

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 9/25/06	Item Number: <u>A-2</u>
AGENDA ITEM: Approval of Long Term Agreement with the Culver City Historical Society for Its Use of the Multi-Purpose Room in the Veterans Memorial Building.	
Contact Person/Dept.: William La Pointe; Phone Number: (310) 253-6682 Director: PRCS	
Fiscal Impact: Yes ☒ No ☐	General Fund: Yes ☒ No ☐
Public Hearing: ☐	Action Item: ☒ Attachments: ☒
Public Notification: Master Notification List (09/20/06); Cathy Zermeno; President, Culver City Historical Society on 9/20/06; Cultural Affairs Commission on 9/20/06; Parks and Recreation Commission on 9/20/06; Planning Commission on 9/20/06; Julie Lugo Cerra, City Historian on 9/20/06; Dan O'Brien, Veterans Memorial Park Neighborhood Watch Commander on 9/20/06.	
Department Approval: William La Pointe (09/20/2006)	City Manager Approval: Jerry B. Fulwood (09/20/2006)
City Controller Approval: Marlee Chang (09/20/2006)	

RECOMMENDATION:

Staff recommends the City Council enter into a long term agreement with the Culver City Historical Society for its use of the Multi-Purpose Room in the Veterans Memorial Building.

BACKGROUND:

On June 22, 2006 the, then, Chief Administration Officer received a letter from the Culver City Historical Society (Attachment 1) requesting that the City of Culver City (City) work with the Culver City Historical Society (Historical Society) to find a City facility where the history of Culver City could be archived, worked on, visited and displayed. The City Manager informed the City Council in a memo of the request on July 19, 2006 (Attachment 2). Thereafter, the City Manager directed the Director of Parks, Recreation and Community Services to work with the City Historian, liaison of the Historical Society to the City, regarding the possibility of the Historical Society using space within one of the City's Park, Recreation and Community Services facilities.

The elements that the Historical Society identified as necessary for a prime location were: 1) a safe and secure environment, 2) local access, 3) electricity/ internet access (to be paid by the Historical Society, 4) work/ office space for cataloguing, research, scanning, and, 5) storage space.

In return, the letter stated, the City would benefit from; 1) development of historic resources in one place, 2) cost savings to the City in cataloguing and preserving important city records, 3) economic development, 4) continuing displays for special

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events, 5) orientation programs for the City and/ or visiting dignitaries, and 6) continuing development of tours and docent training.

DISCUSSION:

Through much discussion and consideration, the Multi-Purpose Room (often called “the Overflow Room” by PRCS Staff) in the Veterans Memorial Building was seen to fulfill all of the elements listed by the Historical Society as characteristics of their prime location. And, as the room is rarely used, and then mostly for infrequent overflow needs for other events, an agreement such as this would not displace any other groups and would make better and more consistent use of the space. Also, locating the Historical Society in a City facility would be in concert with Goals 1, 2 and 4 of the City’s “Executive Summary and Program Goals of the Adopted Community Cultural Plan” (Attachment 2; pages 1-8) as well as the general strategy of the Parks, Recreation and Community Services Department of developing various “attractions” in and around its different facilities which would, in turn, create more varied public interest and use.

The standard City Agreement would be used, which would include, but not be limited to, the following terms and conditions:

1. An initial five (5) year term that would automatically renew in one year term increments thereafter.
2. A rental fee of \$1.00 per year to be paid to the City.
3. The Historical Society would be responsible for the cost for telephone installation, internet access, and utilities (as would be determined through the City’s rate study).
4. The Historical Society would have the ability to make access and security improvements to the room at its own cost, only after plans, which comply with any and all regulations per the California Building and Fire Codes and the Culver City Municipal Code, are submitted and have been approved by the City.
5. The Historical Society would reimburse the City for any City staff costs it might incur if the Historical Society requests the facility to be open outside of the building’s normal operating hours.

FISCAL ANALYSIS:

The City would be paid a rental fee \$1.00 per year and would be reimbursed for the estimated cost of utilities for the room (which will be estimated by the City’s Department of Public Works).

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ATTACHMENTS:

1. Culver City Historical Society Letter dated June 21, 2006
2. Memo from Jerry Fulwood to City Council dated July 19, 2006
3. Executive Summary and Program Goals of the Adopted Community Cultural Plan

MOTION:

That the City Council:

- 1) Approve a long term agreement with the Culver City Historical Society for rental of the Multi-Purpose Room at the Veterans Memorial Building; and,
- 2) Authorize the City Attorney to prepare the necessary documents and authorize the City Manager to execute the documents on behalf of the City.

or

- 3) Discuss the item and provide further direction to staff.