



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 22-1078, Version: 1

Item #: C-6.

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 \$125,457 for the Period of July 1, 2022 through June 30, 2023.

Meeting Date: June 27, 2022

Contact Person/Dept: Sean Singletary/Public Works - EPO
Phone Number: 310-253-6457

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Attachments: Yes ☒ No ☐

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas (06/22/2022)

Department Approval: Yanni Demitri, Public Works Director/City Engineer (06/06/2022)

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 \$125,457 for the period July 1, 2022 through June 30, 2023.

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 terms and conditions currently in place for FY 2021/2022.

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 2022/2023 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 Year 2022/2023. 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 to the DBA a total of \$125,457.00 during Fiscal Year 2022/2023 on a reimbursement basis. Sufficient funding has been included in the Proposed Budget for Fiscal Year 2022/2023 (Acct. No. 101.60460.619800 and 202.60400.517500) to support this expenditure.

ATTACHMENTS

1. 2022-06-27-CC-ATT-1-DBA_MOU_07-2022-06-2023.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 \$125,457 for Fiscal Year 2022/2023; 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.