

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

Meeting Date: <u>05/28/13</u>		Item Number: <u>A-3</u>	
CITY COUNCIL AGENDA ITEM: Approval of a New 5-Year Memorandum of Understanding with the Culver City Sister City Committee, Inc. to Perform CCSCC Services, Consistent with the Goals of the City.			
Contact Person/Dept.: Shelly Wolfberg / Phone Number: 310-253-6008 City Manager's Office			
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (Email) Meetings and Agendas – City Council (05/21/13)			
Department Approval: Martin R. Cole (05/21/13)		City Attorney Approval: Carol Schwab (by H. Baker) (05/21/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (05/21/13)		City Manager: John Nachbar (05/21/13)	

RECOMMENDATION:

Staff recommends the City Council approve a new 5-year Memorandum of Understanding with the Culver City Sister City Committee, Inc. (CCSCC) to perform CCSCC services, consistent with the goals of the City.

BACKGROUND:

On December 10, 1962, the City Council established the CCSCC. Since 1962, the City of Culver City has had a relationship with what was formerly known as the Culver City Sister Cities Committee.

The Culver City Sister City program fosters and promotes:

1. The exchange of information and ideas for the cultural betterment of the City and its people;
2. The knowledge, understanding, and education of the City and of its people; and
3. The mutual understanding and goodwill between the City and its Sister Cities. Currently, the City of Culver City has a sister city relationship with the following cities: Iksan City, South Korea; Kaizuka, Japan; Lethbridge, Canada; and Uruapan, Mexico.

On June 22, 2008, the CCSCC received its Final Status Determination Letter as a 501 (c) 3 tax-exempt charitable organization from the Internal Revenue Service (retroactive to January 31, 2008). As a 501(c)(3) organization, the CCSCC is a legally separate entity with its own Board of Directors and officers. As such, CCSCC is responsible for its own operation.

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At the March 16, 2009 City Council meeting, the City Council approved an MOU between the City and CCSCC, which was entered into on April 21, 2009 (Attachment 1). Discussions between the City and CCSCC members about chaperoned trips to Sister Cities abroad led to the creation of an Amendment to the MOU on September 7, 2010 (Attachment 2). The current MOU with the CCSCC expires on June 30, 2013.

DISCUSSION:

The City and the CCSCC have worked collaboratively over the past five years to implement sister-city related programs. These programs have included: receiving official delegations; participating in student exchanges; and coordinating welcome and farewell parties. Further, the CCSCC has organized a US-Mexico Sister City Conference and the CCSCC's 50th Anniversary celebration. The CCSCC also presented the City with the gift of a sign post with signs showing the distances and directions to each of our sister cities. This sign was installed recently near the corner of Culver Boulevard and Duquesne Avenue.

City staff and the CCSCC Board President, Marla Wolkowitz, have had discussions in recent weeks about renewing the CCSCC MOU. Both parties have agreed to recommend approval of a new MOU for a five-year period, subject to the approval of the proposed MOU by the City Council and the CCSCC Board of Directors. The CCSCC proposes, and staff is comfortable with, entering into a new 5-year MOU, which would incorporate the terms and conditions of the original MOU and subsequent 2010 amendment, as revised by the following substantive changes:

1. Include a provision for a Consumer Price Index (CPI) increase in the CCSCC annual budget of no more than 3% beginning in Fiscal Year 2014/2015; and
2. Formally remove the designation of a City Council Subcommittee to serve as liaisons to the CCSCC, Inc. (Given the nature of CCSCC as a separate legal entity not under the control of the City, the City Council dissolved the City Council Subcommittee in 2008). The CCSCC Bylaws provide the following: "Honorary Membership shall be available to all members of the City of Culver City City Council and the City Manager during their term of office in an ex-officio manner upon approval by the Board of Directors." ; and,
3. Grant the approval for the two annual uses of *any* City park picnic shelters, including passive grass areas for a total fee waiver and a 45% fee waiver for two additional uses for these areas. (The current MOU specifies the use of Veterans and Carlson Parks); and,
4. Provide clarifying language in the MOU to allow for the use of the Dan Patacchia Conference Room 12 times annually (the current MOU provides for a once per month usage of this Room); and,
5. State in the MOU that the fee waiver does not include the cost to rent the A/V system and podium. The CCSCC, Inc. shall be solely responsible for the

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damage deposit on each rental. These charges apply for equipment used at the Veterans Memorial Complex.

FISCAL ANALYSIS:

Staff has included a request of \$16,600 for FY 2013/2014 for the CCSCC Agreement as part of the City Manager's Recommended Budget for Fiscal Year 2013/2014 currently under consideration by the City Council. Budget allocation requests for subsequent years of the MOU will depend in part on the amount of CPI adjustment. City staff has provided, and will continue to provide, in-kind support to the CCSCC on an ongoing basis.

ATTACHMENT:

1. MOU between the City and CCSCC -dated April 21, 2009
2. Culver City Sister City Amendment to Agreement-September 7, 2010

MOTION:

That the City Council:

1. Approve a new 5-year MOU between the CCSCC, Inc. and the City of Culver City; 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.