



City of Culver City

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Staff Report

File #: 20-918, **Version:** 1

Item #: C-8.

CC - Adoption of 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 2020/2021.

Meeting Date: May 11, 2020

Contact Person/Dept: Elaine Warner/CDD
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Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

Public Hearing: ☐

Action Item: ☐

Attachments: Yes ☒ No ☐

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

Commission Name:

Public Notification: (E-Mail) Meetings and Agendas - City Council (05/06/20);

Department Approval: Sol Blumenfeld, Community Development Director (05/03/2020)

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

BACKGROUND/DISCUSSION

Over the past year, the City assisted in the formation of Benefit Assessment District on Washington Boulevard between Beethoven Street and Glencoe Avenue by agreeing to construct landscaped medians if the majority of the on-going maintenance was funded through a property owner assessment district. Improvements along West Washington Boulevard have been part of an on-going revitalization program that was initiated in 2008 and have taken on new significance in light of the pandemic and the need for economic recovery it has created. The physical improvements have

helped spur revitalization and reinvestment along the West Washington Boulevard corridor. The West Washington Benefit Assessment District No. 3 (District 3) was approved by vote of the property owners in August 2019.

With the Benefit Assessment District established, construction is slated to begin in Summer 2020. 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.

Similar to other assessment districts, a Resolution of Initiation must be approved to begin the annual proceedings. Pursuant to Culver City Municipal Code (CCMC) Section 15.01.070.C, the proposed resolution describes any proposed 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

Staff recommends that the City levy a minimal assessment to provide for district administration and annual reporting given the current construction timeline. These proposed costs will be included in the forthcoming Engineer's Report.

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 order the preparation of an Engineer's Report thereon for fiscal year 2020/2021.