

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

Meeting Date: June 6, 2011		Item Number: <u>C-10</u>	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Approving the Engineer's Report, Declaring the Intention to Order the Levy of Annual Assessments, and Setting the Date, Time, and Place for the Public Hearing to be Monday, June 27, 2011 at 7:00 PM in the City Council Chambers for the West Washington Boulevard Benefit Assessment District No. 2.			
Contact Person/Dept.: Elaine Warner		Phone Number: 310.253.5777	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: Meetings and Agendas – City Council (06/01/11); Property Owners in West Washington Assessment District No. 1 (05/23/11)			
Department Approval: Sol Blumenfeld: (05/25/11)		City Attorney Approval: Carol Schwab (by H. Baker) (05/31/11)	
Chief Financial Officer Review: Jeff Muir (by N. Kimball) (06/01/11)		City Manager Approval: John M. Nachbar (06/01/11)	
<u>RECOMMENDATION</u> Staff recommends the City Council adopt a Resolution: 1. Approving the Engineer's Report for the West Washington Boulevard Benefit Assessment District No. 2; 2. Declaring its intention to order the levy of annual assessments for Fiscal Year 2011/2012; and, 3. Setting a public hearing for June 27, 2011 at 7:00 p.m. in the Mike Balkman Council Chambers. <u>BACKGROUND</u> In July 2010, the West Washington Assessment District No. 2 was formed to fund the maintenance of three new landscaped medians proposed between Centinela Avenue and Boise Avenue. Over the last year, construction documents have been prepared and bid. Construction is slated to begin in June 2011.			

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DISCUSSION:

Pursuant to a Resolution adopted by the City Council on Monday, May 23, 2011, the Director of Public Works/City Engineer has caused to be prepared the Engineer's Report for the West Washington Boulevard Benefit Assessment District No. 2. and filed said Report with the City Clerk. A copy of the Engineer's Report is attached to this report for consideration, and recommended approval, by the City Council.

The annual assessment includes costs for median maintenance, County fees and administration of the District. Over the last year, funds have been expended to cover these costs since the medians completion. During the first year, funds were levied and collected for the District to formulate a reserve fund. This fund will be utilized in the event that there are unforeseen expenses not normally included in the yearly maintenance costs. This may include, but is not limited to palm tree replacement, repair or damaged equipment due to vandalism, storms and other similar events.

Should the City Council adopt the proposed resolution, all property owners within the District will be mailed a notification on Tuesday, June 7, 2011, of the proposed continued assessment and the date, time and location of the public hearing. Further, a public notice of the hearing will be published and posted no later than Thursday, June 9th.

During the proposed Public Hearing, the City Council will consider any and all protests against the proposed levy, and then consider the levy and collection of the proposed assessment for Fiscal Year 2011/2012

FISCAL ANALYSIS:

The Engineer's Report calculates the maximum maintenance and administration budget for Fiscal Year 2011/2012 to be \$19,598.86, which includes a CPI increase of approximately 2.27% based on the February Consumer Price Index for All Urban Consumers for the Los Angeles, Riverside and Orange County Area. The annual assessment shall not exceed the maximum assessment; however, the City may levy a lower assessment.

Additionally, after the first year of collection, the reserve fund balance may only be at 50% of the total maximum assessment for the upcoming year. Due to the full collection of the reserve fund in Fiscal Year 2010/2011, a portion of the reserve fund is required to offset the proposed annual levy for Fiscal Year 2011/2012. This amount is estimated at \$5,294.62. Given this large offset, the remaining annual budget balance of \$14,304.10 is all that may be levied for Fiscal Year 2011/2012.

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ATTACHMENTS:

1. Area Improvement Plan Map
2. Engineer's Report
3. Proposed Resolution

MOTION:

That the City Council:

Adopt a resolution approving the Engineer's Report, declaring its intention to order the levy of annual assessments and setting a public hearing for June 27, 2011 at 7:00 p.m. in the Mike Balkman Council Chambers.