

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

Meeting Date: 06/28/10		Item Number: <u>A-3</u>	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Approving the Engineer's Report and Declaring the City Council's Intention to Order the Levy of Annual Assessments for the West Washington Boulevard Benefit Assessment District Number 1.			
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: (E-MAIL) Meetings and Agendas – City Council (06/23/10); (USPS) Property Owners in West Washington Assessment District No. 1 (06/16/10)			
Department Approval: Sol Blumenfeld: (06/16/10)		City Attorney Approval: Carol Schwab (by H. Baker) (06/23/10)	
Chief Financial Officer Review: Jeff Muir (by N. Kimball) (06/23/10)		City Manager Approval: P. Lamont Ewell (06/23/10)	
<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 Number 1; (2) declaring the City Council's intention to order the levy of annual assessments; and ((3) setting the date, time and place for the Public Hearing on July 12, 2010. <u>BACKGROUND</u> In June 2009, the West Washington Assessment District No. 1 was formed to fund the maintenance of five new landscaped medians on West Washington Boulevard between Beethoven Street and Rosabell Avenue. Over the last year, utility issues have been addressed, construction documents have been prepared, and the award for construction contract has been approved. Construction of the landscaped medians is slated to begin in July 2010 and be completed by the fall. <u>DISCUSSION:</u> The annual assessment includes costs for median maintenance, County fees, and administration of the District. Over the past year, funds were levied and collected for the District to create a reserve fund. This fund will be utilized in the event that there are unforeseen expenses not normally included in the yearly maintenance costs.			

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This may include, but is not limited to, palm tree replacement, repair or damaged equipment due to vandalism, storms and other similar events.

An Engineer's Report has been prepared and is on file with the City Clerk and has been submitted to the City Council. A Resolution has been prepared for the City Council to approve the report, declare its intention to levy and collect assessments for the upcoming fiscal year and set the time and place for the public hearing on July 12, 2010, as required by CCMC Section 15.01.070. Should the City Council adopt the proposed resolution this evening, the City Clerk would be authorized to give notice of the public hearing by causing the Resolution of Intention to be published at least 10 days prior to the date of the hearing.

The Engineer's Report calculates the maximum maintenance and administration budget for the District for Fiscal Year 2010-2011 to be \$18,156.48, which includes a CPI increase of approximately 1.44% (as allowed by the District's formation action). The annual assessment shall not exceed the maximum assessment; however, the City Council may determine to levy an assessment below the maximum. Given the economic conditions at the time of formation, it was proposed, that the Culver City Redevelopment Agency could fund the administrative costs of the District for a limited time (up to two years) with excess funds from Phase I as an incentive to form the first district. Thereafter, it was proposed to have the District pay those costs (\$3,500 annually).

It is recommended the City Council allow the Culver City Redevelopment Agency to reimburse the District for administrative costs for Fiscal Year 2010/2011 (the second of two years). Should the City Council adopt staff's recommendation, the proposed budget and total balance to levy would be \$14,656.48. If the City Council wishes to levy the maximum assessment, the balance to levy would be \$18,156.48. The City Council may make its intentions known at this time and will consider the actual amount of levy at the public hearing on July 12, 2010

FISCAL ANALYSIS:

Adopting the attached resolution does not create a fiscal impact to the City or the District. Should the City Council adopt the proposed resolution, the City Council will consider the levy of assessments on July 12, 2010.

ATTACHMENTS:

1. Engineer's Report
2. Proposed Resolution

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MOTION:

That the City Council:

1. Adopt a resolution (1) approving the Engineer's Report, (2) declaring its intention to order the levy for West Washington Boulevard Assessment District Number 1 and (3) setting the time and place for the Public Hearing on July 12, 2010; and

2A. (Staff Recommendation) Declare its intention to levy the assessment in the total amount of \$14,656.48 (with the Culver City Redevelopment Agency reimbursing the District for \$3,500 of administrative costs for the second and final year);

OR

2B. Declare its intention to levy the assessment in the total amount of \$18,156.48 (the maximum assessment calculated by the Engineer's Report).