



# City of Culver City

## Staff Report

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File #: 24-875, Version: 1

Item #: C-8.

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**CC - CONSENT ITEM: Adoption of a Resolution Initiating Proceedings to Levy and Collect Annual Assessments for the West Washington Benefit Assessment District No. 3 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)

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### **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. 3 and to order the preparation of an Engineer's Report thereon for Fiscal Year 2024/2025.

### **BACKGROUND/DISCUSSION**

The City assisted in the formation of a Benefit Assessment District on Washington Boulevard between Beethoven Street and Glencoe Avenue by agreeing to construct landscaped medians if the on-going maintenance was funded through a property owner assessment district. The West Washington Benefit Assessment District No. 3 (District 3) was approved by vote of the property owners in August 2019.

The median construction will be included as part of the overall stormwater project that is slated for bidding in Summer/Fall 2024. Although there are no improvements at this time, the annual reporting process, including an Engineer's report and Public Hearing, must be completed this fiscal year.

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 3.

Should the City Council adopt the proposed Resolution, the Director of Public Works/City Engineer shall prepare (or cause to be prepared) an 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 will be filed with the City Clerk, and the City Council will consider a Resolution of Intention declaring its intent to levy the 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 3 are funded by Assessment District 3. These costs are estimated to be approximately \$4,750 and sufficient Assessment District No. 3 funds have been collected to support these costs.

### **ATTACHMENTS**

1. Proposed Resolution of Initiation - Washington Boulevard No. 3

### **MOTION**

That the City Council:

Adopt a resolution initiating proceedings to levy and collect annual assessments for the West Washington Benefit Assessment District No. 3 and ordering the preparation of an Engineer's Report thereon for fiscal year 2024/2025.