



City of Culver City

Staff Report

File #: 16-1136, Version: 2

Item #: C-15.

CC - Approve a Fourth 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, 2017 through June 30, 2018 in an Amount Not-to-Exceed \$98,720.00

Meeting Date: June 26, 2017

Contact Person/Dept: Kim Braun/PW
Phone Number:

Fiscal Impact: Yes No

General Fund: Yes No

Public Hearing: **Action Item:** **Attachments:**

Commission Action Required: Yes No **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (06/21/17);

Department Approval: Charles Herbertson, Public Works Director/City Engineer (06/14/17)

RECOMMENDATION

Staff recommends the City Council approve a Fourth 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, 2017 through June 30, 2018 in an amount not-to-exceed \$98,720.00

BACKGROUND/DISCUSSION

In 2008, the City Council and the former Culver City Redevelopment Agency (CCRA) Board jointly 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, after the dissolution of the former CCRA, the City Council independently approved a new one-year MOU maintaining the service provisions and funding levels of the previous MOU. A revised MOU was approved for Fiscal Year 2013/2014, and two subsequent amendments extended the MOU through June 30, 2016.

In 2016, the City Council approved a third amendment with adjustments to the general maintenance services in Downtown. The City Council is now asked to extend the term one additional year (until June 30, 2018) via the proposed Fourth Amendment. The terms and conditions of the MOU have been amended.

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 2017/2018 MOU includes, among others, the following maintenance tasks:

1. Sidewalk trash and recycling receptacles within the BID shall be wiped down daily. Sidewalk trash and recycling receptacles shall be emptied twice per day Monday - Thursday and three times per day Friday through Sunday at a minimum to avoid spillover; dispose all trash and recycling into dumpsters in the BID.
2. Pressure wash, at least once per month, Main Street, downtown sidewalks, Town Plaza, the downtown paseos adjacent to the Kirk Douglas Theater, the Watseka parking structure, and the Cardiff parking structure, trash enclosure area at the Kirk Douglas Theater, and the compactor area behind ARCLight Theaters.
3. Perform basic maintenance tasks within the BID daily, to include sweeping the sidewalks, curbs and hotspots;
4. Remove trash, cigarette butts, weed and debris from tree wells and landscaped areas; 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 BID.

Staff believes it is in the best interest of the City and the DBA to continue the MOU for Fiscal Year 2017/2018. 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 Fourth Amendment to the MOU, the City will transfer the DBA a total of \$98,720.00 during Fiscal Year 2017/2018. This amount will be included in the

proposed Fiscal Year 2017/2018 budget.

ATTACHMENTS

N/A

MOTION

That the City Council:

1. Approve a Fourth Amendment to the Memorandum of Understanding with the Downtown Business Association for general maintenance services in downtown Culver City at a cost not-to-exceed \$98,720.00 for Fiscal Year 2017/2018; 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