



# City of Culver City

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## Staff Report

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**File #:** 18-01338, **Version:** 1

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**CC - (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 of a Budget Allocation for the CCSCC Not-to-Exceed \$21,365 in Fiscal Year 2018-19.**

**Meeting Date:** June 11, 2018

**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:** ☒

**Commission Action Required:** Yes ☐ No ☒ **Date:**

**Public Notification:** Culver City Sister City Committee (06/06/18); (E-Mail) Meetings and Agendas - City Council (06/05/18);

**Department Approval:** John M. Nachbar (06/05/18)

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### **RECOMMENDATION**

Staff recommends the City Council (1) approve a new five-year MOU with the CCSCC to perform CCSCC services, consistent with the goals of the City; and (2) consider a budget allocation for the CCSCC not-to-exceed \$21,365 in Fiscal Year 2018-19.

### **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. 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.

On April 21, 2009 the City and CCSCC entered into an MOU setting forth the roles and

responsibilities of City and CCSCC with regard to CCSCC activities; this MOU was amended on September 7, 2010 and expired on June 30, 2013. At its meeting on May 28, 2013, the City Council approved a new five-year MOU with the CCSCC; this MOU expires on June 30, 2018.

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:

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

Culver City's Sister Cities are: Uruapan, Michoacán, Mexico (February 24, 1964); Kaizuka, Osaka, Japan (April 29, 1965); Iksan City, Chollbuk-do, South Korea (September 12, 1983); Lethbridge, Alberta, Canada (November 6, 1989); and Capo d'Orlando, Messina, Italy (September 20, 2017).

## **DISCUSSION**

The City and the CCSCC have worked collaboratively over the past nine 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. The new MOU will also provide guidance on the CCSCC's gifts of art presented to the City, which includes reference to the Visual Artists Rights Act.

## **FISCAL ANALYSIS**

The CCSCC is requesting an amount not to exceed \$21,365 for FY 2018-19 (Attachment). This is an increase of \$920 over the current year. 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**

2018-06-11\_\_ATT\_\_CCSCC FY 2018-2019 Budget

## **MOTION**

That the City Council:

1. Approve a new five-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; and
4. Authorize an amount not-to-exceed \$21,365 for the MOU for Fiscal Year 2018-19; or
5. Provide alternate direction as deemed appropriate.