



Bird Rock Maintenance Assessment District

ADVISORY COMMITTEE REPORT August 30, 2006

Non-Action Information Items

1. **Tree Grates**

We are awaiting the signed agreement from the contractor. We expect to start and complete work in prior to Thanksgiving.

2. **2005-2006 – Year End Request for Reimbursement**

We filed a single reimbursement request for 2005-2006 expenses on August 12. The City is still processing the request.

3. **2006-2007 Maintenance Agreement – Update**

- a. The City Council approved our agreement on August 8, 2006. We have requested a signed copy for our files.
- b. We are working with the City to obtain an advance on our 2006-2007 budget as allowed under our agreement.
- c. Last spring, we submitted a draft budget for the 2006-2007. We had to submit early (March) because of the City's adjusting to their new budgetary process. We had been told that we could file a final budget as late as May; however, the City rejected that submittal (May 3) as being too late. We will correct the approved budget through a process the City's "FM 292" process. The only proposed change is to add "Insurance" as allowed \$3600 expense, with a corresponding reduction in the reserve. We are currently working with the City complete that process.

4. **Street Tree Maintenance**

McCullough Landscaping continues work under the Board approved contract. At the July 26 meeting the Board approved redwood bark at certain street trees; however, that has not yet been initiated.

5. **Initiation of BRDC Responsibilities** *(No change since July 2006 report)*

We have initiated on a modest scale the BRDC responsibilities under the 2006-2007 maintenance agreement. We sent a letter to the City (attached) narrowing our scope of responsibilities since the landscaping under the agreement is not yet in place. Current efforts are confined to walking the boulevard (and driving at night) for items that can be forwarded to City departments for action.

6. **MAD & "SeaHaus" Public Landscaping** *(No change since July 2006 report)*

No change to projections that the MAD will take over the "SeaHaus" public improvements in



Bird Rock Maintenance Assessment District

the first quarter 2007. We will begin work on a draft request for proposal for the maintenance of those improvements to be issued in the third quarter 2006 so that a landscape maintenance contractor in place and ready to go. We will return to the Board at a later date with a recommendation as to how to handle the day-to-day administrative element; that is, whether to hire or contract out for this service or whether to continue with volunteers until we are at full operation.

7. MAD & Full Operation (*No change since July 2006 report*)

No change to projections that MAD will take over the full scope of responsibilities in third or fourth quarter of 2007.

Submitted by:

Joseph LaCava

Joe LaCava

Chair, Bird Rock MAD Advisory Committee