



**Bird Rock Maintenance Assessment District
ADVISORY COMMITTEE REPORT
24 June 2009**

Action Items

None

Information Items

1. **FY2009 Contract with City**

We are wrapping our work under the FY2009 contract which ended June 30, 2009. We have retained an auditor pursuant to our contract.

2. **FY2010 Contract with City** *(update)*

City Council approved our contract without debate. We filed a request (attached) for the cash advance as allowed under our contract.

3. **Street Lighting Project** *(no change)*

The City has rejected our proposal to manage the street light project. The City is initiating the process to make it a city capital improvement project. We are awaiting the city's estimate of the cost to weigh against our estimates to see if the project is still feasible.

4. **Beautification Committee**

Several residents have volunteered and we are meeting monthly.

5. **Landscape Contractor**

a. **Neighborhood Landscaping** *(no change)*

Routine maintenance continues per contract.

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

Routine maintenance continues pursuant to the contract.

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

Routine maintenance continues pursuant to the contract. We are still in transition phase as the contractor adjusts his staffing in taking on this phase of the contract.

d. **Traffic Accident at Colima Roundabout**

A reportedly drunk driving accident took out 1 tree and several shrubs. The contractor was directed to remove damaged vegetation as well as remove the sand left on the pavement by the accident clean-up crew. The vegetation will be replaced in kind. We will file a claim seeking to recoup restoration cost.

BIRD ROCK MAINTENANCE ASSESSMENT DISTRICT

ADVISORY COMMITTEE REPORT

29 July 2009

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e. **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. Board member Joe Parker has agreed to write a letter to the City expressing our concern about the condition.

6. **Expenses to Date**

See attached spreadsheet.

Submitted by:



Joseph LaCava, Chair, Bird Rock MAD Advisory Committee

Attachments:

P&L for MAD through, 7/24/2009

Reimbursement Request, 7/20/2009

Cash Advance Request, 7/22/2009

Bird Rock Community Development Corporation							
Profit & Loss Detail - Maintenance Assessment District							
July 1 - July 24, 2009							
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	
Total for 4123 MAD Cash Advance						\$	21,800.00
4124 MAD Reimbursements Received							
01/12/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRDC FY 09	10,588.67	
02/05/2009	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	
4/14/2009	Deposit		City of San Diego Treasurer	08/09 MAD	Reimb	3,786.15	
05/08/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRDC FY 09	9,954.25	
06/01/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRDC FY 09	3,029.00	
Total for 4124 MAD Reimbursements Received						\$	32,036.35
Total for Income						\$	53,836.35
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	
05/08/2009	Check	1119	David D. Kirkwood	08/09 MAD	Apr Mgmt/Adm	1,400.00	
06/09/2009	Check	1128	David D. Kirkwood	08/09 MAD	May Mgmt/Adm	1,400.00	
07/11/2009	Check	1135	David D. Kirkwood	09-10 MAD	June Mgmt/Adm	1,500.00	
Total for 4151 Prof. Services/BRCC Admin OH						\$	11,366.50
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	
04/28/2009	Check	1117	Brewer Lawn & Landscape	08/09 MAD	Mar Birdrock landscape maint	2,436.25	
04/28/2009	Check	1117	Brewer Lawn & Landscape	08/09 MAD	Mar tree replacement balance	116.26	
06/01/2009	Check	1125	Brewer Lawn & Landscape	08/09 MAD	Apr "Extra Accident Damage/Colima"	1,101.33	
06/01/2009	Check	1122	Brewer Lawn & Landscape	08/09 MAD	Apr "Extra Colima Parkway" sprinklers	0.00	
06/01/2009	Check	1125	Brewer Lawn & Landscape	08/09 MAD	Apr BR landscape maint & doggie stations (9)	2,396.25	
06/02/2009	Check	1127	Brewer Lawn & Landscape	08/09 MAD	Apr "Extra Colima Parkway" sprinklers	278.61	
06/22/2009	Check	1133	Brewer Lawn & Landscape	08/09 MAD	May BR landscape maint	3,765.09	
07/24/2009	Check	1138	Brewer Lawn & Landscape	09-10 MAD	June Reg BR landscape maint	4,902.16	
07/24/2009	Check	1138	Brewer Lawn & Landscape	09-10 MAD	June Extra trimming & dumping	1,061.00	
Total for 4217 Landscaping Services						\$	31,029.01

Bird Rock Community Development Corporation							
Profit & Loss Detail - Maintenance Assessment District							
July 1 - July 24, 2009							
Date	Type	Num	Name	Class	Memo/Description	Amount	
4222 Misc Contractual Services							
11/04/2008	Check	Visa	Off Duty Officers, Inc.	08/09 MAD	Oct security 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	1103	La Jolla Mailbox	08/09 MAD	1/21 MAD mailing	781.59	
02/05/2009	Check	1103	La Jolla Mailbox	08/09 MAD	1/27 MAD mailing	5.50	
02/05/2009	Check	1103	La Jolla Mailbox	08/09 MAD	1/22 MAD mailing	29.15	
04/07/2009	Check	1116	La Jolla Mailbox	08/09 MAD	Mar MAD mailing	7.79	
05/08/2009	Check	1120	La Jolla Mailbox	08/09 MAD	Apr MAD mailing	10.93	
06/09/2009	Check		La Jolla Mailbox	08/09 MAD	May MAD Mailings	0.89	
Total for 3102 Postage and Delivery Expenses						\$ 901.02	
3298 Waste Stations & Supplies							
03/02/2009	Check	1107	JJB Solutions Inc.	08/09 MAD	3 Waste Stations & Supplies	1,512.00	
6/7/2009	Check	1129	Zero Waste USA	08/09 MAD	Supplies	154.46	
Total for 3298 Waste Stations & Supplies						\$ 0.00	
4314 Photocopy							
01/20/2009	Check	1101	Opaque Graphics	08/09 MAD	Jan mailing Inv. 12513	438.00	
04/28/2009	Check	1118	Joe and/or Lorene LaCava	08/09 MAD	4/27 copies FY2010 MAD contract	14.62	
06/09/2009	Check	1128	David D. Kirkwood	08/09 MAD	May reprographics	40.54	
Total for 4314 Photocopy						\$ 493.16	
4810 Insurance							
7/21/2008	Check	1075	Alliant Insurance Services, Inc.	08/09 MAD		2,854.38	
	Check	1131	Alliant Insurance Services, Inc.	08/09 MAD		1,250.00	
Total for 4810 Insurance						\$ 4,104.38	
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	1108	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	
06/01/2009	Check	1124	Caran Hardy Bookkeeping	08/09 MAD	Apr bookkeeping	54.00	
06/01/2009	Check	1121	Caran Hardy Bookkeeping	08/09 MAD	Apr bookkeeping	0.00	
06/01/2009	Check	1123	Caran Hardy Bookkeeping	08/09 MAD	May bookkeeping	0.00	
06/01/2009	Check	1126	Caran Hardy Bookkeeping	08/09 MAD	May bookkeeping	54.00	
07/11/2009	Check	1137	Caran Hardy Bookkeeping	08/09 MAD	June MAD bookkeeping	54.00	
Total for 4960 Acctg Dept Charges						\$ 3,648.00	
Total for MAD Expenditures						\$ 52,422.07	
Net Balance						\$ 1,414.28	
Friday, Jun 19, 2009 - Accrual Basis							



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

20 July 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.

As our current agreement ends June 30, 2009 we are not requesting replenishment but instead will drawn down our Cash Advance.

Summary

Cash Advance Balance as of 6-20-2009	\$ 17,814.15
Expenses This Period (See Attached)	(6,784.28)
Balance	\$11,029.87
Requested Replenishment	0.00

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 & Reconciliation Report (6/30/2009)
Copy of Bank Statement & Reconciliation Report (10/31/2008)

**Status of FY 2009 Budget
Expenses Report as of: 30 June 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	839.00	0.89	160.11
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	1,512.00	154.46	333.54
4118	Engineering Services	10,000.00	0.00	0.00	10,000.00
4151	Unclassified Prof Services	24,750.00	8,466.50	1,400.00	14,883.50
4217	Landscaping Services	58,700.00	17,524.57	3,776.39	37,399.04
4222	Misc Cont Serv (Security)	3,000.00	880.00	0.00	2,120.00
4314	Photocopy Xerox	1,000.00	452.62	40.54	506.84
4351	Advertising	250.00	0.00	0.00	250.00
4810	Insurance	4,100.00	2,854.38	1,250.00	- 4.38
4960	Accounting Dept Charges	\$5,000.00	3,432.00	162.00	1,406.00
	Total	\$120,800.00	\$36,022.20	\$6,784.28	\$77,993.52

Listing by Account - FY 2009
Expenses Report as of: 30 June 2009

Account 3102 Postage/Mailing

Vendor	Explanation	Cost	Check No.
La Jolla Mailbox	Postage	0.89	1130
Total – Account :		\$ 0.89	

Account 3298 Unclas Mat & Supp

Vendor	Explanation	Cost	Check No.
JJB Solutions Inc.	zero waste bags	154.46	1129
Total – Account :		\$ 154.46	

Account 4151 (Prof. Services/BRCC Admin OH)

Vendor	Explanation	Cost	Check No.
Dave Kirkwood	May Management + repro costs	1400.00	1128
Total – Account :		\$1,400.00	

Account 4217 (Landscaping Services)

Vendor	Explanation	Cost	Check No.
Brewer Landscape & Maint	April Service	2,396.25	1125
Brewer Landscape & Maint	“Accident” Restoration	1,101.33	1125
Brewer Landscape & Maint	Landscape & Irrigate (NW Colima RaB)	278.81	1127
Total – Account 4217:		\$3,776.39	

Account 4314 (Photocopy Xerox)

Vendor	Explanation	Cost	Check No.
Dave Kirkwood	repro costs	40.54	1128
Total – Account 4314:		\$ 40.54	

Account 4810 (Insurance)

Vendor	Explanation	Cost	Check No.
Alliant Insurance	D&O Insurance	1,250.00	1131
Total – Account 4314:		\$1,250.00	

Account 4960 (Accounting Dept Charges)

Vendor	Explanation	Cost	Check No.
Caran Hardy	September 2008 Bookkeeping	54.00	1084 ¹
Caran Hardy	April Bookkeeping	54.00	1124
Caran Hardy	May Bookkeeping	54.00	1126
Total – Account 4351:		\$ 162.00	

¹ An internal review discovered that we had not previously sought reimbursement of this expense.



Bird Rock Maintenance Assessment District

5666 La Jolla Boulevard, #168
La Jolla, CA 92037

22 July 2009

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

RE: FY2010 - Request for Capital Advance

Dear Andy,

Pursuant to Section III.C.1. of our Maintenance Agreement, we are permitted to request that the City advance two (2) months working capital. Our Total Operating FY2009 Budget is \$119,970; therefore, a two month advance would equate to \$20,000.00 (rounded).

We understand that we will not be eligible for that advance until we return the outstanding balance of the FY2009 capital advance.

Please mail the check to:

Bird Rock Development Corporation
5666 La Jolla Boulevard, #168
La Jolla, CA 92037

Sincerely,
Bird Rock Development Corporation

Joe LaCava
Designated Representative