

MEETING DATE: February 19, 2008

AGENDA ITEM : (1) Discussion and Implementation of a Process to Determine the Status of Various Culver City Community Organizations and Events; and (2) Adoption of a Resolution Establishing a City Council Policy Related to Community Organizations

ATTACHMENTS

	<u>Pages</u>
1. April 16, 2007 Staff Report	1-14
2. CCMC Section 17.330.040	15-16
3. Veterans Memorial Complex Rental Rates	17-23
4. Current Listing of "City Sponsored Groups"	Y-Z
5. List of Community Organizations	24-26
6. Resolution (with proposed policy attached)	27-33

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 04/16/07		Item Number: A-1	
AGENDA ITEM: Consideration of a Request by the Culver City Democratic Club to be Sponsored by the City.			
Contact Person/Dept.: Bill La Pointe, Parks, Recreation & Community Services Director		Phone Number: (310) 253-6655	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (04/11/07); Tom Camarella, Culver City Democratic Club President (04/11/07).			
Department Approval: Bill La Pointe (04/02/07)		City Attorney Approval: Carol Schwab (by H. Iker) (04/06/07)	
City Controller Approval: Marlee Chang (04/11/2007)		City Manager Approval: Jerry B. Fulwood (04/11/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council consider the request of the Culver City Democratic Club to be sponsored by the City and direct staff as deemed appropriate. <u>BACKGROUND:</u> On June 15, 2006 Council adopted Fees and Charges Resolution No. 2006-053, which consolidated all City fees and charges into one resolution including the fee and charge schedule for use of the Veterans Memorial Complex (VMC). Exhibit F-2 of Resolution No. 2006-053, "Fee and Charge Schedule for Use of the Veterans Memorial Complex" is provided as Attachment 1. The fees for the rental of the VMC are broken into four separate categories; Category A – City Sponsored, Category B – Culver City Non-Profit, Category C – Other Non-Profits and Private Events and, Category D – Commercial Events. As a part of its motion, the City Council changed the definition of Category B to state that in order to qualify for this rental fee, an organization must be a 501(c)3 <u>Charitable</u> organization and be <u>Headquartered</u> in the City of Culver City (emphasis added). In October 2006 VMC staff mailed letters to all of their annual renters requesting that they submit their meeting dates for the 2007 calendar year. In that letter, renters were informed of the new fees and Category definitions. In particular, all organizations who had previously qualified for Category B fees were asked to include proof of their 501(c)3 standing with their meeting dates in order to determine if they would continue to qualify for Category B fees. ①			

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In 2006, the Culver City Democratic Club was charged Category B rates. However, this organization no longer qualifies for Category B rates because, according to its President, Tom Camarella, it is not a 501(c)3 charitable organization. Therefore, in keeping with Council direction; staff prepared a rental agreement for the Culver City Democratic Club for the 2007 calendar year using Category C rates.

Mr. Camarella has requested by way of a letter that the City consider sponsoring the Culver City Democratic Club (Attachment 2). This would place them in the 2007 Category A rate band, a rate band that is either fully or partially subsidized by the City. A list of the groups that are currently classified as Category A organizations is provided as Attachment 3. The 2007 Category C rate band is a rate that the renter pays the breakeven cost of the facility and the Citywide overhead (i.e., the City does not provide a subsidy).

DISCUSSION:

Mr. Camarella states in his letter that he is requesting that the City of Culver City (1) "sponsor our group for our total yearly rental of \$2300," and, (2) "If we have a famous speaker that will draw people to Culver City, we would also like the auditorium for ½ price."

The approval of a waiver of the total yearly rental fee constitutes a move for the Democratic Club to the 2007 Category A rate band. As stated, in Resolution 2006-053:

Category A – "City Sponsored," as used in this resolution, shall mean any City group, organization or association that is granted the use of any part of the Complex facilities for any purpose for no fee, or for a small stipend determined by the Director."

As per the Resolution, the Parks, Recreation and Community Services Director has some discretion in designating organizations as "City Sponsored." However, ultimately this decision rests with City Council. The City Council reviews the list of City Sponsored organizations annually, and may edit or supplement the list as deemed necessary.

It should be noted that the Parks, Recreation and Community Services Department will be bringing forward new policy guidelines regarding City sponsorship of organizations for discussion by the City Council within the next 30-45 days.

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While it is true that the Democratic Club has a well-established history within Culver City, it is an organization with a political agenda directed at a specific audience. As stated in Article II of the Culver City Democratic Club's Constitution:

The purpose of this organization shall be to promote the interests of the Democratic Party; to advance the political and educational interest of the community; to foster the active participation of constituents in politics toward the end of electing Democratic candidates to all public offices; and to achieve the principles and carry out the policies of the local, state, and national organizations of the Democratic Party.

The City Attorney's Office has also reviewed the Democratic Club's request for sponsorship. It has advised that the City cannot legally expend public funds to subsidize political organizations, nor to advocate or oppose political issues. Although the City currently subsidizes the American Association of Retired Persons (AARP) for use of City facilities (see Attachment 3), it is for the limited purpose of providing educational programs and services to the senior population of the general public (i.e. driving classes, income tax assistance and homeowners and renters assistance). If the Democratic Club wishes to provide similar, limited programs or services to the community (i.e. candidates' night, voter registration assistance, etc.), the City would not be legally precluded from subsidizing those specific events. In this instance, however, it would still be a policy decision as to whether to expend public funds for such purposes. As discussed herein above, staff is drafting new policy guidelines to ensure that the decision to sponsor any particular organization is applied in a consistent manner based on objective criteria. Such policy will be provided for Council's discussion at a future meeting.

Given the political purpose of the Culver City Democratic Club (as reflected in its Constitution quoted above), there are significant legal hurdles to overcome before a general fee waiver could be granted. However, should the Democratic Club wish to hold non-partisan general events (similar to AARP as discussed above), the City Council could, as a matter of policy, provide a fee waiver for such specific events.

FISCAL ANALYSIS:

Records indicate that the Democratic Club rents the Rotunda Room for 4.5 hours monthly. The current Category C rate for the Rotunda Room is \$41.25 per hour for a minimum of four (4) hours. If Council determines that the Democratic Club qualifies as a "City Sponsored" organization, the loss in revenue to the City will be approximately \$2,300 annually (under the current fee schedule).

The fiscal impact of subsidizing a 50% discount for use of the auditorium when a "famous speaker" is featured varies depending upon the rate band used to calculate

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the discount, the duration of the event and the number of such events which qualify for the discount. For example, if the Democratic Club used the auditorium for 4 hours at the Category C rate (\$220 hourly), the City subsidy would be \$440 each time (50% of \$880 is \$440 that the City would subsidize).

ATTACHMENTS:

1. Exhibit F-2 of Fees and Charges Resolution No. 2006-053.
2. Letter from Mr. Tom Camarella, President of the Culver City Democratic Club.
3. Current List of City Sponsored Organizations.

MOTION:

That the City Council:

Consider the request of the Culver City Democratic Club to be sponsored by the City and direct staff as deemed appropriate.

MEETING DATE: April 16, 2007

AGENDA ITEM : Consideration of a Request by the Culver City Democratic Club to be Sponsored by the City.

ATTACHMENTS

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1. Exhibit F-2 of Fees and Charges Resolution No. 2006-053	1-6
2. Letter from Mr. Tom Camarella, President of the Culver City Democratic Club	7
3. Current List of City Sponsored Organizations	8-9

EXHIBIT F-2

FEE AND CHARGE SCHEDULE FOR USE OF THE VETERANS MEMORIAL COMPLEX

DEFINITION OF TERMS IN THIS EXHIBIT F-2 rescinds the definitions in Section H of Resolution No. 2003-R020. The fees shall be assessed in conjunction with the regulations set forth in Resolution No. 2003-R020:

Category A - "City Sponsored", as used in this resolution, shall mean any City group, organization or association that is granted the use of any part of the Complex facilities for any purpose for no fee, or for a small stipend determined by the Director. A complete list of all City Sponsored organizations shall be presented in a to the City Council each year representing the prior year's usage of the Veterans' Memorial Complex. City Sponsorship of one event in any given year does not automatically qualify that group for on-going City Sponsorship.

Category B - "Culver City 501(c)(3) Charitable Non-Profit Organization", as used in this resolution, means any established City group, organization or association headquartered in the City of Culver City, including without limitation, civic groups, service clubs, political organizations and fraternal associations who use any part of the Complex facilities for any purpose and who sponsors an event of City-wide interest when:

1. Conducting a regularly scheduled monthly and/or quarterly business meeting, (breakfast, lunch or dinner) where no admission is charged. (Routine collection of club dues and charges for cost of food service shall not be construed as fund raising or admission charges.); and,
2. Donations are not accepted before, during or after the event, and
3. No other means of fund raising are employed, and
4. Each City group, organization, or association must have on file with the Complex Manager's office:
 - a. Current membership roster listing resident address of each member, and
 - b. Name and telephone number of the President and Vice President, and
 - c. Copy of its by-laws.

Category C - "Culver City Non-Profit Organization Fundraisers" (defined below - #1), religious organizations, government agencies, non-profit, charitable 501(c)(3) organizations outside of Culver City.

1. Culver City Non-Profit Organization means any established City group, organization or association including without limitation, civic groups, service clubs, political organizations and fraternal associations who use any part of the Complex facilities for any purpose when:
 - a. An admission is charged, or
 - b. Any donations are accepted before or during the event, or
 - c. Any type of sale or auction takes place, or
 - d. Any other means of fund raising is used, or

EXHIBIT F-2 (continued)

- e. The activity is in the nature of a private party or social gathering, or
- f. The activity is a district, state or national convention or meeting.

Category D – 1. "Non-Resident Private" shall mean any type of family gathering that is organized by invitation only, and no admission is charged, and all non-profit organizations outside of Culver City who do not qualify as a charitable 501(c)(3) organization.

2. "Resident Private" shall mean Culver City residents holding a private gathering as defined above will receive a 25% discount off of the Category D rental fees. To qualify for this discount, the contract for the use of the Veterans Memorial Complex facilities must be entered into with, and signed by a Culver City resident who has supplied the Veterans' Memorial Complex office with a copy of their most recent utility bill.

Category E – 1. "Commercial" shall mean any group, organization or association or any person or persons, whether a City resident or not, who do not qualify for any of the other fee categories in this section when any part of the Veterans' Memorial Complex is used whether for monetary gain or not.

2. Culver City "Commercial" Culver City businesses will receive a 25% discount off of the rental fees. To qualify for this discount, the business must be located within the boundaries of Culver City and supply the Veterans' Memorial Complex office with a copy of their current Culver City business license.

EXHIBIT F-2 (continued)

HOURLY RENTAL FEES

	CATEGORY B	CATEGORY C	CATEGORY D	CATEGORY E
Auditorium	\$147.25	\$220.00	\$247.50	\$316.25
Rotunda	\$27.00	\$41.25	\$75.75	\$117.00
Garden	\$18.50	\$27.50	\$62.00	\$103.25
Multipurpose	\$20.00	\$30.25	\$41.25	\$68.75
Kaizuka	\$7.50	\$11.00	\$27.50	\$48.25
Uruapan	\$8.00	\$12.25	\$27.50	\$48.25
Yanji	\$6.00	\$9.00	\$13.75	\$23.25
Iksan	\$8.00	\$12.00	\$20.75	\$31.25
Room A (Flat Rate)	\$31.00	\$46.25	\$55.00	\$82.50
Room B (Flat Rate)	\$31.00	\$46.25	\$55.00	\$82.50
Room C (Flat Rate)	\$31.00	\$46.25	\$55.00	\$82.50
Room D (Flat Rate)	\$31.00	\$46.25	\$55.00	\$82.50
Teen Center	\$48.25	\$73.00	\$96.25	\$123.75
Classroom 1	\$7.00	\$10.25	\$20.75	\$41.25
Dining Room	N/A	N/A	\$116.75	\$137.50
B45	N/A	N/A	\$75.00	\$110.00
B47	N/A	N/A	\$75.00	\$110.00
C71	N/A	N/A	\$20.00	\$27.50
C73	N/A	N/A	\$25.50	\$58.50
C75	N/A	N/A	\$25.50	\$58.50
C77	N/A	N/A	\$20.00	\$27.50

EXHIBIT F-2 (continued)

MISCELLANEOUS RENTAL FEES

	All Non-Profit/Private	All For Profit
Grand Piano	\$55.00	\$110.00
Piano Tuning	Cost + 25%	Cost + 50%
Baby Grand	\$55.00	\$75.00
Upright Piano	\$16.50	\$33.00
60" round Table	\$5.50	\$7.50
Extension Cord	\$2.75	\$4.00
Electric Box	\$5.50	\$11.00
Microphone	\$5.50	\$11.00
Cordless Mic	\$25.00	\$30.00
Lapel Mic	\$25.00	\$30.00
Sound System	\$30.00	\$60.00
Theatrical Lighting (per hour)	\$11.00	\$27.50
Follow Spot (per hour)	\$11.00	\$27.50
Film Projector (per hour)	\$25.00	\$50.00
Overhead Projector	\$5.50	\$11.00
Portable Screen	\$5.50	\$11.00
TV/VCR	\$27.50	\$55.00
Podium	\$5.50	\$11.00
Portable Blackboard	\$5.50	\$11.00
Easel	\$2.50	\$5.00

EXHIBIT F-2 (continued)

Peg Board	\$1.50	\$3.00
Step Unit (per section)	\$11.00	\$15.00
Platform (per section)	\$11.00	\$15.00
Platform Skirt (per section)	\$5.50	\$10.00
Orchestra Shell (per section)	\$11.00	\$15.00
Event Staff (per hour)	Cost + 25%	Cost + 25%
Setup Fee	\$25.00	\$30.00
Security Guard (hourly)	Cost + 25%	Cost + 50%
Auditorium Kitchen	\$75.00	\$100.00
Host Food Fees	\$10 to \$100 – All Categories	
Refundable Damage Deposits	\$25 to \$1,000 – All Categories	

RENTAL FEES

All Non-Profit/Private

All For Profit

Teen Center Kitchen	\$100.00	\$150.00
Multipurpose Kitchen	\$35.00	\$50.00
Veterans Memorial Bldg Kitchen	\$200.00	\$500.00
Kitchen Equipment (per piece)	\$ 50.00	\$100.00
Overflow Room	\$125.00	\$150.00
Reserved Parking (per space)	\$10.00	\$15.00
Wristbands (per band)	\$.20	\$.25
Stanchions (per section)	\$5.00	\$10.00
8' Table to Park	\$8.00	\$12.00

EXHIBIT F-2 (continued)

60" Round Table to Park	\$10.00	\$15.00
Chair to Park	\$5.00	\$10.00
Extension Cord to Park	\$5.00	\$10.00
Electric Box to Park	\$5.00	\$10.00
Podium to Park	\$10.00	\$20.00
Easel to Park	\$5.00	\$10.00
Step Unit to Park (per section)	\$10.00	\$20.00
Platform to Park (per section)	\$25.00	\$50.00
Platform Skirt to Park (per section)	\$10.00	\$20.00
Park Set-Up Fee (per person – per hour)	\$20.00	\$30.00
Cancellation Fee (with 60 days notice)	\$25.00	\$100.00
Cancellation Fee (with 30 days notice)	\$50.00	\$150.00
Cancellation Fee (less than 30 days notice)	100% of Room Rental Fee	100% of Room Rental Fee
National Guard Armory (per hour)	\$100.00 + staff cost	\$200.00 + staff cost

Attachment 2

Bill LaPointe, Director
CC Parks & Recreation

December 19, 2006

Dear Bill:

I recently received a letter from the Parks & Recreation Department informing the Culver City Democratic Club of the increases in rents for organizations and individuals who use the facilities at the Veterans complex.

According to the new rental schedule, the Culver City Democratic Club's assessment would go up approximately 75-80%. This was obviously quite a shock. I requested information on those organizations that were being sponsored by the City on a monthly or yearly basis. The list was also shocking (I get shocked frequently) in its scope and amounts.

The Culver City Democratic Club has been a major organization in this city for over 53 years. Most of that time we have met in Vets Rotunda Room on a monthly basis. We have had large memberships throughout the years and for each of the last 2 years, we have had well-over 300 members. We have been successful in bringing well-known speakers to Culver City (Michael Dukakis, Stephen Rohde, Kent Wong) to educate our Community and Club members.

In 2006 we brought, for the first time in the history of Southern California, all the Democratic statewide candidates to our own Veterans Auditorium. We also had some successful fundraisers. The publicity for these events helped raise the profile of Culver City.

The Culver City Democratic Club has been helpful to the reputation of Culver City, the businesses here and the citizens of our fair city. Our consistency has been helpful to the Parks Department in budget planning (we lease a year at a time) and has been helpful to the registered voters in our community (80% of whom are registered as Democrats).

Therefore, having looked at the list of "Sponsored Organizations", I am formally requesting that the Culver City Democratic Club be sponsored by the city. I believe you have certain discretionary power that will allow you to sponsor our group for our total yearly rental of \$ 2300. If we have a famous speaker that will draw people to Culver City, we would also like the auditorium for ½ price. This will encourage more use of the auditorium and get more outside people to visit the Vets Park Complex and the City.

The new year starts shortly and I would like to let our members know your answer as soon as possible.

You may reach me anytime between the hours of 9 am and 9 pm any day of the week at 310-836-7557.

Sincerely,

Tom Camarella

Tom Camarella: President,
Culver City Democratic Club

Attachment 3

Sponsored Organizations FY 06/07

	Organization	Program/Activity	Description	Fee	Payment	Subsidy
1.	A.A.R.P. (American Association of Retired Persons)	55 Alive Driving Classes	Seniors pay a fee for a driving class which will reduce their insurance premium.	\$4,032	\$0	\$4,032
2.	A.A.R.P.	Income Tax Assistance	Senior and low income tax assistance	\$2,400	\$0	\$2,400
3.	A.A.R.P.	Homeowners and Renters Assistance	Assistance to file low income paperwork for State rebate.	\$2,000	\$0	\$2,000
4.	Ballona Creek Renaissance	Board Meetings	Once monthly meetings in Vets	\$600	\$231	\$369
5.	Culver City Garden Club	Meetings and Show	Once monthly meetings in Vets and an annual weekend show in the Auditorium	\$9,487.50	\$1,000	\$8,487.50
6.	Culver City Lions Club	Clam Bake	Annual fundraiser in Auditorium in exchange for Thanksgiving Day dinner for Seniors	\$1,600	\$0	\$1,600
7.	Culver City Rock & Mineral Club	Meetings and Show	Monthly membership and Board meetings and an annual weekend Show in the Auditorium	\$13,515.62	\$3,200	\$10,315.62
8.	Culver City Symphony	Rehearsals and Performances	Rehearsals and 3 free and 1 for fee concert in the Auditorium. Currently under 5-year Agreement with City till 2008	\$69,400 (for 5-years)	\$0	\$69,400 (for 5-years)
9.	Disabled American Veterans	Monthly meetings	Once monthly membership meetings in Vets.	\$900	\$0	\$900
10.	LA School of Gymnastics	Gymnastics Tournament	Annual Rhythmic Gymnastics Tournament in the Auditorium.	\$13,804	\$1,800	\$12,004
11.	La Ballona Valley Bromeliad Society	Meetings and Show	Monthly membership meetings and annual Show in the Auditorium.	\$7,568.75	\$1,662	\$5,906.75
12.	Melody Masters	Weekly rehearsals	Once weekly rehearsals in Vets in exchange for 12 free performances at the Senior Center.	\$7,800	\$3,000	\$4,800
13.	Stroke Association of So. California	Therapy Meetings	Twice weekly group therapy sessions in Vets thru 12/06	\$15,525	\$5,483	\$10,042
14.	Westwood Folk Dancers	Annual Show	Annual Folk Dance Festival in Auditorium.	\$2,212.50	\$0	\$2,212.50
15.	Westside Jazz Ensemble	Weekly rehearsals	Once weekly rehearsals in Vets in exchange for 2 free performances at the Senior Center.	\$7,800	\$1,000	\$6,800

City Events in the Veterans Memorial Building in FY 05/06

	<u>Department</u>	<u>Organization</u>	<u>Activity</u>
1.	PRCS	CPRS (CA Parks & Recreation Society)	Annual Workshop and Training Session
2.	PRCS	Culver City Parks and Service Foundation	Monthly Board Meetings
3.	PRCS	Culver City Public Theatre	Auditions, Rehearsals and meetings for Theatre in the Park Program
4.	CAO	Culver City Sister City Committee	Periodic dinners and meetings for visiting Sister City representatives.
5.	PRCS	12-Step Groups	Numerous weekly AA, CA, NA and OA meetings
6.	CAO	Culver City Management Group	Periodic Quarterly Luncheon
7.	PRCS	Center for Healthy Aging	Annual Breast Health Fair
8.	CDD/Redevelopment	The Henry Mancini Orchestra	Performing Arts Grant Performance
9.	CDD/Redevelopment	Culver City Playhouse	Performing Arts Grant Performances
10.	CDD/Redevelopment	LA Doctors Symphony	Performing Arts Grant Performance
11.	PRCS	Skateboard Park Design Committee	Periodic Meetings
12.	CDD/Redevelopment	Summer Sunset Music Festival Meetings	Planning meetings with the Community
13.	CDD/Redevelopment	Harry Culver Sculpture Celebration	Meeting
14.	CAO	Homeless Sub Committee	Periodic Meetings
15.	Public Works	Ballona Creek Watershed Task Force	Periodic Meetings
16.	CAO	Mayor's Lunch	Annual Luncheon
17.	Police	Neighborhood Watch	Periodic Meetings
18.	Police	CERT	Quarterly membership meetings
19.	PRCS	Teen Center Remodel Committee	Periodic meetings
20.	Fire	Paramedic Training	UCLA training programs
21.	Fire	CPR Classes	Training and Community classes
22.	Personnel	Programs	Employment exams, Terrorist Awareness Training, So Bay Consortium Workshops,
23.	CAO	LA County Registrar Recorder	Elections and Poll Workers training
24.	CAO	CC Unified School District	Senior Exercise, 5 Fundraisers per year
25.	CAO	Veterans Affairs Committee	Monthly Board meetings
26.	PRCS	Recreation Enrichment Program	Various classes, camps and Special Events
27.	PRCS	Community & Social Services Programs	Flu Clinic, classes and events

Culver City Municipal Code

Section 17.330.040

Please see page 2 for the referenced subsection (emphasis and italics added)

§ 17.330.040 SIGNS IN THE PUBLIC RIGHT-OF-WAY.

The authorizations, prohibitions and restrictions of this Section shall apply to all publicly and privately owned or controlled signs in the public right-of-way, except as provided in Subsection 17.330.025.K. (Temporary Signs).

A. Privately owned or controlled temporary or permanent signs shall be prohibited on or over the public right-of-way, except as otherwise authorized pursuant to this Title or other duly enacted legislation of the City. This Section also shall not apply to signs in any portion of the public right-of-way that is temporarily or permanently in use for private commercial or non-commercial purposes, other than transportation purposes, pursuant to a lease, license, permit or other entitlement issued by the City.

B. Temporary or permanent signs placed by the City, Redevelopment Agency or other authorized government agency (as specified in Subsection 17.330.040.B.8. below), or their respective agents, for public purposes shall be allowed in the public right-of-way. This Section shall not be interpreted to impose an obligation on the City or Redevelopment Agency to place any signs in the public right-of-way, except as required by law. Allowable signs may include signs relating to any of the following.

1. Regulation of traffic and traffic safety, including pedestrian and bicycle traffic, and parking.
2. Identification or directions to streets; public buildings and facilities; public or private medical, lodging, transportation, educational, sanitation, or other facilities or services; public or private places or events of public interest; scenic or historical resources, or other destinations or points of interest.
3. Access to public services or facilities.
4. Safety and emergencies, including identification and warning signs concerning potential hazards or hazardous conditions, utility installations, flood hazards or flood control facilities, emergency conditions or services and crime and accident scene control.
5. Flags or emblems of the United States, California or of another government, governmental agency or public institution.
6. Statements concerning any policy of the City and/or Redevelopment Agency.
7. Promotion of civic events and activities.

a. Signs allowed by this Subsection shall be limited to signs, banners, pennants or other displays placed by the City and/or Redevelopment Agency relating to any civic event or activity organized or sponsored by the City or Redevelopment Agency.

b. For the purposes of this Section, the following definitions shall apply:

i. Civic Event or Activity. Any event or activity organized or sponsored by the City or Redevelopment Agency, including but not limited to: (a) any public program or educational activity; and (b) the commemoration or celebration of any historical date, event or person, holiday or persons or events of local, state or national significance.

ii. Sponsored. Means that the City and/or Redevelopment Agency is: (a) participating in an official capacity in the planning, preparation or promotion of the event or activity; and (b) contributing 25% of the total estimated costs of the civic event or activity, or at least \$1,000, whichever is less. This contribution may take the form of funds, labor, staff time, materials, a waiver of fees, or any combination of the foregoing.

8. Any other signs posted by a public agency exercising its legal authority or performing governmental functions within the City's public right-of-way.

(Ord. No. 2005-007 § 1 (part))

EXHIBIT F-2

FEE AND CHARGE SCHEDULE FOR USE OF THE VETERANS MEMORIAL COMPLEX

DEFINITION OF TERMS IN THIS EXHIBIT F-2 rescinds the definitions in Section H of Resolution No. 2003-R020. The fees shall be assessed in conjunction with the regulations set forth in Resolution No. 2003-R020:

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4. Each City group, organization, or association must have on file with the Complex Manager's office:
 - a. Current membership roster listing resident address of each member, and
 - b. Name and telephone number of the President and Vice President, and
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EXHIBIT F-2 (continued)

- e. The activity is in the nature of a private party or social gathering, or
- f. The activity is a district, state or national convention or meeting.

Category D – 1. "Non-Resident Private" shall mean any type of family gathering that is organized by invitation only, and no admission is charged, and all non-profit organizations outside of Culver City who do not qualify as a charitable 501(c)(3) organization.

2. "Resident Private" shall mean Culver City residents holding a private gathering as defined above will receive a 25% discount off of the Category D rental fees. To qualify for this discount, the contract for the use of the Veterans Memorial Complex facilities must be entered into with, and signed by a Culver City resident who has supplied the Veterans' Memorial Complex office with a copy of their most recent utility bill.

Category E – 1. "Commercial" shall mean any group, organization or association or any person or persons, whether a City resident or not, who do not qualify for any of the other fee categories in this section when any part of the Veterans' Memorial Complex is used whether for monetary gain or not.

2. Culver City "Commercial" Culver City businesses will receive a 25% discount off of the rental fees. To qualify for this discount, the business must be located within the boundaries of Culver City and supply the Veterans' Memorial Complex office with a copy of their current Culver City business license.

EXHIBIT F-2 (continued)

HOURLY RENTAL FEES

	CATEGORY B	CATEGORY C	CATEGORY D	CATEGORY E
Auditorium	\$147.25	\$220.00	\$247.50	\$316.25
Rotunda	\$27.00	\$41.25	\$75.75	\$117.00
Garden	\$18.50	\$27.50	\$62.00	\$103.25
Multipurpose	\$20.00	\$30.25	\$41.25	\$68.75
Kaizuka	\$7.50	\$11.00	\$27.50	\$48.25
Uruapan	\$8.00	\$12.25	\$27.50	\$48.25
Yanji	\$6.00	\$9.00	\$13.75	\$23.25
Iksan	\$8.00	\$12.00	\$20.75	\$31.25
Room A (Flat Rate)	\$31.00	\$46.25	\$55.00	\$82.50
Room B (Flat Rate)	\$31.00	\$46.25	\$55.00	\$82.50
Room C (Flat Rate)	\$31.00	\$46.25	\$55.00	\$82.50
Room D (Flat Rate)	\$31.00	\$46.25	\$55.00	\$82.50
Teen Center	\$48.25	\$73.00	\$96.25	\$123.75
Classroom 1	\$7.00	\$10.25	\$20.75	\$41.25
Dining Room	N/A	N/A	\$116.75	\$137.50
B45	N/A	N/A	\$75.00	\$110.00
B47	N/A	N/A	\$75.00	\$110.00
C71	N/A	N/A	\$20.00	\$27.50
C73	N/A	N/A	\$25.50	\$58.50
C75	N/A	N/A	\$25.50	\$58.50
C77	N/A	N/A	\$20.00	\$27.50

EXHIBIT F-2 (continued)

MISCELLANEOUS RENTAL FEES

	All Non-Profit/Private	All For Profit
Grand Piano	\$55.00	\$110.00
Piano Tuning	Cost + 25%	Cost + 50%
Baby Grand	\$55.00	\$75.00
Upright Piano	\$16.50	\$33.00
60" round Table	\$5.50	\$7.50
Extension Cord	\$2.75	\$4.00
Electric Box	\$5.50	\$11.00
Microphone	\$5.50	\$11.00
Cordless Mic	\$25.00	\$30.00
Lapel Mic	\$25.00	\$30.00
Sound System	\$30.00	\$60.00
Theatrical Lighting (per hour)	\$11.00	\$27.50
Follow Spot (per hour)	\$11.00	\$27.50
Film Projector (per hour)	\$25.00	\$50.00
Overhead Projector	\$5.50	\$11.00
Portable Screen	\$5.50	\$11.00
TV/VCR	\$27.50	\$55.00
Podium	\$5.50	\$11.00
Portable Blackboard	\$5.50	\$11.00
Easel	\$2.50	\$5.00

EXHIBIT F-2 (continued)

Peg Board	\$1.50	\$3.00
Step Unit	\$11.00	\$15.00
(per section)		
Platform	\$11.00	\$15.00
(per section)		
Platform Skirt	\$5.50	\$10.00
(per section)		
Orchestra Shell	\$11.00	\$15.00
(per section)		
Event Staff	Cost + 25%	Cost + 25%
(per hour)		
Setup Fee	\$25.00	\$30.00
Security Guard	Cost + 25%	Cost + 50%
(hourly)		
Auditorium Kitchen	\$75.00	\$100.00
Host Food Fees	\$10 to \$100 – All Categories	
Refundable Damage Deposits	\$25 to \$1,000 – All Categories	

RENTAL FEES

	All Non-Profit/Private	All For Profit
Teen Center Kitchen	\$100.00	\$150.00
Multipurpose Kitchen	\$35.00	\$50.00
Veterans Memorial Bldg Kitchen	\$200.00	\$500.00
Kitchen Equipment (per piece)	\$ 50.00	\$100.00
Overflow Room	\$125.00	\$150.00
Reserved Parking	\$10.00	\$15.00
(per space)		
Wristbands (per band)	\$.20	\$.25
Stanchions (per section)	\$5.00	\$10.00
8' Table to Park	\$8.00	\$12.00

(21)

EXHIBIT F-2 (continued)

60" Round Table to Park	\$10.00	\$15.00
Chair to Park	\$5.00	\$10.00
Extension Cord to Park	\$5.00	\$10.00
Electric Box to Park	\$5.00	\$10.00
Podium to Park	\$10.00	\$20.00
Easel to Park	\$5.00	\$10.00
Step Unit to Park (per section)	\$10.00	\$20.00
Platform to Park (per section)	\$25.00	\$50.00
Platform Skirt to Park (per section)	\$10.00	\$20.00
Park Set-Up Fee (per person – per hour)	\$20.00	\$30.00
Cancellation Fee (with 60 days notice)	\$25.00	\$100.00
Cancellation Fee (with 30 days notice)	\$50.00	\$150.00
Cancellation Fee	100% of Room Rental Fee	100% of Room Rental Fee
(less than 30 days notice)		
National Guard Armory (per hour)	\$100.00 + staff cost	\$200.00 + staff cost

Culver CITY

VETERANS' MEMORIAL COMPLEX RENTAL RATES

ROOM	Category B		Category C		Category D		Category E		Damage Deposit	Food Fees
	8Hours*	Hourly**	8Hours*	Hourly**	8Hours*	Hourly**	8Hours*	Hourly**		
AUDITORIUM	\$1178	\$147.25	\$1760	\$220	\$1980	\$247.50	\$2530	\$316.25	\$500	\$50
ROTUNDA	\$216	\$27.00	\$330	\$41.25	\$606	\$75.75	\$936	\$117.00	\$300	\$25
GARDEN	\$148	\$18.50	\$220	\$27.50	\$496	\$62.00	\$826	\$103.25	\$300	\$25
YANJI/IKSAN	\$112	\$14.00	\$168	\$21.00	\$276	\$34.50	\$436	\$54.50	\$100	\$15
YANJI CITY	\$48	\$6.00	\$72	\$9	\$110	\$13.75	\$186	\$23.25	\$50	\$15
IKSAN	\$64	\$8.00	\$96	\$12.00	\$166	\$20.75	\$250	\$31.25	\$50	\$15
KAIZUKA	\$60	\$7.50	\$88	\$11	\$220	\$27.50	\$386	\$48.25	\$100	\$15
URUJAPAN	\$64	\$8.00	\$98	\$12.25	\$220	\$27.50	\$386	\$48.25	\$100	\$15
ROOM A	\$31	N/A	\$46.25	N/A	\$55	N/A	\$82.50	N/A	N/A	\$10
ROOM B	\$31	N/A	\$46.25	N/A	\$55	N/A	\$82.50	N/A	N/A	\$10
ROOM C	\$31	N/A	\$46.25	N/A	\$55	N/A	\$82.50	N/A	N/A	\$10
ROOM D	\$31	N/A	\$46.25	N/A	\$55	N/A	\$82.50	N/A	N/A	\$10
MULTIPURPOSE	\$144	\$20.00	\$242	\$30.25	\$440	\$55.00	\$550	\$68.75	\$300	\$25
TEEN CENTER	\$350	\$48.25	\$584	\$73.00	\$770	\$96.25	\$990	\$123.75	\$400	\$25
CLASSROOM 1	\$50	7.00	\$82	10.25	\$166	\$20.75	\$330	\$41.25	\$50	\$10

Above rates are for room, 8' banquet tables and chairs only. Other equipment charged separately. Staffing, security and food fees may apply.

* 8 hour rate is for 8am-4pm or 5pm-1am only. ** Hourly rate available weekdays only, for meetings only. 4 hours minimum charge for.

CATEGORY B: 501(c)3 Charitable Non-Profit Organizations Headquartered in Culver City:

Any charitable City group, organization or association headquartered in the City of Culver City, including without limitation, civic groups, service clubs, and fraternal associations who use any part of the VMC Facilities when conducting a regularly scheduled monthly and/or quarterly business meeting where no admission is charged, donations are not accepted before, during or after the event, and no other means of fundraising are employed.

CATEGORY C: Category B Fundraisers, Religious Organizations Headquartered in Culver City, Government Agencies, other Culver City Non-Profit Organizations: Any group established as a Culver City 501(c)3 as outlined above when an admission is charged, donations are accepted before or during the event, any type of sale or auction takes place, any other means of fundraising is used, or the activity is in the nature of a social gathering or a district, state or national convention or meeting.

CATEGORY D: Non-Profit Organizations Outside of Culver City, Private Gatherings:

Any family gathering that is organized by invitation only, and where no admission is charged, and all non-profit organizations outside of Culver City who do not qualify as a charitable 501(c)3. (25% discount for Culver City residents for Family Gatherings - must present current utility bill.)

CATEGORY E: Commercial:

Any group, organization, or association or any person or persons, whether a City resident or not, who do not qualify for any of the other fee categories, when any part of the VMC is used, whether for monetary gain or not. (25% discount for Culver City businesses- must present current utility bill.)

Sponsored Organizations
2008 Calendar Year
Estimated Usage

	<u>Organization</u>	<u>Program/Activity</u>	<u>Description</u>	<u>Fee</u>	<u>Payment</u>	<u>Subsidy</u>
1.	A.A.R.P. (American Association of Retired Persons)	55 Alive Driving Classes	Seniors pay a fee for a driving class which will reduce their insurance premium.	\$4,032	\$0	\$4,032
2.	Ballona Creek Renaissance	Board Meetings	Once monthly meetings in Vets	\$600	\$231	\$369
3.	Culver City Garden Club	Meetings and Show	Once monthly meetings in Vets and an annual weekend show in the Auditorium	\$9,487.50	\$1,000	\$8,487.50
4.	Culver City A.R.T. Group	Annual Exhibit and Sale of artwork	Thanksgiving holiday show & sale	\$600	\$295	\$305
5.	Culver City Lions Club	Clam Bake	Annual fundraiser in Auditorium in exchange for Thanksgiving Day dinner for Seniors	\$1,600	\$0	\$1,600
6.	Culver City Public Theatre	Theatre in the Park	Rehearsals in Vets and performances in Carlson Park	\$7,340	\$2,767	\$4,573
7.	Culver City Rock & Mineral Club	Meetings and Show	Monthly membership and Board meetings and an annual weekend Show in the Auditorium	\$13,515.62	\$3,200	\$10,315.62
8.	Culver City Symphony	Rehearsals and Performances	Rehearsals and 3 free and 1 for fee concert in the Auditorium. Currently under 5-year Agreement with City till 2008	\$69,400 (for 5-years)	\$0	\$69,400 (for 5-years) <i>\$13,880 per year</i>
9.	Disabled American Veterans	Monthly meetings	Once monthly membership meetings in Vets.	\$900	\$0	\$900



10.	LA School of Gymnastics	Gymnastics Tournament	Annual Rhythmic Gymnastics Tournament in the Auditorium.	\$13,804	\$1,800	\$12,004
11.	La Ballona Valley Bromeliad Society	Meetings and Show	Monthly membership meetings and annual Show in the Auditorium.	\$7,568.75	\$1,662	\$5,906.75
12.	LA County Registrar Recorder Office	Poll workers training	2 to 3 trainings per election that involves Culver City	\$5,500	\$500	\$5,000
13.	Melody Masters	Weekly rehearsals	Once weekly rehearsals in Vets in exchange for 12 free performances at the Senior Center.	\$7,800	\$3,000	\$4,800
14.	Parks & Service Foundation	Board Meetings	Monthly Board meetings in Vets	\$348	\$0	\$348
15.	Stroke Association of So. California	Therapy Meetings	Twice weekly group therapy sessions in Vets thru 12/06	\$15,525	\$5,483	\$10,042
16.	Westwood Folk Dancers	Annual Show	Annual Folk Dance Festival in Auditorium.	\$2,212.50	\$0	\$2,212.50
17.	Westside Jazz Ensemble	Weekly rehearsals	Once weekly rehearsals in Vets in exchange for 2 free performances at the Senior Center.	\$7,800	\$1,000	\$6,800
18.	12-Step Groups	Weekly meetings	Six weekly meetings of AA, NA and OA	\$23,244	\$15,444	\$7,800

Total Estimated 2008 Subsidy - \$94,825.37

(Z)

Attachment 5
List of Community Organizations

COMMUNITY ORGANIZATION	CATEGORY
The City's Commissions/Committees/Boards appointed by the City Council/Agency;	1
Veterans' Affairs Committee (created and appointed by the Parks and Recreation Commission)	1
Friends of the Culver City Dog Park	2
The Cultural Affairs Foundation	2
Fourth of July Fireworks (coordinated by the Culver City Exchange Club)	3
Fiesta La Ballona Event*	3
Dr. Martin Luther King, Jr. Event*	3
State of California (for the National Guard Armory)	4
AmVets	4
Western States Black Research and Education Center (for the Mayme Clayton Library located at the former courthouse)	4
Culver City Historical Society	4
Culver City Little League	4
National Little League	4
Babe Ruth	4
Culver City Unified School District (for the former Assessor's Office)	4

Westchester Symphony Society (Culver City Symphony)	4
La Playa Nursery School (for the use of Lindberg Hut)	4
Fulcrum Ropes Course	4
Various Groups for the Plunge	4
American Youth Soccer Organization	4
CERT (Fire Department Program with Separate Board of Directors)	5
VIP (Police Department Volunteers)	5
RSVP (Senior Services Program)	5
C-CARES (Fire Department Program with Separate Board of Directors)	5
Friends of the Culver City Library	5
Fiesta La Ballona Committee	5
Dr. Martin Luther King, Jr. Committee	5
Culver City Sister Cities Committee	5
Culver City Exchange Club (with respect to the Car Show)	6
Culver City Senior Citizens' Association	6
Culver City Chamber of Commerce	6
AARP 55 Alive Driving Classes	6
La Ballona Creek Renaissance Program	6
Culver City Garden Club	6
Culver City Lions Club Clam Bake	6
Culver City Rock and Mineral Club	6

Disabled American Veterans	6
Los Angeles School of Gymnastics Tournament	6
La Ballona Valley Bromeliad	6
Melody Masters	6
Westwood Folk Dance	6
Westside Jazz Ensemble	6
Culver City Public Theater	6
Culver City Parks and Service Foundation	6
Twelve Step Groups (AA, CA, NA, OA, etc.)	6
UCLA Paramedics Training Programs	6
LA County Registrar of Voters	6

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1 2. The City Manager is hereby authorized to format this policy statement in a
2 format consistent with other City Council Policy Statements and shall include the final
3 version of this City Council Policy Statement with other adopted City Council Policy
4 Statements.

5 3. The City Manager shall distribute this City Council Policy Statement to
6 interested parties, which include, but are not limited to Culver City Community
7 Organizations and City Staff.
8

9 4. City Council Policy Statement No. 2008-_____ shall be effective on
10 _____, 200__.

11 5. In the event there is a conflict between City Council Policy Statement
12 2008-_____ and any other City policies, City Council Policy Statement No. 2008-_____
13 shall control.

14 6. The City Manager is hereby directed to prepare any proposed
15 amendments to City Council Policy Statements to resolve said conflicts, if any, and to
16 present those proposed amendments to the City Council as needed for consideration.
17

18 APPROVED and ADOPTED this _____day of February, 2008.

19
20
21 _____
22 ALAN CORLIN, MAYOR
City of Culver City, California

23 ATTEST:

APPROVED AS TO FORM:

24
25 _____
26 CHRISTOPHER ARMENTA, City Clerk

27 _____
28 CAROL A. SCHWAB, City Attorney
29
30

City Council Policy Statement No. 2008-____
Subject Matter: Community Organizations
Adopted by Resolution No. 2008-R____

PURPOSE

The purpose of this policy is to provide objective criteria for application in determining the status of a Community Organization with respect to three areas:

- City Sponsorship
- Eligibility for use of the City's Banner Poles
- the Official Relationship between the City and the Community Organization

This Policy shall apply to all Community Organizations that are provided financial support by the City and/or the Redevelopment Agency. Additionally, this Policy shall provide additional clarification when determining if a Community Organization qualifies as "City Sponsored" for purposes of determining applicability of rental rates at the Veterans Memorial Complex and other City facilities.

GENERAL DEFINITION OF CITY SPONSORED AND CIVIC EVENT OR ACTIVITY

"Sponsored" means that the City and/or Redevelopment Agency is (a) participating in an official capacity in the planning, preparation or promotion of the **Civic event or activity**; and (b) contributing 25% of the total estimated costs of the civic event or activity, or at least \$1,000, whichever is less. This contribution may take the form of funds, labor, staff time, materials, a waiver of fees, or any combination of the foregoing. (this definition is taken from Culver City Municipal Code Section 17.330.040.B.7.b.ii)

"Civic event or activity" means any event or activity organized or sponsored by the City or Redevelopment Agency including, but not limited to, (a) any public program or educational activity; and (b) the commemoration or celebration of any historical date, event or person, holiday or persons or events of local, state or national significance. (this definition is taken from Culver City Municipal Code Section 17.330.040.B.7.b.i)

COMMUNITY ORGNAIZATION CATEGORIES

Category 1: Official City Committees

To be eligible for this category, the Community Organization must meet the following criteria:

- (1) All members of the Community Organization are either appointed (a) directly by the City Council or (b) by any City Council/Agency created body upon direction of the City Council; **OR**
- (2) The Community Organization's members are approved and/or ratified by the City Council/Agency.

For clarification, the City Council, Redevelopment Agency, and City Staff (in the conduct of Official City Business) are also included in Category 1.

Summary Table

City and/or Agency Sponsored?	Banner ?	Lease/MOU Needed?
Yes	Yes	No

Category 2: Cooperative Community Groups

This category includes Community Organizations that meet **all** of the following criteria:

- (1) Members are **not** appointed by the City Council or a City Council created body
- (2) The Community Organization works closely with the City Council/Staff to organize civic events and/or activities organized or sponsored by the City or Redevelopment Agency (as those terms are defined in Section 17.330.040.B.7.b of the Municipal Code – Attachment 2)
- (3) Directly receives or provides City or Agency funds (**as opposed to a waiver of fees**) approved by the City Council;
- (4) The Community Group is a legally recognizable group (for example, a corporation, a 501(c)(3) organization, etc.)
- (5) The Community Group has negotiated and executed a Memorandum of Understanding (MOU)* with the City.

Summary Table

City and/or Agency Sponsored?	Banner ?	Lease/MOU Needed?
No	Maybe**	Yes

*The terms Lease/MOU refer to any written agreement approved by both the City/Agency and the Organization.

**Subject to the terms of the MOU and compliance with CCMC Section 17.330.040.

Category 3: City Sponsored Events

This category is for **events** which are produced by City Organizations that are not Official City Committees (Category 1) or Cooperative Community Groups (Category 2). To be considered a City Sponsored Event, the event must:

- (1) be a civic event or activity organized or sponsored by the City or Redevelopment Agency (CCMC Section 17.330.040.B.7.a); **and**,
- (2) To determine whether the civic event or activity is "sponsored" by the City or Redevelopment Agency, the following criteria must be met: The City and/or Redevelopment Agency is (a) participating in an **official capacity** in the planning, preparation, or promotion of the event or activity; **and** (b) contributes 25% of the total estimated cost of the event or activity or at least \$1,000, whichever is less. (Note: this contribution may take the form of funds, labor, staff time, materials, a waiver of fees, or any combination of the foregoing); **and**,
- (3) By specific action, the City Council has determined that the above criteria have been met

Summary Table

City and/or Agency Sponsored?	Banner ?	Lease/MOU Needed?
Yes	Yes	No*

Category 4: City Facility Lessees

These are Community Organizations which are parties to a lease agreement with the City and/or the Redevelopment Agency. The lease agreement is subject to the legal review and approval of the City Attorney's Office and approval by the City Council.

The lease agreements embody the responsibilities of both the City/Agency and the lessee (Community Organization). Additionally, leases can only be executed between the City/Agency and a legally recognizable group.

Summary Table

City and/or Agency Sponsored?	Banner ?	Lease/MOU Needed?
No	No	Yes

Category 5: Volunteer Organizations and Individuals

No specific privileges are granted to volunteer organizations or individuals, in general. However, Volunteer Organizations may request the City Council enter into a MOU or similar agreement which would require the City Council's

approval (so long as the Volunteer Organization is a Legally Recognized Entity).

Summary Table

City and/or Agency Sponsored?	Banner ?	Lease/MOU Needed?
No	No	Maybe

Category 6: Other Organizations

This category captures those Community Organizations which do not qualify for the other 5 categories. Community Organizations which petition the City for benefits are required to enter into either a lease agreement (in which case they would qualify for Category 4) or enter into an MOU with the City. Additionally, the number of Organizations which qualify for Category 6 should be small in number.

Summary Table

City and/or Agency Sponsored?	Banner ?	Lease/MOU Needed?
No	No	Maybe

LEGALLY RECOGNIZED STATUS

Community Organizations who wish to receive support from the City shall be organized in a legally recognizable way. Following are several examples of a legally recognized entity:

- Corporation
- Partnership (including limited partnership)
- Charitable Organization 501(c)(3) or equivalent
- Sole Proprietorship

The City Attorney's Office may determine other legally recognizable entities which would be eligible to enter into agreements with the City.

FISCAL REPORTING

Because of the importance of carefully monitoring of the use of the public's money, staff is directed to include in all MOU's with Community Organizations a requirement to report at least semi-annually to the City Council on the financial activities of the Organization. This provides the Organization with an opportunity to inform the City Council of its activities over the last six-month

period and provides the City Council with an opportunity to ask questions of the Organization.

IMPLEMENTATION DATE

This policy shall become effective: _____, 200__.