

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

Meeting Date: 05/11/2015	Item Number: C-9
CITY COUNCIL AGENDA ITEM: Approval of a Second Amendment to the Memorandum of Understanding with the Downtown Business Association for Maintenance Services in Downtown Culver City for Fiscal Year 2015/2016 in an Amount Not-to-Exceed \$61,940.	
Contact Person/Dept.: Glenn Heald/CDD Todd Tipton/CDD	Phone Number: 310.253.5752 310.253.5783
Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Public Hearing: <input type="checkbox"/>	Action Item: <input type="checkbox"/> Attachments: <input type="checkbox"/>
Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date: _____
Public Notification: (E-Mail, Telephone, and In-Person Meeting) Downtown Business Association (03/02/15, 03/30/15, and 04/24/15); (E-Mail) Meetings and Agendas – City Council (05/06/15).	
Department Approval: Sol Blumenfeld (05/05/15)	City Attorney Approval: Carol Schwab (by H. Baker) (05/06/15)
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (05/06/15)	City Manager Approval: John M. Nachbar (05/06/15)

RECOMMENDATION:

Staff recommends the City Council approve a Second 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, 2015 through June 30, 2016.

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, and in 2014 the City Council approved an amendment extending the MOU through June 30, 2015. The City Council is now asked to extend the term one additional year (until June 30, 2016) via the proposed Second Amendment. The terms and conditions of the MOU remain unchanged.

City of Culver City, California Agenda Item Report

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 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 2015/2016 MOU includes, among others, 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.

Staff believes it is in the best interest of the City and the DBA to continue the MOU for Fiscal Year 2015/2016. 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 Second Amendment to the MOU, the City will transfer to the DBA a total of \$61,940 during Fiscal Year 2015/2016. This amount will be requested as part of the City Manager's Proposed Budget for Fiscal Year 2015/2016.

ATTACHMENTS:

None.

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

MOTION:

That the City Council:

1. Approve a Second Amendment to the Memorandum of Understanding with the Downtown Business Association for maintenance services in downtown Culver City at a cost not to exceed \$61,940 for Fiscal Year 2015/2016; 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.