

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/24/08		Item Number: <u>A-2</u>	
AGENDA ITEM: Receive and File an Update on the Formation of the Culver City Sister City Committee, Inc. as a non-profit corporation and the Creation of a Memorandum of Understanding with the Committee.			
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: Kathleen McCann/CCSCC and Master Notification List (03/19/08)			
Department Approval: Martin R. Cole (03/19/08)		City Attorney Approval: Carol A. Schwab (by L. Vidra) (03/19/08)	
Fiscal Impact Review: Jeff Muir (03/19/08)		City Manager Approval: Jerry B. Fulwood (03/19/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council receive and file this update on the formation of the Culver City Sister City Committee as a non-profit corporation with tax-exempt status under IRS Code section 501(c)(3) and the creation of a Memorandum of Understanding. <u>BACKGROUND/DISCUSSION:</u> On January 28, 2008, the City Council discussed the matter of the Culver City Sister City Committee becoming a non-profit corporation with tax-exempt status under IRS Code section 501(c)(3) As a part of the City Council's discussion, the City Council directed staff to return to the City Council on March 24, 2008 to provide an update and status on the progress of this process. On January 31, 2008, the CCSCC filed its Articles of Incorporation with the State of California, which have subsequently been approved. City staff has not yet heard as to whether the section 501 (c) (3) status has been approved by the Internal Revenue Service (IRS). However, staff has been in contact with a representative of the Committee who is working on the 501 (c) (3) status. At last contact, the Committee is awaiting the receipt of the official Articles of Incorporation from the State of California for use in submitting the 501(c)(3) application to the IRS. The City has also been requested (and will gladly and promptly provide) to submit a letter to accompany the 501(c)(3) application which asks the IRS to fast-track the Committee's application.			

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Staff from the City Manager's Office, City Attorney's Office, and Risk Management Division has worked to develop a draft Memorandum of Understanding between the City and CCSCC. This draft has been distributed for comment to the City Council Subcommittee of Vice Mayor Gross and Councilmember Silbiger. Staff has received Subcommittee comments and will look toward incorporating them into the final draft. The next step will be for staff and the Subcommittee to review and agree upon the final draft document and present it to the CCSCC to gain final concurrence from the CCSCC Board. Staff plans to bring the Memorandum of Understanding to the City Council for consideration by April 21, 2008.

FISCAL ANALYSIS:

There is no fiscal impact to receive and file this report.

ATTACHMENTS:

1. None.

MOTION:

That the City Council:

1. Receive and file this update on the formation of the Culver City Sister City Committee as a non-profit corporation with tax-exempt status under IRS Code section 501 (c) (3) and the creation of a Memorandum of Understanding.