City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 20-917, **Version:** 2 **Item #:** C-7.

CC - Adoption of a Resolution Initiating Proceedings to Levy and Collect Annual Assessments for the West Washington Benefit Assessment District No. 2 and to Order the Preparation of an Engineer's Report Thereon for Fiscal Year 2020/2021.

Meeting Date: May 11, 2020

Contact Person/Dept: Elaine Warner/CDD
Todd Tipton/CDD

Phone Number: (310) 253-5777
(310) 253-5783

Fiscal Impact: Yes [X] No [] **General Fund:** Yes [] No [X]

Public Hearing: [] **Action Item:** [] **Attachments:** Yes [X] No []

Commission Action Required: Yes [] No [X] **Date:**

Commission Name:

Public Notification: (E-Mail) Meetings and Agendas - City Council (05/06/2020);

Department Approval: Sol Blumenfeld, Community Development Director (04/30/2020)

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. 2 and to order the preparation of an Engineer's Report thereon for Fiscal Year 2020/2021.

BACKGROUND/DISCUSSION

The City assisted in the formation of Benefit Assessment Districts on Washington Boulevard between Centinela Avenue and Boise Avenue by agreeing to construct landscaped medians if on-going maintenance was funded via a property owner assessment district. The West Washington Benefit Assessment District No. 2 (District 2) was approved by vote of the property owners in May 2010. It is now necessary to initiate the proceeding for the levying of the District 2 assessment for Fiscal Year 2020/2021.

Pursuant to Culver City Municipal Code (CCMC) Section 15.01.070.C, the proposed resolution describes any proposed new, or changes to existing improvements or services, or both, and orders the preparation and filing of an Engineer's Report.

Pursuant to CCMC Sections 15.01.070.D and 15.01.070.E, 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. Upon its completion, the Engineer's Report 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 the assessments for Fiscal Year 2020/2021 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 2 are funded by Assessment District 2. These costs are estimated to be approximately $4,500 and sufficient Assessment District 2 funds have been collected to support these costs.

ATTACHMENTS

1. Proposed Resolution of Initiation - Washington Boulevard No. 2

MOTION

That the City Council:

> Adopt a resolution initiating proceedings to levy and collect an annual assessments for the West Washington Benefit Assessment District No. 2 and order the preparation of an Engineer's Report thereon for Fiscal Year 2020/2021.

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