



# City of Culver City

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## Staff Report

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**File #:** 22-939, **Version:** 1

**Item #:** C-8.

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**CC - CONSENT ITEM: Adoption of a Resolution Initiating Proceedings to Levy and Collect Annual Assessments for the West Washington Benefit Assessment District No. 3 and Order the Preparation of the Engineer's Report Thereon for Fiscal Year 2022/2023.**

**Meeting Date:** May 9, 2022

**Contact Person/Dept.:** Elaine Warner/CDD/Economic Development  
Todd Tipton/CDD/Economic Development

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

**Attachments:** Yes ☒ No ☐

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

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (05/04/2022);

**Department Approval:** Sol Blumenfeld, Community Development Director (04/18/2022)

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### **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 2022/2023.

### **BACKGROUND/DISCUSSION**

The City assisted in the formation of a Benefit Assessment District on Washington Boulevard between Beethoven Street and Glencoe Avenue by agreeing to construct landscaped medians if the on-going maintenance was funded through a property owner assessment district. The West Washington Benefit Assessment District No. 3 (District 3) was approved by vote of the property owners in August 2019.

Construction of the medians is anticipated to begin in Fall 2022. 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.

Pursuant to Culver City Municipal Code (CCMC) Section 15.01.070.C, the proposed resolution describes any proposed new, or changes in 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 will be filed with the City Clerk, and the City Council will consider a Resolution of Intention declaring its intent to levy the assessments for Fiscal Year 2022/2023 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 3 are funded by Assessment District 3. These costs are estimated to be approximately \$4,500 and sufficient Assessment District 3 funds have been collected to support these costs.

### **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 2022/2023.