



City of Culver City

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Staff Report

File #: 24-873, **Version:** 1

Item #: C-6.

CC - CONSENT ITEM: Adoption of a Resolution Initiating Proceedings to Levy and Collect Annual Assessments for the West Washington Benefit Assessment District No. 1 and Ordering the Preparation of the Engineer's Report Thereon for Fiscal Year 2024/2025.

Meeting Date: April 29, 2024

Contact Person/Dept.: Elaine Warner/Office of Economic and Cultural Development

Phone Number: (310) 253-5777

Fiscal Impact: Yes ☒ No ☐ **General Fund:** Yes ☐ No ☒

Attachments: Yes ☒ No ☐

Public Notification: (E-Mail) Meetings and Agendas - City Council (04/24/2024)

Department Approval: Jesse Mays, Assistant City Manager (04/02/2024)

RECOMMENDATION

Staff recommends the City Council adopt a resolution initiating proceedings to levy and collect annual assessments for the West Washington Benefit Assessment District No. 1 and order the preparation of the Engineer's Report thereon for Fiscal Year 2024/2025.

BACKGROUND/DISCUSSION

The City assisted in the formation of Benefit Assessment District on Washington Boulevard between Rosabell Avenue and Beethoven Street by agreeing to construct landscaped medians, if on-going maintenance was funded through a property owner assessment district. The West Washington Benefit Assessment District No. 1 (District 1) was approved by vote of the property owners in April 2009. It is now necessary to initiate the proceedings to levy the District 1 assessment for Fiscal Year 2024/2025.

If the City Council adopts the proposed Resolution initiating proceedings to levy and collect the annual assessment, Culver City Municipal Code (CCMC) Section 15.01.070.C requires the Resolution describe any proposed new, or changes in existing, improvements or services, or both, and order the preparation and filing of an Engineer's Report. No new improvements or services, nor

any changes to existing improvements or services, are being proposed for District 1.

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, which outlines the district's plans and specifications for the improvements or services, an estimate of the costs, a diagram for the district and the proposed assessments. Pursuant to CCMC Sections 15.01.070.D and 15.01.070.E, upon completion of the Engineer's Report, it 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 assessments for Fiscal Year 2024/2025 and set the date, time, and place for the public hearing, after which the City Council will consider levying the assessments.

FISCAL ANALYSIS

Both the costs to prepare the Engineer's Report and staff time related to the administration of District 1 are funded by the assessment district. These costs are estimated to be approximately \$4,500 and sufficient funds have been collected to support these costs.

ATTACHMENTS

1. Proposed Resolution of Initiation - Washington Boulevard No. 1

MOTIONS

That the City Council:

Adopt a resolution initiating proceedings to levy and collect annual assessments for the West Washington Benefit Assessment District No. 1 and ordering the preparation of the Engineer's Report thereon for Fiscal Year 2024/2025.