

City of Culver City, California

Agenda Item Report

Meeting Date: 06/23/2014		Item Number: C-2	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Memorandum of Understanding with the Downtown Business Association for Maintenance Services in Downtown Culver City for Fiscal Year 2014/2015.			
Contact Person/Dept.: Glenn Heald/CDD		Phone Number: 310.253.5752	
Todd Tipton/CDD		310.253.5783	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail, Telephone, and In-Person Meeting) Downtown Business Association (04/16/14, 04/17/14, and 06/06/14); (E-Mail) Meetings and Agendas – City Council (06/17/14).			
Department Approval: Sol Blumenfeld (06/16/14)		City Attorney Approval: Carol Schwab (by H. Baker) (06/16/14)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (06/17/14)		City Manager Approval: John M. Nachbar (06/17/14)	

RECOMMENDATION:

Staff recommends the City Council approve an Amendment to the Memorandum of Understanding (MOU) with the Downtown Business Association (DBA) for general maintenance services in downtown Culver City (Downtown) for the period July 1, 2014 through June 30, 2015.

BACKGROUND:

In 2008, the City Council and the former Culver City Redevelopment Agency Board approved a one-year MOU with the DBA whereby the DBA would provide certain maintenance services in Downtown. The term of the MOU was extended three additional years via amendments.

In 2012, the City Council approved a one-year MOU maintaining the service provision and funding level. A revised MOU was approved for Fiscal Year 2013/2014. The City Council is now asked to extend the term one additional year (until June 30, 2015) via the proposed Amendment. The amount of funding remains unchanged.

DISCUSSION:

The MOU with the DBA is beneficial to the City because it shifts oversight and accountability for the management of downtown maintenance services to the businesses directly affected by those services while also allowing for potential

City of Culver City, California Agenda Item Report

additional services at no cost to the City. The DBA utilizes a sub-contractor to perform the services and is reimbursed by the City on a monthly basis. The DBA uses any remaining funds to enhance existing services and to fund additional maintenance and beautification efforts. The proposed 2014-2015 MOU includes the following maintenance tasks:

1. Sidewalk trash receptacles within the BID shall be emptied once per day Monday through Friday and twice per day every Saturday and Sunday, at a minimum, to avoid spillover; and,
2. At least once every other month, and when reasonably determined by the City's Public Works Director, Main Street sidewalks and Town Plaza shall be swept and pressure washed; and,
3. At least once per quarter, and when reasonably determined by the City's Public Works Director, downtown paseos shall be swept and pressure washed to maintain a clean appearance.

In recognition of escalating labor costs and increased activities in the downtown area, staff is currently working with the DBA to ascertain an appropriate level of services and funding under the current conditions. It is anticipated that adjustments to the current level of services and funding will be presented to the City Council for consideration in the coming months.

Staff believes it is in the best interest of the City and the DBA to continue the MOU for Fiscal Year 2014/2015. In the event the MOU becomes disadvantageous to either of the parties, it may be revised by mutual agreement subject to approval of the City Council, or it may be terminated upon 30 days' written notice. If the MOU is terminated for any reason, the DBA is required to return funds for any unperformed duties.

FISCAL ANALYSIS:

If the City Council approves the proposed Amendment to the MOU, the City will transfer to the DBA a total of \$41,940 during Fiscal Year 2014/2015. This amount will be programmed into the proposed Fiscal Year 2014-2015 budget.

ATTACHMENTS:

None.

**City of Culver City, California
Agenda Item Report**

MOTION:

That the City Council:

1. Approve an Amendment to the Memorandum of Understanding with the Downtown Business Association for maintenance services in downtown Culver City at a cost not-to-exceed \$41,940 for Fiscal Year 2014/2015; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.