

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/16/09		Item Number: A-3	
AGENDA ITEM: Approval of a Memorandum of Understanding Between the City of Culver City and the Culver City Sister City Committee, Inc. and Discussion of the Re-Creation of a City Council Subcommittee and Appointment of Two Council Members Thereto, if Desired.			
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 and Master E-Mail Notification List (03/11/08)			
Department Approval: Jerry B. Fulwood (03/04/09)		City Attorney Approval: Carol Schwab (by H. Baker) (03/02/09)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball) (03/03/09)		City Manager Approval: Jerry B. Fulwood (03/04/09)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a Memorandum of Understanding (MOU) between the City of Culver City and the Culver City Sister City Committee, Inc. (CCSCC) and discuss the re-creation of an ad-hoc and/or permanent City Council Sister City Subcommittee and appoint two Council Members thereto. <u>BACKGROUND/DISCUSSION:</u> Since 1962, the City of Culver City has had a relationship with what was formerly known as 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. 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: Uruapan, Mexico; Kaizuka, Japan; Iksan City, South Korea; and Lethbridge, Canada. In FY 2007-08, a City Council Subcommittee of former Vice Mayor Gross and current Vice Mayor Silbiger met with staff and members of CCSCC to review the structure and operations of the CCSCC and its relationship to the City of Culver City. At the January 28, 2008 City Council Meeting, the City Council discussed the Culver			

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City Sister Cities Committee's establishment as a 501(c)(3) and directed the City Council Subcommittee to work with City staff for 60 days regarding the preparation of the proposed MOU. On June 22, 2008, CCSCC, INC. received its Final Status Determination Letter as a 501 (c) 3 from the Internal Revenue Service, retroactive to January 31, 2008.

With the assistance of the past Council Subcommittee, staff began working with members of CCSCC to develop a draft MOU between both entities. City staff members have also met with representatives of CCSCC to negotiate the draft MOU. Attachment 1 is the proposed MOU as tentatively agreed upon by both entities.

At the September 8, 2008 City Council Meeting, Members of the City Council requested staff include an option in this staff report for the City Council to name a CCSCC City Council Subcommittee to work with CCSCC on an as-needed basis. In reviewing CCSCC By-Laws, Article VI, Section 1, E: "Honorary Membership shall be available to all members of the City of Culver City City Council and the Chief Administrative Officer (sic) during their term of office in an ex-officio manner upon approval by the Board of Directors." The CCSCC President indicates to staff that ex-officio members do not vote on CCSCC matters but are welcome to participate in all CCSCC events and activities. City Council Members currently serve in their official capacity when welcoming visiting delegations to the City.

Other City Council Subcommittees currently work with groups who are under the arm of the City and staffed by City employees. No other City Council Subcommittee has been assigned to be a liaison with an independent Culver City non-profit organization. For this reason, staff recommends a CCSCC Council Subcommittee not be named to work in perpetuity with the CCSCC. To establish a CCSCC Subcommittee beyond the efforts of finalizing an MOU with the City of Culver City could set a precedent for the numerous separate and distinct 501(c)3 organizations which are currently acting as independent bodies in Culver City.

Additional Request from CCSCC, Inc.

CCSCC, Inc. had currently used the Veterans Park and Carlson Park picnic areas for CCSCC, Inc. events at no cost. CCSCC, Inc. has also had the use of the Dan Patacchia Room in City Hall for its monthly meetings. During negotiations early on in the process, staff agreed to continue the practice for the above said meetings, and it is incorporated into the MOU.

CCSCC, Inc. would also like to request that the City Council consider a 45% permit/fee waiver for two additional Carlson Park Picnic Area permits and two additional Veterans Memorial Park Picnic Area permits. CCSCC, Inc. is also

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requesting the same percentage fee waiver for two uses of a room in the Veterans Memorial Complex, which would include the Teen Center and the Senior Center.

CCSCC, Inc. indicates that it will pursue other avenues for event space. If CCSCC, Inc. becomes unable to secure such space, CCSCC, Inc. would appreciate the fee waivers for City space. CCSCC, Inc. also states it is currently planning fund raisers, but does not have enough experience to determine if it can make enough money to cover such costs.

This request was submitted in writing by the CCSCC, Inc. on March 11, 2009. It is not in the MOU, as it is a new formal request, and staff recommends the City Council consider this item separately. Should the City Council approve this item, it will be incorporated into the Final MOU.

FISCAL ANALYSIS:

The City's contribution to the Sister City Committee for FY 2008-09 was addressed and approved by City Council during the annual budget process. Future allocations will be presented to City Council with the City's proposed budget on an annual basis. There is no fiscal impact associated with forming a CCSCC Council Subcommittee (if desired).

The current rental rate for a Culver City Non-Profit for the picnic areas is \$40/four hours at Carlson Park and \$55/four hours at Veterans Park. Room rentals at Veterans Memorial Complex range between \$9/hour/room to \$121/hour/room. If the City Council approves a 45% fee waiver it is not possible to determine the actual impacts, due to the number of hours the facility would be rented. The City could lose up to 45% of the total room or picnic area rentals.

ATTACHMENTS:

1. Proposed MOU between the CCSCC, Inc. and the City of Culver City

MOTION:

That the City Council:

1. Approve the proposed MOU between the CCSCC, Inc. and the City of Culver City; and

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2. Authorize the City Attorney to review/prepare the MOU and authorize the City Manager to execute the MOU on behalf of the City; and
3. Re-create the City Council CCSCC Subcommittee as either an Ad-Hoc or standing Subcommittee (if desired); and,
4. Appoint Councilmember _____ and Councilmember _____ to the CCSCC, Inc. Council Subcommittee; and/or,
5. Include a 45% fee waiver for two additional rentals of the Carlson Park and Veterans Park picnic areas and two rentals of rooms in the Veterans Memorial Complex; and
6. Direct staff to incorporate these waivers into the attached MOU; and

OR

7. Provide other direction to staff as deemed appropriate.