



# City of Culver City

## Staff Report

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Item #: C-5.

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**CC - CONSENT ITEM: Adoption of a Resolution (1) Approving the Engineer's Report, (2) Declaring the City Council's Intention to Order the Levy of Annual Assessments for Fiscal Year 2024/2025, and (3) Setting the Date, Time, and Place for a Public Hearing for the West Washington Boulevard Benefit Assessment District No. 1.**

**Meeting Date:** May 28, 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

**Commission Action Required:** Yes  No       **Date:**

**Commission Name:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (05/08/2024); (05/22/2024);  
Affected Property Owners within the Assessment District (05/15/2024)

**Department Approval:** Jesse Mays, Assistant City Manager (05/08/2024)

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### **RECOMMENDATION**

Staff recommends the City Council adopt a resolution (1) approving the Engineer's Report, (2) declaring the City Council's intention to levy and collect assessments for Fiscal Year 2024/2025 for the West Washington Boulevard Assessment District No. 1, and (3) setting the time, date and place for a Public Hearing on June 10, 2024.

### **BACKGROUND**

In June 2009, the West Washington Assessment District No. 1 (District) was formed to:

1. Fund annual costs associated with five new landscaped medians installed on Washington Boulevard between Beethoven Street and Rosabell Avenue; and

2. Fund annual costs associated with the refurbishment of six medians between Rosabell Avenue and Wade Street.

Annual costs include landscape maintenance, utilities (water and electrical), County fees, and administration of the District. The annual costs are funded by the assessment district and collected as an assessment.

Pursuant to a Resolution adopted by the City Council on April 29, 2024, an Engineer's Report was prepared for the District and filed with the City Clerk. A copy of the Engineer's Report is attached to this report for the City Council's consideration.

## **DISCUSSION**

The City Council is asked to adopt a Resolution of Intention (1) approving the Engineer's Report; (2) declaring the City's intention to levy and collect assessments for the upcoming fiscal year; and (3) setting the date, time and place for the public hearing as required by Culver City Municipal Code (CCMC) Section 15.01.070.

Should the City Council adopt the proposed resolution, pursuant to CCMC Section 15.01.070.G, the City Clerk will notice the public hearing by publishing the Resolution of Intention at least 10 days prior to the date of the hearing. The public hearing is scheduled for June 10, 2024 at 7:00 p.m. in the Mike Balkman Council Chambers at City Hall. Instructions on how to attend the meeting will be included in the published notice.

Staff is working with the Public Work and Parks Departments to repair and replant the medians, located at the intersection of Zanja Avenue and Wade Street due to a vehicular accident. Additional replanting is also proposed for the five medians between Rosabell Avenue and Beethoven Street. Funding for some of this work will be carried over from the Fiscal Year 2023/2024 budget.

## **FISCAL ANALYSIS**

The Engineer's Report for Fiscal Year 2024/2025 estimates the annual maintenance costs for water, electricity, administrative services, and landscape maintenance at approximately \$22,158. This includes a \$5,000 allocation for mulch replacement within the AIP Phase I medians. Approximately \$68,292 remains in the Fiscal Year 2023/2024 Improvement Fund account (No. 42516520) of which \$54,824 will be carried over to progress AIP Phase III Median repairs. Staff also recommends that \$10,000 be set-aside as a reserve for unforeseen damages and any unallocated funds be carried over and used to reduce the Fiscal Year 2024/2025 levy. Per this recommendation, the proposed levy for Fiscal Year 2024/2025 is approximately \$18,689.96.

## **ATTACHMENTS**

1. W. Washington Assessment District No. 1 - Engineer's Report
2. Proposed Resolution of Intention

**MOTION**

That the City Council:

Adopt a Resolution (1) approving the Engineer's Report; (2) declaring the City Council's intention to levy and collect assessments for the West Washington Boulevard Assessment District No. 1; and (3) setting the time, date and place for a Public Hearing on June 10, 2024 at 7:00 p.m.