



# City of Culver City

## Staff Report

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Item #: C-7.

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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. 3.**

**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 (05/15/24)

**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. 3, and (3) setting the time, date and place for a Public Hearing on June 10, 2024.

### **BACKGROUND**

In August 2019, the West Washington Benefit Assessment District No. 3 (District 3) was approved by vote of the property owners to help fund the future maintenance of seven medians on Washington Boulevard between Beethoven Street and Glencoe Avenue.

Construction of the medians was delayed due to the COVID-19 pandemic and is anticipated to be bid

in the Fall 2024. The project is a joint partnership between the Economic Development Office and Public Works Department and will connect to the future stormwater project near Glencoe Avenue in order to irrigate the medians with grey water.

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 consideration by the City Council.

## **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.

Although there are no improvements at this time, the proposed budget includes administrative costs to maintain the district and a small allocation for a reserve fund. The phasing of the construction will be at the discretion of the contractor and is unknown at this time.

## **FISCAL ANALYSIS**

The Engineer's Report for Fiscal Year 2024/2025 estimates the annual costs for maintenance and administration to be approximately \$6,600. The City will be required to contribute approximately \$568 or 8.61% of the levy as its General Benefit obligation. Approximately \$7,000 remains in the Fiscal Year 2023/2024 Improvement Fund account (No. 42516530) that can be carried over to pay for the City property owner obligations as the project is yet to be built. This includes a set-aside of \$1,500 to begin a reserve fund for future improvements. The Fiscal Year 2024/2025 levy to be assessed is \$0.

## **ATTACHMENTS**

1. Fiscal Year 2024/2025 West Washington Assessment District No. 3 - 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. 3; and (3) setting the time, date and place for a Public Hearing on June 10, 2024 at 7:00 p.m.