



City of Broken Arrow

Request for Action

File #: 16-764, Version: 1

**Broken Arrow City Council
Meeting of: 08-02-2016**

To: Mayor and City Council
From: Parks and Recreation Department
Title: Approval of and authorization to execute a Use Agreement between the City of Broken Arrow and the Broken Arrow Genealogical Society

Background:

The attached Use Agreement permits the Broken Arrow Genealogical Society to use the Museum Broken Arrow. Previously, the activities and uses of the Genealogical Society were included in the Broken Arrow Historical Society Use Agreement. In 2016, Staff recommended a separate agreement. The following highlights the important features of the proposed Use agreement:

- The Genealogical Society utilizes the space referred to as the Genealogy Library located inside the Museum Broken Arrow. This area is specified in Attachment A of the Genealogical Society Use Agreement
- The City agrees to pay for the electrical and natural gas costs of the premises during the full term of this agreement, not to exceed \$3,600.00 per calendar year.
- The City shall maintain, replace or repair any major maintenance item that is not considered routine in nature of the premises.
- The Broken Arrow Genealogical Society is to perform all custodial duties of the premises as needed.
- The Broken Arrow Genealogical Society is to maintain, replace or repair any minor maintenance item that is considered routine in nature of the premises. This includes unstopping of sinks and lavatories, replacing light bulbs, setting thermostats and pest control.
- Term - Date to reflect expiration date of Use Agreement to be June 30, 2017.
- The Broken Arrow Genealogical Society acknowledges that access to mechanical rooms and the equipment herein is restricted to qualified City personnel and approved contractors. These areas are to remain locked and free from obstruction.
- The City of Broken Arrow shall provide a commercial dumpster.

This Use Agreement will commence upon execution and end on June 30, 2017.

Cost: Not to exceed \$3,600.00 per calendar year
Prepared By: Scott Esmond, Parks and Recreation Director

Reviewed By: **Finance Department**
 General Services
 Legal Department
 Assistant City Manager

Approved By: **Michael L. Spurgeon, City Manager**

Attachments: **Broken Arrow Genealogical Use Agreement 2016-2017**

Recommendation:

Approve the Broken Arrow Genealogical Society Use Agreement and authorize its execution

SJE/lah