Staff Report Details (With Text)

File #:	19-1302	**Version:**	2	**Name:**	
Type:	Minute Order			**Status:**	Consent Agenda
File created:	5/13/2019			**In control:**	City Council Meeting Agenda
On agenda:	6/10/2019			**Final action:**	
Title:	CC - Approval of a Memorandum of Understanding (MOU) with the Downtown Business Association (DBA) for General Maintenance Services in Downtown Culver City (Downtown) for the Period of July 1, 2019 through June 30, 2020.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. 2019-06-10_ATT_DBA MOU 2019-2020.pdf				

Date	Ver.	Action By	Action	Result

CC - Approval of a Memorandum of Understanding (MOU) with the Downtown Business Association (DBA) for General Maintenance Services in Downtown Culver City (Downtown) for the Period of July 1, 2019 through June 30, 2020.

Meeting Date: June 10, 2019

Contact Person/Dept: Kim Braun/Public Works

Phone Number: (310) 253-6421

Fiscal Impact: Yes [x] No [] **General Fund:** Yes [] No [x]

Public Hearing: [] **Action Item:** [] **Attachments:** [x]

Commission Action Required: Yes [] No [x] **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (06/05/19);

Department Approval: Charles D. Herbertson, Director of Public Works/City Engineer (05/28/19)

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) for the period July 1, 2019 through June 30, 2020.

BACKGROUND/DISCUSSION

Since 2008, the City and the DBA have entered into memorandums 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 relationship in cooperatively providing the maintenance services within the Downtown by executing a new MOU with the same terms and conditions currently in place for FY 2018/2019.

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 2019/2020 MOU includes, among other services, 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, trash area behind ARCLight Theaters and the Canfield Parking lot.

3. Daily, perform basic maintenance tasks within the BID 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 2019/2020. 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 new MOU, the City will transfer the DBA a total of $98,720.00 during Fiscal Year 2019/2020. This amount has been included in the proposed Fiscal Year 2019/2020Budget (Acct. No. 101.60230.51750, 202.60400.517500 and 101.16100.619800).

ATTACHMENTS

1. Proposed MOU with the DBA for Fiscal Year 2019/2020

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 $ 98,720.00 for Fiscal Year 2019/2020; 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.

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