



# City of Huntington Beach

File #: 22-1022

MEETING DATE: 11/29/2022

## REQUEST FOR CITY COUNCIL ACTION

**SUBMITTED TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Al Zelinka, City Manager

**VIA:** Chris Slama, Director of Community & Library Services

**PREPARED BY:** Chris Cole, Community & Library Services Manager

**Subject:**

**Approve and authorize execution of a Memorandum of Understanding between the City of Huntington Beach and the American Legion Huntington Beach Post 133**

**Statement of Issue:**

The American Legion Huntington Beach Post 133 (POST 133) aids in the lives of veterans and provides assistance with the City's annual patriotic and veteran orientated events. The City of Huntington Beach (CITY) intends to provide a location and resources for POST 133 to conduct business and veteran services. There is a need to memorialize the relationship with POST 133 through a Memorandum of Understanding (MOU).

**Financial Impact:**

Not applicable.

**Recommended Action:**

Approve and authorize the Mayor and City Clerk to execute the "Memorandum of Understanding Between the City of Huntington Beach and the American Legion Huntington Beach Post 133 for the Use of City Facilities and Provision of Veterans Services."

**Alternative Action(s):**

Do not approve the recommended action and direct staff accordingly.

**Analysis:**

POST 133 is a non-profit corporation that provides valuable transitioning services to veterans within the City of Huntington Beach and its surrounding communities by assisting service members in the filing of claims and other benefit programs through the Department of Veterans Affairs.

In support of these valuable services, the City Council wishes to formally reestablish a longstanding partnership with POST 133 that began in 1923. At that time, the City provided dedicated space for

POST 133 at the previous Memorial Hall, until the time of its demolition in 1974. Since that time, the City has continued to provide POST 133 with meeting space at various locations.

The purpose of this MOU is to address the responsibilities of each of the parties related to the use of available space in the new Memorial Hall located at 1718 Orange Avenue in 17th Street Park and the coordination of patriotic events and programs to serve the Huntington Beach community. The proposed MOU has a five-year term, with the option to renew for an additional five-year term upon written mutual consent.

A summary of the obligations of both the CITY and POST 133 is listed below.

Obligations of the CITY:

- CITY shall provide, at no cost to POST 133, the use of a dedicated office space in the building known as Memorial Hall, to maintain its records and correspondence and conduct official POST 133 business and activities. All furnishings and office supplies for said office space are the responsibility of POST 133, at their sole cost and expense.
- CITY shall be responsible for all routine operations of Memorial Hall, including, but not limited to, scheduling of rentals and programming, routine facilities maintenance, utilities costs, and future capital improvements as needed.
- CITY shall provide POST 133's designated representative(s) a key-card or other appropriate access method to enter Memorial Hall for use by POST 133.
- CITY shall, upon confirmation of availability and at no cost, provide POST 133 with the use of meeting room space within Memorial Hall for holding monthly membership meetings in which to conduct routine POST 133 business.
- CITY shall provide space and staffing resources when available to assist with additional events, including, but not limited to Memorial Day, Patriot Day (9/11), and Veteran's Day.
- CITY may ask POST 133 to participate in other CITY organized or sponsored events, subject to POST 133's availability.
- CITY shall consider, based on availability, additional event spaces for POST 133 at CITY-owned facilities, subject to standard CITY permit and reservation processes.
- CITY shall erect a historical plaque on the grounds of 1718 Orange Avenue, memorializing Memorial Hall, to include recognition of the historic relationship between the CITY and POST 133.

Obligations of POST 133:

- POST 133 shall maintain and replace the American flag and POW flag as needed.
- POST 133 shall maintain the appearance and cleanliness of the office space provided by CITY.
- POST 133 shall conduct post-meeting/post-event clean-up and ensure the facility is returned to normal conditions after meetings and events, removing all items except tables and chairs from the meeting space.
- POST 133 shall obtain Director or their designee's approval prior to scheduling events outside of normal membership meetings.

- POST 133 shall organize and coordinate standard annual patriotic and veteran oriented events, unless otherwise requested by CITY. These events include, but may not be limited to Memorial Day, Patriot Day (9/11), and Veterans Day events.
- CITY may request veteran and/or military related services at other events, subject to POST 133 availability.

**Environmental Status:**

Not applicable

**Strategic Plan Goal:**

Community Engagement

**Attachment(s):**

1. Memorandum of Understanding between the City of Huntington Beach and the American Legion Huntington Beach Post 133.