

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

Meeting Date: 12/09/13		Item Number: <u>C-6</u>	
CITY COUNCIL AGENDA ITEM: Approval of a Memorandum of Understanding Between the City of Culver City and the Culver City Senior Citizens Association			
Contact Person/Dept.: Dan Hernandez, Director of PRCS		Phone Number: (310) 253-6470	
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 (12/03/13)			
Department Approval: Daniel Hernandez (12/03/13)		City Attorney Approval: Carol Schwab (by H. Baker) (12/02/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (12/03/13)		City Manager Approval: John M. Nachbar (12/03/13)	

RECOMMENDATION:

Staff recommends the City Council approve a Memorandum of Understanding (MOU) between the City of Culver City and the Culver City Senior Citizens Association (CCSCA) which memorializes the rights, responsibilities, and duties of the parties with respect to the provision of senior citizen services at various City-owned facilities including the Culver City Senior Center.

BACKGROUND:

The City and CCSCA have enjoyed a long, positive, and mutually beneficial relationship. For decades, both parties have shared resources, talents, and knowledge to provide the senior citizen community (from Culver City and surrounding areas) with high quality programs. Since opening in 2003, the Culver City Senior Center has been the “headquarters” for such programming.

Over the past 10+ years, membership in the CCSCA has steadily increased and currently consists of approximately 4,000 members. With the increase in membership and the general aging of the community, the number of programs offered, along with the complexity of such programs, has also changed. Because of these changes, both staff and the Board of the CCSCA agree that the time has come to memorialize this decades-long informal relationship with a written agreement.

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DISCUSSION:

Over the past several months, staff has met with members of the Executive Board of the CCSCA to draft a Memorandum of Understanding between the City and CCSCA. The draft document spells out in some detail the rights, responsibilities, and duties of both parties with respect to programming produced by CCSCA or cooperatively by CCSCA and the City. Even though the document is new for the parties, as summarized by one of the Executive Board members: "It puts in writing what we've already been doing for years."

The CCSCA Board met on December 3, 2013 and unanimously approved the document as presented this evening. The City Council is requested to provide its approval.

FISCAL ANALYSIS:

Approval of the draft MOU does not create additional fiscal impacts for the City.

ATTACHMENTS:

Draft MOU

MOTION:

That the City Council:

1. Approve a Memorandum of Understanding between the City of Culver City and the Culver City Senior Citizens Association, Inc.; 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.