



# City of Culver City

## Staff Report

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Item #: C-5.

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**CC - CONSENT ITEM: Approval of a Five-Year Lease and Memorandum of Understanding between the City of Culver City and the Culver City Historical Society for the Use of the Overflow Room in the Veterans Memorial Building.**

**Meeting Date:** May 13, 2024

**Contact Person/Dept:** Ted Stevens/ Parks, Recreation and Community Services

**Phone Number:** (310) 253-6682

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**

**Action Item:**

**Attachments:**

**Public Notification:** (Email) Meetings and Agendas - City Council (05/07/2024)

**Department Approval:** Ted Stevens, PRCS Director (04/22/2024)

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### **RECOMMENDATION**

Staff recommends the City Council approve the proposed Five-Year Lease and Memorandum of Understanding (MOU) between the City and the Culver City Historical Society (the "Historical Society") for long term use of the Overflow Room in the Veterans Memorial Building (Attachment 1).

### **BACKGROUND/DISCUSSION**

On June 22, 2006, the City received a letter from the Historical Society requesting that the 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. Thereafter, the City Manager directed the Director of Parks, Recreation and Community Services (PRCS) 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 PRCS 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, and scanning, and, 5) storage space. In return, 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 events, 5) orientation programs for the City and/or visiting dignitaries, and, 6) continuing development of tours and docent training.

At that time, after much discussion and consideration, the Overflow Room in the Veterans Memorial Building was seen to fulfill all the elements. Thereafter, at the September 25, 2006, and February 26, 2007, City Council meetings, respectively, the City Council authorized a long-term Lease Agreement and Memorandum of Understanding with the Historical Society for rental of the Overflow Room at the Veterans Memorial Building. (The existing Lease Agreement and Memorandum of Understanding shall hereinafter be collectively referred to as the "Lease Documents".)

The initial terms of the Lease Documents expired on December 31, 2011. Pursuant to the terms of the Lease Documents, the City and Historical Society extended the Lease Documents for additional one-year terms. In December 2015, the Historical Society requested the City consider a new five-year Lease and MOU under the same terms and conditions as the existing Lease Documents. The new Lease and MOU would expire on December 31, 2020, and, as with the original Lease Documents, the terms of the new Lease and MOU would automatically renew, annually, for additional one-year terms; provided, that the Historical Society submits written notice to the City of its intent to renew the Lease and MOU, which it has done accordingly.

The Historical Society has requested the City consider a new five-year Lease and MOU under the same terms and conditions as the existing Lease Documents. The Lease and MOU will be for five years with the option to extend for additional one-year terms with written notice. Either party may terminate the Lease and MOU upon 30-days' notice. The proposed Lease and MOU are included with this report as Attachments 1 and 2, respectively.

## **FISCAL ANALYSIS**

The City would be paid a rental fee of \$1.00 per year and would be reimbursed for the estimated cost of utilities for the room in the amount of \$2,000 per year.

## **ATTACHMENTS**

1. 2024-05-13 - ATT 1 Proposed Historical Society Lease
2. 2024-05-13 - ATT 2 Proposed Historical Society Memorandum of Understanding

## **MOTIONS**

That the City Council:

1. Approve a five-year lease with the Culver City Historical Society for use of the Overflow Room at the City's Veterans Memorial Building; and

2. Approve a Memorandum of Understanding with the Culver City Historical Society for use of the Overflow Room at the City's Veterans Memorial Building; and
  
3. Authorize the City Attorney to review/prepare the necessary documents; and
  
4. Authorize the City Manager to execute such documents on behalf of the City.