

**City of Culver City, California  
Agenda Item Report**

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| Meeting Date: 04/22/2013                                                                                                                                                                                                                                                                  |  | Item Number: C-7                                                                       |  |
| <b>CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Initiating Proceedings for the Levy and Collection of Annual Assessments for the West Washington Benefit Assessment District Number Two and Ordering the Preparation of the Engineer's Report Thereon for Fiscal Year 2013/2014</b> |  |                                                                                        |  |
| Contact Person/Dept.: Elaine Warner                                                                                                                                                                                                                                                       |  | Phone Number: 310-253-5777                                                             |  |
| Fiscal Impact: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                        |  | General Fund: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>      |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                  |  | Action Item: <input type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                           |  | Date: _____                                                                            |  |
| Public Notification: (E-Mail) Agenda and Meetings – City Council (04/16/13)                                                                                                                                                                                                               |  |                                                                                        |  |
| Department Approval:<br>Sol Blumenfeld (04/15/13)                                                                                                                                                                                                                                         |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (04/16/13)                       |  |
| Chief Financial Officer Approval:<br>Jeff Muir ( by M. Noller) (04/16/13)                                                                                                                                                                                                                 |  | City Manager Approval:<br>John Nachbar (04/16/13)                                      |  |

**RECOMMENDATION:**

Staff recommends the City Council adopt a resolution initiating proceedings for the levy and collection of annual assessments for the West Washington Benefit Assessment District Number Two and ordering the preparation of the Engineer's Report thereon for Fiscal Year 2013/2014.

**BACKGROUND/DISCUSSION:**

The City has assisted in the formation of Benefit Assessment Districts by agreeing to construct landscaped medians along West Washington Boulevard, if on-going maintenance for the improvements is funded through a property owner approved assessment district. The subject district was approved by vote of the property owners and the initial year of assessments has been collected.

Pursuant to Section 15.01.070(C) of the Culver City Municipal Code (CCMC), the proposed resolution describes any proposed new, or changes in existing, improvements or services, or both and orders the preparation and filing of the Engineer's Report.

Pursuant to Sections 15.01.070(D) and (E) of the CCMC, should the City Council adopt the proposed resolution, the Director of Public Works/City Engineer shall prepare (or cause to be prepared) the Engineer's Report. Upon its completion, the Engineer's Report shall be filed with the City Clerk, and the City Council shall be presented with a Resolution of Intention declaring the City Council's intent to levy the assessments for Fiscal Year 2013/2014 and set the date, hour, and place for the

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public hearing after which the City Council will consider levying the assessments for said Fiscal Year.

**FISCAL ANALYSIS:**

Both the costs to prepare the Engineer's Report and staff time related to the administration of the Assessment District are charged to the Assessment District. These costs are estimated to be \$3,500. Sufficient funds have been collected in the Assessment District to fund these costs.

**ATTACHMENTS:**

1. Proposed Resolution.

**MOTION:**

That the City Council:

Adopt a Resolution initiating proceedings for the levy and collection of annual assessments for the West Washington Benefit Assessment District Number Two and ordering the preparation of the Engineer's Report thereon for Fiscal Year 2013/2014.