

Vendor	Explanation	Cost	Check No.
Brewer Lawn & Landscape	Maint services – Feb	2,396.25	1109
Brewer Lawn & Landscape	Maint services – Chg Order 2009-01-01	5,100.00	1110
Brewer Lawn & Landscape	Maint services – Chg Order 2009-02-20	892.00	1111
Total – Account 4217:		\$8,388.25	

Account 4314 (Photocopy Xerox)

Vendor	Explanation	Cost	Check No.
Total – Account 4314:		\$ 0.00	

Account 4351 (Advertising/Promotional)

Vendor	Explanation	Cost	Check No.
Total – Account 4314:		\$ 0.00	

Account 4960 (Accounting Dept Charges)

Vendor	Explanation	Cost	Check No.
Caran Hardy Bookkeeping	Bookkeeping – Feb	54.00	1108
Total – Account 4351:		\$ 54.00	