



# City of Culver City

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## Staff Report

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**File #:** 20-970, **Version:** 1

**Item #:** C-12.

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**CC - 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 2020/2021, and (3) Setting the Date, Time, and Place for a Public Hearing for the West Washington Boulevard Benefit Assessment District No. 2.**

**Meeting Date:** May 26, 2020

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

**Phone Number:** (310) 253-5777  
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**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐

**Action Item:** ☐

**Attachments:** Yes ☒ No ☐

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

**Commission Name:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (05/21/2020);  
(Mail) Property Owners in West Washington Assessment District No. 2 (05/21/2020)

**Department Approval:** Sol Blumenfeld, Community Development Director (05/20/2020)

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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 the West Washington Boulevard Assessment District No. 2, and (3) setting the time, date and place for a Public Hearing on June 8, 2020, via video conference.

### **BACKGROUND**

In July 2010, the West Washington Assessment District No. 2 (District) was formed to fund the maintenance of three new landscaped medians between Centinela Avenue and Boise Avenue. The

District has remained in place since.

In Fiscal Year 2019/2020, improvement funds were utilized to increase weed removal and trash collection, convert median irrigation to drip system (versus spray), remove debris from the City's Culver Public Market property, and power wash sidewalks throughout the district.

On May 11, 2020 the City Council adopted a resolution adopting an Engineer's Report for the District. A copy of the Engineer's Report is attached for consideration by the City Council. Power washing of sidewalks within the District has been added to the list of improvements for Fiscal Year 2020/2021. There are no other items being added to the list of improvements that was created when the District was formed, nor are there any changes to existing improvements.

## **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 8, 2020 at 7:00 p.m. via video conference. Instructions on how to attend the meeting will be included in the published notice.

## **FISCAL ANALYSIS**

The Engineer's Report for Fiscal Year 2019/2020 estimates the annual maintenance costs for water, electricity, administrative services and landscape maintenance at \$19,550. To provide some relief relative to COVID-19 impacts, it is recommended that any unspent funds from the prior year be carried over to subsidize the levy for FY 2020/2021. It is estimated that approximately \$33,617 will be available to subsidize the levy. There is no proposed increase to the assessment this year. The total FY 2020/2021 Budget of \$19,550 has been budgeted in Acct. No. 42516520.

The projected fiscal year end improvement fund balance, as of June 30, 2020, is estimated to be \$4,888. This surplus is approximately 25 percent of the annual budget and will serve as a reserve to pay for unforeseen expenses not included in the annual maintenance budget.

## **ATTACHMENTS**

1. Washington Boulevard No. 2 - Engineer's Report
2. Washington Boulevard No. 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. 2; and (3) setting the time, date and place for a Public Hearing on June 8, 2020 at 7:00 p.m. via video conference.