

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

Meeting Date: <u>11/12/12</u>		Item Number: <u>C-1</u>	
CITY COUNCIL AGENDA ITEM: 1) Acceptance of a Donation from the Culver City Sister City, Inc. Committee to Cover Material Costs for the Installation of a Sister Cities Sign; and 2) Authorization of the Purchase and Installation of a Sister Cities Sign and Plaque Near the Corner of Culver Boulevard and Duquesne Avenue.			
Contact Person/Dept.: Charles D. Herbertson, Public Works		Phone Number: (310) 253-5630	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Agenda and Meetings – City Council (11/08/12); (E-Mail) Culver City Sister Cities Committee			
Department Approval: Charles D. Herbertson (10/30/12)		City Attorney Approval: Carol Schwab (by H. Baker) (11/05/12)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (11/07/12)		City Manager Approval: John M. Nachbar (11/08/12)	
<u>RECOMMENDATION:</u> Staff recommends the City Council: (1) accept a donation from the Culver City Sister City Committee, Inc. (CCSCC) to cover material costs for the Installation of a Sister Cities Sign; and (2) authorize the purchase and Installation of a Sister Cities Sign and Plaque near the corner of Culver Boulevard and Duquesne Avenue. <u>BACKGROUND:</u> On August 6, 2012, Marla Wolkowitz, Chairperson of CCSCC addressed the City Council and asked for support for the concept of installing a Sister City sign near City Hall. The sign would honor Culver City's sister cities and would be a gift of CCSCC. The City Council agreed to agendize a discussion of acceptance of this gift and instructed City staff to work with CCSCC to develop the concept (Attachment #1). <u>DISCUSSION:</u> Since August 6, 2012 staff has met and discussed the concept of a Sister Cities sign with CCSCC. Staff has determined that the material cost for the pole and sign would be approximately \$1,000. In addition, CCSCC has indicated its desire to have a plaque that accompanies the sign. Staff has obtained a quote for a plaque of \$500. CCSCC has offered to provide a monetary gift to offset the material costs of the sign and plaque. The City, on its part, would procure and install the pole, sign and plaque using in-house Public Works staff. In accordance with CCSCC's wish to			

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commemorate its fiftieth anniversary on December 10, 2012, should the City Council approve this item this evening, staff will coordinate with CCSCC to have the sign and plaque installed for an unveiling on that date. Attachments #2 and #3 depict the proposed sign and plaque.

FISCAL ANALYSIS:

CCSCC proposed gift, if accepted, will cover the material costs of the pole, sign and plaque. The City will contribute its cost of labor to procure and install the sign and plaque. This work will be accomplished by Culver City Public Works staff during normal work hours.

ATTACHMENTS:

1. Excerpt for Minutes of the August 6, 2012 City Council meeting.
2. Concept sketch of Sister Cities sign.
3. Proposed language for Sister Cities plaque that will accompany the sign.

MOTION:

That the City Council:

1. Accept a donation from CCSCC to cover material costs for the installation of a Sister Cities Sign; and,
2. Authorize the purchase and installation of a Sister Cities Sign and plaque near the corner of Culver Boulevard and Duquesne Avenue.