

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 02/26/07		Item Number: <u>A-3</u>	
AGENDA ITEM: Approval of a Memorandum of Understanding between the City and the Culver City Historical Society for Long Term Use of the Overflow Room in the Veterans Memorial Building.			
Contact Person/Dept.: William La Pointe, PRCS Director; Heather Iker, Deputy City Attorney		Phone Number: (310) 253-6682; (310) 253-5660	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (2/21/07); Cathy Zermeno; President, Culver City Historical Society (02/21/07); Cultural Affairs Commission (02/21/07); Parks and Recreation Commission (02/21/07); Planning Commission (02/21/07); Julie Lugo Cerra, City Historian (02/21/07); Dan O'Brien, Veterans Memorial Park Neighborhood Watch Commander (02/21/07).			
Department Approval: William La Pointe (02/06/2007)		City Attorney Approval: Carol Schwab (by H. Iker) (02/13/2007)	
City Controller Approval: Marlee Chang (2/20/2007)		City Manager Approval Jerry B. Fulwood (02/21/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve the proposed Memorandum of Understanding ("MOU") between the City and the Culver City Historical Society ("Historical Society") for long term use of the Overflow Room in the Veterans Memorial Building (Attachment 1) and authorize its execution by the City Manager. <u>BACKGROUND:</u> On June 22, 2006 the City received a letter from the Historical Society requesting that the City of Culver City (City) work with the 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). 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			

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the City in cataloguing and preserving important city records, 3) economic development, 4) continuing displays for special events, 5) orientation programs for the City and/or visiting dignitaries, 6) continuing development of tours and docent training.

Through much discussion and consideration, the Overflow Room in the Veterans Memorial Building was seen to fulfill all of the elements listed by the Historical Society as characteristics of their prime location. At the September 25, 2006 City Council meeting, Council authorized a long term Lease Agreement with the Historical Society for rental of the Overflow Room at the Veterans Memorial Building (See Exhibit "A" to Attachment 1). In addition, Council directed staff to return within 90 days of the execution of the Lease with a memorandum of understanding (MOU) between the City and the Historical Society. The Lease was executed by the City on December 28, 2006. (A copy of an excerpt of the minutes of the September 25, 2006 City Council meeting is included as Attachment 2).

DISCUSSION:

Staff has met with representatives of the Historical Society to develop the proposed MOU.

The terms and conditions of the MOU *include, but are not limited to*, the following:

- Initial five-year term, with an automatic renewal, annually, for additional one-year periods. Either party may terminate the MOU with 30 days' notice.
- Provisions relating to ownership, storage and exhibition of various historical items.
- Historical Society shall act in an independent capacity and not as officers, agents, representatives, or employees of City.
- Historical Society shall assist in cataloguing and preserving important City records; display historical items; assist in providing orientation programs for City and visiting dignitaries; and store and be the custodian of City-owned historical items or artifacts provided to the Historical Society.

It is recommended the City Council review the proposed MOU, provide comments, and authorize its execution.

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FISCAL ANALYSIS:

There are no costs associated with the approval of the MOU. There may be minimal in-house costs associated with the implementation of this program

ATTACHMENTS:

1. Proposed Memorandum of Understanding between the City and the Culver City Historical Society.
2. Excerpt of the minutes of the September 25, 2006 City Council meeting.

MOTION:

That the City Council:

1. Approve the Memorandum of Understanding with the Culver City Historical Society for long term use of the Overflow Room at the Veterans Memorial Building; and,
2. Authorize the City Manager to execute the MOU on behalf of the City.

or

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