

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

Meeting Date: 11/12/12		Item Number: <u>A-2</u>	
CITY COUNCIL AGENDA ITEM: (1) Consideration of City Sponsorship of the Culver City Sister City Committee's 50th Anniversary Community Celebration on January 12, 2013 and (2) Approval of a Memorandum of Understanding Related thereto.			
Contact Person/Dept.: Shelly Wolfberg		Phone Number: (310) 253-6008	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Culver City Sister City Committee President; (E-Mail) Agenda and Meetings – City Council (11/08/12)			
Department Approval: Martin R. Cole (11/07/12)		City Attorney Approval: Carol Schwab (by H. Baker) (11/06/12)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (11/07/12)		City Manager Approval: John Nachbar (11/08/12)	
<u>RECOMMENDATION:</u> It is recommended the City Council consider City sponsorship of the Culver City Sister City's 50th Anniversary Community Celebration and, if approved, approve a Memorandum of Understanding between the City and the Culver City Sister City Committee (CCSCC) related thereto. <u>BACKGROUND/DISCUSSION:</u> On April 21, 2009, the City entered into an Agreement with CCSCC to “develop and administer diverse programs and activities to promote art, culture, education, civic affairs and economic development, and enhance the relationships with Sister Cities through ongoing activities.” The Agreement states that both the City and the CCSCC agree that “the broad goals of the City include advancing international understanding and cooperation, exchanging ideas and information, and establishing goodwill and positive relations in the community and with the citizens of Sister Cities.” The CCSCC has been allocated \$16,600 for Fiscal Year 2012/2013, which includes \$14,000 for discretionary expenses and \$2,600 for the reimbursement of required insurance policy premiums as outlined in the Agreement. CCSCC representatives have met with staff to begin to discuss plans for events on January 12, 2013 to commemorate the 50th Anniversary of the CCSCC. Because CCSCC representatives believe that the costs to produce events associated with the 50th Anniversary will exceed what is budgeted to the CCSCC for discretionary expenses this fiscal year, the CCSCC has requested the City Council consider approving an additional \$948 in funding for the Anniversary events. The \$948 includes \$348 estimated for the cost to			

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rent four rooms at the Veterans Memorial Complex and \$600 estimated for a banner to be purchased and displayed across Overland Avenue. Upon staff's further research, staff learned that the cost to hang a banner across Overland Avenue, including materials, labor and the City's permit fee was closer to \$1,250. Additionally, installation costs may increase prior to the banner being hung. Therefore, the City Council may wish to consider reimbursement for a banner costs not to exceed \$1,300. A copy of the CCSCC's request is found in the Attachment.

In addition to the waiver of room rental fees and the cost of the banner, some City staff time would be spent on the planning, preparation and/or promotion of the event. Should the City Council approve the request, the fee waivers, hard costs and staff time, would collectively meet the minimum contribution of \$1,000 to qualify the event as City-sponsored.

FISCAL ANALYSIS:

If the City Council recommends approval of an amount up to \$1,648 to be reimbursed to the CCSCC for the cost of room rentals and the banner over Overland Avenue, the City Manager would initiate an administrative action to transfer the approved additional support from the Appropriated Reserves – 10116100.910200 into account 10116100.517500 – Contributions to Other Agencies.

ATTACHMENT:

Letter from CCSCC to the Honorable Mayor and Members of the City Council, dated November 6, 2012.

MOTIONS:

That the City Council:

1. Designate the CCSCC 50th Anniversary community celebration as a City-sponsored event and determine the amount of a reimbursement for event costs in an amount not to exceed \$ _____;

AND

2. Approve a memorandum of understanding with the CCSCC related to the reimbursement of costs for the event;

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AND

3. Authorize the City Attorney to review/prepare the necessary documents;

AND

4. Authorize the City Manager to execute such documents on behalf of the City.