



# City of Culver City

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## Staff Report

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**File #:** 23-911, **Version:** 1

**Item #:** C-11

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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. 2 and Ordering the Preparation of the Engineer's Report Thereon for Fiscal Year 2023/2024.**

**Meeting Date:** May 8, 2023

**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

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (05/03/2023)

**Department Approval:** Jesse Mays, Assistant City Manager (04/27/2023)

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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. 2 and to order the preparation of an Engineer's Report thereon for Fiscal Year 2023/2024.

### **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 annual assessment for Fiscal Year 2023/2024.

If the City Council adopts the proposed Resolution initiating proceedings to levy and collect the annual assessment, Culver City Municipal Code (CCMC) Section 15.01.070.C requires the Resolution describe any proposed new, or changes to existing improvements or services, or both, and order the preparation and filing of an Engineer's Report. No new improvements or services, nor

any changes to existing improvements or services, are being proposed for District 2.

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. Pursuant to CCMC Sections 15.01.070.D and 15.01.070.E, upon completion of the Engineer's Report, it 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 2023/2024 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 \$4,750 and sufficient Assessment District No. 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 assessment for the West Washington Benefit Assessment District No. 2 and ordering the preparation of an Engineer's Report thereon for Fiscal Year 2023/2024.