



**Bird Rock Maintenance Assessment District  
ADVISORY COMMITTEE REPORT  
30 September 2009**

## ***Action Items***

**1. CPI Change to Base Quote**

Contract calls for increases to be granted on the anniversary of the contract. See attached draft letter. Payments for July and August will be paid retroactively.

**RECOMMENDATION: Approve the change**

## ***Information Items***

**1. Quarterly Inspection**

The city conducted its quarterly inspection on September 29.

**2. FY2009 Contract with City (*update*)**

The FY2009 contract which ended June 30, 2009. We will forward the recently audit to the City as the final step in closing our contract.

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

The City funded the cash advance. We filed the required annual statements certifying that we do not have employees and we do not use automobiles and therefore do not require worker's comp nor automobile insurance.

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

The City is initiating the process to make it a city capital improvement project.

**5. Beautification Committee (*no change*)**

Barbara Dunbar is no chairing the committee. The committee has a goal of a master plan and budget to be developed over the next six months; perhaps culminating in a presentation to the community at the annual MAD meeting in February 2010.

**6. Landscape Contractor**

Routine maintenance continues pursuant to the contract.

**7. Open gutter/ditch at Wrelton Closure**

We filed a letter of complaint re the open ditch with the city.

**8. In pavement flashers at pedestrian crossings**

We filed a letter of complaint re the open ditch with the city.

**9. Expenses to Date**

See attached spreadsheet documenting the cash flow for FY2010.

BIRD ROCK MAINTENANCE ASSESSMENT DISTRICT  
ADVISORY COMMITTEE REPORT

30 September 2009

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Submitted by:

*Joseph LaCava*

Joseph LaCava, Chair, Bird Rock MAD Advisory Committee

Attachments:

P&L for MAD – FY2010 through 9/24/2009

Reimbursement Request, 9/26/2009

Letter re CPI-W Adjustment

Bird Rock Maintenance Assessment District - FY2010							
Profit & Loss Detail - Fiscal Year to Date - Accrual Basis							
July 1 - September 25, 2009							
	Date	Type	Num	Name	Class	Memo/Description	Amount
<b>Income</b>							
<b>4123 MAD Cash Advance</b>							
	09/09/2009	Deposit		City of San Diego Treasurer	09-10 MAD	BRDC Cap Adv	20,000.00
<b>Total for 4123 MAD Cash Advance</b>							<b>20,000.00</b>
<b>Total for Income</b>							<b>20,000.00</b>
<b>Expenses</b>							
<b>MAD Expenditures</b>							
<b>Contract Services</b>							
<b>4151 Prof. Services/BRCC Admin OH</b>							
	09/09/2009	Check	1142	David D. Kirkwood	09-10 MAD	July Mgmt/Adm	1,500.00
	09/09/2009	Check	1143	David D. Kirkwood	09-10 MAD	Aug Mgmt/Adm	1,500.00
<b>Total for 4151 Prof. Services/BRCC Admin OH</b>							<b>3,000.00</b>
<b>4217 Landscaping Services</b>							
	09/09/2009	Check	1144	Brewer Lawn & Landscape	09-10 MAD	June Reg BR landscape maint	5,071.16
	09/09/2009	Check	1147	San Diego Power Clean	09-10 MAD	8/17 sidewalk cleanup	325.00
	09/09/2009	Check	1145	Brewer Lawn & Landscape	09-10 MAD	Aug Reg BR landscape maint (8/30/09)	5,071.16
<b>Total for 4217 Landscaping Services</b>							<b>10,467.32</b>
<b>4222 Misc Contractual Services</b>							
	09/16/2009	Check	1151	Off Duty Officers, Inc.	09-10 MAD	10/31 6 officers @ \$55/hr patrol 6 blk radius	1,320.00
<b>Total for 4222 Misc Contractual Services</b>							<b>1,320.00</b>
<b>Other Incidental Costs</b>							
<b>3102 Postage and Delivery Expenses</b>							
	09/09/2009	Check	1150	La Jolla Mailbox	09-10 MAD	7/25 MAD mailings	13.45
<b>Total for 3102 Postage and Delivery Expenses</b>							<b>13.45</b>
<b>3298 Waste Stations &amp; Supplies</b>							
	09/16/2009	Check	1152	Janisan	09-10 MAD	9/15 Inv 129045 (10 stadium 36-gal trash receipt.)	5,248.75
<b>Total for 3298 Waste Stations &amp; Supplies</b>							<b>5,248.75</b>
<b>4314 Photocopy</b>							
	07/24/2009	Check	1139	Joe and/or Lorene LaCava	09-10 MAD	7/13-22 MAD fin. copies for auditor	60.78
<b>Total for 4314 Photocopy</b>							<b>60.78</b>
<b>4810 Insurance</b>							
	7/11/2009	Check	1136	Alliant Insurance Services, Inc.	09-10 MAD		103.13
	7/29/2009	Check	1140	Alliant Insurance Services, Inc.	09-10 MAD		2,920.76
<b>Total for 4810 Insurance</b>							<b>3,023.89</b>
<b>4960 Acctg Dept Charges</b>							
	08/01/2009	Check	1141	Caran Hardy Bookkeeping	09-10 MAD	July MAD bookkeeping	54.00
	09/09/2009	Check	1148	Integro /Jimenez & Inzunza Assoc. Inc.	09-10 MAD	8/17 Audit & Fin Strmts re 6/30/09	1,999.00
	09/09/2009	Check	1149	Caran Hardy Bookkeeping	09-10 MAD	Aug MAD bookkeeping	54.00
<b>Total for 4960 Acctg Dept Charges</b>							<b>2,107.00</b>
<b>Total for Expenses</b>							<b>25,241.19</b>
<b>Net Income/(Loss)</b>							<b>(5,241.19)</b>
<b>Note: Cash flow supplemented by \$6,000 in self-funding.</b>							



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

26 September 2009

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

RE: FY2010 Expenses Report

Dear Andy,

The BRDC respectfully submits this report of expenses incurred by the BRDC in conformance with our FY2010 Maintenance Agreement.

Pursuant to our agreement which ends June 30, 2010 we request replenishment of our Cash Advance.

**Summary**

Balance of Cash Advance as of 8/30/2009	\$0.00 <sup>1</sup>
Expenses This Period (See Attached)	(3,084.67)
Balance	(\$3,084.67)
<b>Requested Reimbursement</b>	<b>\$3,084.67</b>

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 2010 Budget  
Detail of Receipts by Account  
Copy of Listed Invoices/Receipts  
Copy of Bank Statement & Reconciliation Report (7/31/2009)  
Copy of Bank Statement & Reconciliation Report (8/31/2009)

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<sup>1</sup> FY2010 Cash Advance of \$20,000.00 from City (dated 8/31/2009) was deposited after August 31, 2009. \$6,000 deposit was self-funded to allow for timely payment of bills.

**Status of FY 2010 Budget  
Expenses Report as of: 31 August 2009**

<b>Object Account</b>	<b>Title</b>	<b>2009-2010 Approved Budget</b>	<b>Previously Reimb.</b>	<b>This Report</b>	<b>Balance</b>
3101	Office Supplies	\$ 250.00	0.00	0.00	250.00
3102	Postage/Mailing	1,000.00	0.00	0.00	1,000.00
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	0.00	0.00	0.00	0.00
4118	Engineering Services	0.00	0.00	0.00	0.00
4151	Unclassified Prof Services	18,000.00	0.00	0.00	18,000.00
4217	Landscaping Services	76,120.00	0.00	0.00	76,120.00
4222	Misc Cont Serv (Security)	1,000.00	0.00	0.00	1,000.00
4314	Photocopy Xerox	1,000.00	0.00	60.78	939.22
4351	Advertising	0.00	0.00	0.00	0.00
4810	Insurance	4,100.00	0.00	3,023.89	1,076.11
4960	Accounting Dept Charges	\$5,000.00	0.00	0.00	5,000.00
	<b>Total</b>	<b>\$116,470.00</b>	<b>\$ 0.00</b>	<b>\$3,084.67</b>	<b>\$113,385.33</b>

**Listing by Account - FY 2010  
Expenses Report as of: 31 August 2009**

**Account 3102 Postage/Mailing**

Vendor	Explanation	Cost	Check No.
<b>Total – Account :</b>		<b>\$ 0.00</b>	

**Account 3298 Unclas Mat & Supp**

Vendor	Explanation	Cost	Check No.
<b>Total – Account :</b>		<b>\$ 0.00</b>	

**Account 4151 (Prof. Services/BRCC Admin OH)**

Vendor	Explanation	Cost	Check No.
<b>Total – Account :</b>		<b>\$ 0.00</b>	

**Account 4217 (Landscaping Services)**

Vendor	Explanation	Cost	Check No.
<b>Total – Account 4217:</b>		<b>\$ 0.00</b>	

**Account 4314 (Photocopy Xerox )**

Vendor	Explanation	Cost	Check No.
Joe LaCava	Reimbursement for copies	60.78	1139
<b>Total – Account 4314:</b>		<b>\$ 60.78</b>	

**Account 4810 (Insurance)**

Vendor	Explanation	Cost	Check No.
Alliant Insurance	Commercial General Liability Insurance	103.13	1136
Alliant Insurance	Commercial General Liability Insurance	2,920.76	1140
<b>Total – Account 4314:</b>		<b>\$3,023.89</b>	

**Account 4960 (Accounting Dept Charges)<sup>2</sup>**

Vendor	Explanation	Cost	Check No.
<b>Total – Account 4351:</b>		<b>\$ 0.00</b>	

<sup>2</sup> Check No. 1137 was for 2008-2009 expenses and was included in the final expense report dated 8-01-2009.



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

30 September 2009

Ron Brewer  
Brewer Lawn and Landscape Maintenance  
1829 Royston Dr.  
San Diego CA 92154

SUBJECT: Consumer Price Index Change  
Furnish the Bird Rock Community Development Corporation with  
Complete Landscape Maintenance of Designated Areas within the Bird Rock M.A.D.  
Quotation No. BRDC 2008-02

Dear Mr. Brewer:

The Bird Rock Community Development Corporation (BRDC), doing business as the Bird Rock Community Council, is pleased to respond to your request regarding Item II.C. Option to Renew. That section provides for Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increases to be granted on the anniversary of the contract.

The City of San Diego has informed us that for the 12 months previous to July 1, 2009 the CPI-W increase is 3.9%. Since the contract start dates for each phase have been staggered, we provide below a calculation of the CPI-W increase to be granted as of July 1, 2009.

Portion of Contract	Award Date	Percentage of Year to 6/30/2009	% of CPI-W to be granted	Baseline Award	CPI-W Increase
Bid Item (aka Phase I)	8/18/2008	86.6%	3.38%	9,300.00	314.00
Bid Item (aka "SeaHaus Portion")	1/19/2009	44.4%	1.73%	19,455.00	336.76
Alternate Bid Item (aka Phase II)	5/20/2009	11.2%	0.44%	30,071.00	131.74
<b>Total Award</b>				<b>\$58,826.00</b>	<b>\$782.50</b>

Therefore, our letter of May 28, 2009 is hereby superseded. The total monthly compensation for Fiscal Year 2010 effective July 1, 2009 is now set at 1/12<sup>th</sup> of the adjusted Total Quote for One Year of **\$59,609.00**.

Sincerely,  
Bird Rock Development Corporation

Joseph LaCava  
President, BRCC

cc: BRCC Board of Directors