



# City of Culver City

## Staff Report Details (With Text)

**File #:** 23-891      **Version:** 1      **Name:** Approval of a Memorandum of Understanding (MOU) with the Downtown Business Association (DBA) for General Maintenance Services in Downtown Culver City (Downtown) in an Amount Not-to-Exceed \$142,000 Annually for the Period of July 1, 2023 through June 30, 2

**Type:** Presentation      **Status:** Consent Agenda

**File created:** 4/18/2023      **In control:** City Council Meeting Agenda

**On agenda:** 5/19/2025      **Final action:**

**Title:** CC - CONSENT ITEM - Approval of a Memorandum of Understanding (MOU) with the Downtown Business Association (DBA) for General Maintenance Services in Downtown Culver City (Downtown) in an Amount Not-to-Exceed \$142,000 Annually for the Period of July 1, 2023 through June 30, 2025.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2023-05-22-CC-ATT-1-DBA\_MOU.pdf

Date	Ver.	Action By	Action	Result
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**CC - CONSENT ITEM - Approval of a Memorandum of Understanding (MOU) with the Downtown Business Association (DBA) for General Maintenance Services in Downtown Culver City (Downtown) in an Amount Not-to-Exceed \$142,000 Annually for the Period of July 1, 2023 through June 30, 2025.**

**Meeting Date:** May 22, 2023

**Contact Person/Dept:** Sean Singletary/Public Works Department  
Christopher Evans/Public Works Department

**Phone Number:** (310) 253-6457  
(310) 253-5621

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Attachments:** Yes  No

**Commission Action Required:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas (05/18/2023)

**Department Approval:** Yanni Demitri, Public Works Director/City Engineer (05/04/2023)

### RECOMMENDATION

Staff recommends the City Council approve a Memorandum of Understanding (MOU) with the Downtown Business Association (DBA) for general maintenance services in downtown Culver City (Downtown) in an amount not-to-exceed \$142,000 annually for the period July 1, 2023, through June 30, 2025.

## **BACKGROUND/DISCUSSION**

Since 2008, the City and the DBA have entered into memoranda of understanding, and amendments thereto, whereby the DBA has provided certain maintenance services in Downtown. Over the years, there have been adjustments to the maintenance services based on the needs of the City and DBA.

Staff recommends that the City continue its cooperative relationship with the DBA in providing the maintenance services within the Downtown by executing a new MOU with the same conditions currently in place for a two-year term of Fiscal Year 2023/2024 and Fiscal Year 2024/2025.

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 MOU includes, among other services, the following maintenance tasks:

1. Sidewalk trash and recycling receptacles within the DBA district shall be wiped down daily. At a minimum, sidewalk trash and recycling receptacles shall be emptied twice per day Monday through Thursday and three times per day Friday through Sunday to avoid spillovers; dispose all trash and recycling into dumpsters in the DBA district.
2. At least once per month, pressure wash Main Street, downtown sidewalks, Town Plaza, the downtown paseos adjacent to the Kirk Douglas Theater, the Watseka parking structure, the Cardiff parking structure, the trash enclosure area at the Kirk Douglas Theater, and the Canfield Parking lot.
3. Daily, perform basic maintenance tasks within the DBA district to include sweeping the sidewalks, curbs, and hotspots.
4. Remove trash, cigarette butts, weed and debris from tree wells and landscaped areas; sanitize and wipe down benches and furniture; remove stickers, graffiti, and flyers.
5. Provide extra trash and recycling receptacle maintenance, pressure washing services and other maintenance services as required for special events permitted in the DBA district.

Staff believes it is in the best interest of the City and the DBA to continue the MOU for Fiscal Years 2023/2024 and 2024/2025. 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.

## **FISCAL ANALYSIS**

If the City Council approves the new MOU, the City will transfer to the DBA a total of \$142,000 annually during Fiscal Years 2023/2024 and 2024/2025 on a reimbursement basis. Sufficient funding has been included in the Proposed Budget for Fiscal Year 2023/2024 and will be budgeted in Fiscal Year 2024/2025 in Account Nos. 10160460.619800 (Environmental Programs/Operations - Other Contractual Services) and 20260400.517500 (Refuse Collection Administration - Contributions to Agencies) to support this expenditure.

## **ATTACHMENTS**

1. 2023-05-22-CC-ATT-1-DBA\_MOU.pdf

**MOTION**

That the City Council:

1. Approve a Memorandum of Understanding with the Downtown Business Association for general maintenance services in the downtown Culver City at a cost not-to-exceed \$142,000 annually for Fiscal Year 2023/2024 and Fiscal Year 2024/2025; 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.