



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

## ***Action Items***

None

## ***Information Items***

1. **Beautification Committee**

Barbara Dunbar is now chairing the committee. The committee has prepared a general plan and budget which was distributed separately. The committee will make a presentation to the community at the annual MAD meeting in Feb 2010.

2. **Landscape Contractor**

December was a busy month as Brewer completed the designated plant removals under Phase 1a of the Beautification Committee's plan. Areas were replenished with mulch (vegetation or mineral) until a planting scheme can be implemented. Unfortunately a severe winter storm washed away much of the vegetation mulch. The mulch was subsequently replaced. Brewer was also engaged to open the drainage channels that convey stormwater flow through the landscape areas along the east side of the boulevard between Bird Rock Avenue and Midway Avenue. These channels have small capacity and can only handle small rainfall events. Otherwise, routine maintenance continues pursuant to the contract.

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

We filed a letter of complaint re the open ditch with the city and have yet to receive a response.

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

The City is reportedly working on a new design of the Colima and Midway pedestrian crossings and reportedly has the funds for a full replacement.

5. **Expenses to Date**

See attached spreadsheet documenting the cash flow for FY2010.

Submitted by:

Joseph LaCava, Chair, Bird Rock MAD Advisory Committee

Attachments:

P&L for MAD – FY2010 through 12/25/2009

Reimbursement Request, 12/14/2009

**Bird Rock Maintenance Assessment District - FY2010  
Profit & Loss Detail - Fiscal Year to Date - Accrual Basis**

July 1 - December 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>4124 MAD Reimbursements Received</b>							
	10/26/2009	Deposit		City of San Diego Treasurer	09-10 MAD	Reimb	3,084.67
	11/02/2009	Deposit		City of San Diego Treasurer	09-10 MAD	Reimb	17,108.94
<b>Total for 4124 MAD Reimbursements Received</b>							<b>\$ 20,193.61</b>
<b>Total for Income</b>							<b>40,193.61</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
	10/26/2009	Check	1160	David D. Kirkwood	09-10 MAD	Sep Mgmt/Adm	1,500.00
	11/13/2009	Check	1166	David D. Kirkwood	09-10 MAD	Oct Mgmt/Adm	1,500.00
<b>Total for 4151 Prof. Services/BRCC Admin OH</b>							<b>6,000.00</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	1145	Brewer Lawn & Landscape	09-10 MAD	Aug Reg BR landscape maint (8/30/09)	5,071.16
	09/09/2009	Check	1146	Zero Waste USA, Inc.	09-10 MAD	Doggie Bags	201.17
	09/09/2009	Check	1147	San Diego Power Clean	09-10 MAD	8/17 sidewalk cleanup	325.00
	09/28/2009	Check	1154	Zero Waste USA, Inc.	09-10 MAD	9/15 Inv 3709 dog waste bag dispenser3200	173.53
	10/26/2009	Check	1158	Zero Waste USA, Inc.	09-10 MAD	10/20 Inv 4082 dog waste bags (3200)	201.17
	10/27/2009	Check	1161	Brewer Lawn & Landscape	09-10 MAD	Jul-Jul-Aug BR landscape maint & dog sta addl	130.40
	11/02/2009	Check	1163	Brewer Lawn & Landscape	09-10 MAD	9/8 Jul BR plantings & accident cleanup	2,094.79
	11/02/2009	Check	1164	Brewer Lawn & Landscape	09-10 MAD	10/26 extraordinary work (Seahaus)	376.00
	11/02/2009	Check	1165	Brewer Lawn & Landscape	09-10 MAD	10/1 Sep BR maint & doggy stn maint	5,071.16
	11/19/2009	Check	1168	Junk MD+	09-10 MAD	11/5 Pickup BR alleys	100.00
<b>Total for 4217 Landscaping Services</b>							<b>18,815.54</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
	10/20/2009	Check	1155	La Jolla Mailbox	09-10 MAD	9/16 & 9/22 MAD mailings	6.05
	10/22/2009	Check	1157	La Jolla USPS	09-10 MAD	PO Box rental	22.00
	11/16/2009	Check	1167	La Jolla Mailbox	09-10 MAD	Mail Reimb Request to City	2.00
<b>Total for 3102 Postage and Delivery Expenses</b>							<b>43.50</b>
<b>3243 Dry Goods</b>							
	09/16/2009	Check	1152	Janisan	09-10 MAD	9/15 Inv 129045 (10 stadium 36-gal trash recept.)	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	Commercial GL Insurance (City as insured)	103.13
	7/29/2009	Check	1140	Alliant Insurance Services, Inc.	09-10 MAD	Commercial GL Insurance	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 Sitrms re 6/30/09	1,999.00
	09/09/2009	Check	1149	Caran Hardy Bookkeeping	09-10 MAD	Aug MAD bookkeeping	54.00
	09/28/2009	Check	1153	void	09-10 MAD		0.00
	10/20/2009	Check	1156	Caran Hardy Bookkeeping	09-10 MAD	Sep MAD Bookkeeping	54.00
	10/26/2009	Check	1159	Guerrero Jimenez Diaz & Co LLP	09-10 MAD	9/21 Audit/tax prep 08/09 accounting	1,501.00
	11/02/2009	Check	1162	Caran Hardy Bookkeeping	09-10 MAD	Oct MAD Bookkeeping	54.00
	12/09/2009	Check		Caran Hardy Bookkeeping	09-10 MAD	Nov MAD Bookkeeping	54.00
<b>Total for 4960 Acctg Dept Charges</b>							<b>3,770.00</b>
<b>Total for Expenses</b>							<b>38,282.46</b>
<b>Net Income/(Loss)</b>							<b>1,911.15</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

14 December 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 10/30/2009	\$ 20,000.00
Expenses This Period (See Attached)	(12,496.52)
Balance	\$ 7,503.48
<b>Requested Reimbursement</b>	<b>\$ 12,496.52</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 (11/30/2009)

**Status of FY 2010 Budget  
Expenses Report as of: 31 October 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	19.50	22.00	958.50
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	5248.75	0.00	- 248.75
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	3,000.00	3,000.00	12,000.00
4217	Landscaping Services	76,120.00	10,842.02	7,973.52	57,304.46
4222	Misc Cont Serv (Security)	1,000.00	1,320.00	0.00	- 320.00
4314	Photocopy Xerox	1,000.00	60.78	0.00	939.22
4351	Advertising	0.00	0.00	0.00	0.00
4810	Insurance	4,100.00	3,023.89	0.00	1,076.11
4960	Accounting Dept Charges	\$5,000.00	2,161.00	1,501.00	1,338.00
	<b>Total</b>	<b>\$116,470.00</b>	<b>\$25,675.94</b>	<b>\$12,496.52</b>	<b>\$78,297.54</b>

**Listing by Account - FY 2010**  
**Expenses Report as of: 30 November 2009**

**Account 3102 Postage/Mailing**

<b>Vendor</b>	<b>Explanation</b>	<b>Cost</b>	<b>Check No.</b>
United States Post Office	PO Box Rental	22.00	1157
<b>Total – Account :</b>		<b>\$ 22.00</b>	

**Account 3243 Dry Goods**

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

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

<b>Vendor</b>	<b>Explanation</b>	<b>Cost</b>	<b>Check No.</b>
Dave Kirkwood	September	1,500.00	1160
Dave Kirkwood	October	1,500.00	1166
<b>Total – Account :</b>		<b>\$3,000.00</b>	

**Account 4217 (Landscaping Services)**

<b>Vendor</b>	<b>Explanation</b>	<b>Cost</b>	<b>Check No.</b>
Zero Waste	Doggie disposal baggies	201.17	1158
Brewer Landscape	Adjustments for CPI (July and August)	130.40	1161
Brewer Landscape	Repair of L&I damaged by accident	2,094.79	1163
Brewer Landscape	Removal of flax, placement of mulch	376.00	1164
Brewer Landscape	September services	5,071.16	1165
JunkMD	Removal of 3 discarded mattresses	100.00	1168
<b>Total – Account 4217:</b>		<b>\$7,973.52</b>	

**Account 4222 (Misc Cont Serv (Security) )**

<b>Vendor</b>	<b>Explanation</b>	<b>Cost</b>	<b>Check No.</b>
<b>Total – Account 4222:</b>		<b>\$ 0.00</b>	

**Account 4810 (Insurance)**

<b>Vendor</b>	<b>Explanation</b>	<b>Cost</b>	<b>Check No.</b>
<b>Total – Account 4314:</b>		<b>\$ 0.00</b>	

**Account 4960 (Accounting Dept Charges)**

<b>Vendor</b>	<b>Explanation</b>	<b>Cost</b>	<b>Check No.</b>
Guerrero, Jimenez, Diaz	Audit (balance)	1,501.00	1159
<b>Total – Account 4351:</b>		<b>\$1,501.00</b>	