



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report Details (With Text)

**File #:** 23-923      **Version:** 1      **Name:** Culver City Sister City MOU and Budget Request  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 4/27/2023      **In control:** City Council Meeting Agenda  
**On agenda:** 5/8/2023      **Final action:**  
**Title:** CC - CONSENT: (1) Approval of a New 5-Year Memorandum of Understanding (MOU) with the Culver City Sister City Committee, Inc. (CCSCC) to Perform CCSCC Services, Consistent with the Goals of the City; and (2) Consideration and Direction on CCSCC's Budget Request in an Amount Not-to-Exceed \$57,460 for Fiscal Year 2023-2024.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2023-05-08\_\_ATT\_\_CCSCC FY 2023-2024 Budget Proposal.pdf, 2. 2023-05-08\_\_ATT\_\_Current MOU with CCSCC.pdf

Date	Ver.	Action By	Action	Result
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**CC - CONSENT: (1) Approval of a New 5-Year Memorandum of Understanding (MOU) with the Culver City Sister City Committee, Inc. (CCSCC) to Perform CCSCC Services, Consistent with the Goals of the City; and (2) Consideration and Direction on CCSCC's Budget Request in an Amount Not-to-Exceed \$57,460 for Fiscal Year 2023-2024.**

**Meeting Date:** May 8, 2023

**Contact Person/Dept:** Shelly Wolfberg/City Manager's Office

**Phone Number:** (310) 253-6000

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐

**Action Item:** ☒

**Attachments:** ☒

**Public Notification:** Culver City Sister City Committee Presidents (05/03/2023); (E-Mail) Meetings and Agendas - City Council (05/03/2023);

**Department Approval:** John M. Nachbar (05/03/23)

### RECOMMENDATION

Staff recommends the City Council (1) approve a new five-year Memorandum of Understanding (MOU) with the Culver City Sister Cities Committee, Inc. (CCSCC) to perform CCSCC services, consistent with the goals of the City; and (2) consider and provide direction to the City Manager on

CCSCC's budget request in an amount not-to-exceed \$57,460 for Fiscal Year 2023-2024.

## **BACKGROUND**

On December 10, 1962, the City Council established the CCSCC and has had a cooperative relationship with the organization since that time. 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 operations.

In past years, the City Council approved entering into an MOU with CCSCC, which spanned the following fiscal time periods:

1. April 21, 2009 - June 30, 2013. (The MOU was amended during this time period on September 7, 2010.)
2. July 1, 2013 - June 30, 2018
3. July 1, 2022 - June 30, 2023 (Attachment 1)

The City has found that the development and implementation of a sister city relationship between the City and various Sister Cities worldwide continues to promote cultural relations and benefits Culver City. In particular, working together, the City and CCSCC relationship strives to foster and advance:

- The exchange of information and improved ideas for the cultural betterment of Culver City and its community;
- The knowledge, understanding, and education of Culver City and of its community; and
- The mutual understanding and goodwill between Culver City and Sister Cities.

Culver City's Sister Cities are:

1. Uruapan, Michoacán, Mexico (February 24, 1964);
2. Kaizuka, Osaka, Japan (April 29, 1965);
3. Iksan City, Chollbuk-do, South Korea (September 12, 1983);
4. Lethbridge, Alberta, Canada (November 6, 1989); and
5. Capo d'Orlando, Messina, Italy (September 20, 2017).

On November 14, 2022, the City Council approved CCSCC's efforts to explore Sister City relationships with two new cities - Swakopmund, Namibia, Africa and Uddevalla, Sweden.

## **DISCUSSION**

The City and the CCSCC have worked collaboratively over the past 14 years to implement sister-city related programs. These programs have included: receiving official delegations; participating in student and adult exchanges; and coordinating welcome and farewell parties. City staff and CCSCC Board Members 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. The CCSCC proposes, and staff is comfortable with, entering into a new five-year MOU, which would incorporate

the terms and conditions of the original MOU and subsequent amendments, which would be agreed upon by both parties.

CCSCC has provided its proposed budget for Fiscal Year 2023-2024 in the amount of \$57,460 (Attachment 2). In prior years, CCSCC has received an amount of \$25,550 from the City.

### **FISCAL ANALYSIS**

The CCSCC is requesting an amount not-to-exceed \$57,460 for Fiscal Year 2023-2024 (Attachment 2). The Proposed Budget for Fiscal Year 2023-2024 includes \$25,550 for the CCSCC. If the City Council approves the requested amount of \$57,460, an additional amount of \$31,960 will be incorporated in Account #10116100.517500 (Non-Departmental - Contributions to Other Agencies) in the Proposed Budget for Fiscal Year 2023-2024, to be considered by the City Council for adoption in June. The CCSCC's budget allocation for subsequent years of the MOU will be determined by the City Council. City staff has provided, and will continue to provide, in-kind support to the CCSCC on an ongoing basis.

### **ATTACHMENTS**

1. 2023-05-08\_ATT\_Current MOU with CCSCC
2. 2023-05-08\_ATT\_CCSCC FY 2023-2024 Budget Proposal

### **MOTION**

That the City Council:

1. Approve a new five-year MOU with CCSCC; 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; and
4. Authorize an amount not-to-exceed \$57,460 for the MOU for Fiscal Year 2023-2024; or
5. Provide alternate direction as deemed appropriate.