

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

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| <b>AGENDA TITLE:</b> 2009 Shoreline Historical Museum Contract<br><b>DEPARTMENT:</b> Parks, Recreation & Cultural Services<br><b>PRESENTED BY:</b> Lynn M. Cheeney, Recreation Superintendent |
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**PROBLEM/ISSUE STATEMENT:**

The City of Shoreline has contracted with the Shoreline Historical Museum since 1996 to provide educational and heritage opportunities for the citizens of Shoreline. There is \$66,124 allocated in the 2009 Parks, Recreation and Cultural Services budget for these services. Under this contract the Museum provides exhibits, lectures, tours, historic preservation research and a facility as specified in Attachment A. The Executive Director also provides a detailed update and briefings on programs and attendance annually to the City Council.

**FINANCIAL IMPACT:**

This contract was anticipated and included in the 2009 budget at \$66,124. This amount is a 3.5% increase over 2008. City purchasing policies require contracts exceeding \$50,000 be reviewed and approved by City Council action.

**RECOMMENDATION**

Staff recommends City Council to authorize the City Manager to execute a contract between the City of Shoreline and the Shoreline Historical Museum in the amount of \$66,124 to provide educational and heritage opportunities for the citizens of Shoreline.

Approved By: City Manager  City Attorney \_\_\_\_\_

## **INTRODUCTION**

The City of Shoreline has had a contract with the Shoreline Historical Museum since 1996. The Museum provides value historic preservation and information to the City and the community. In 2006, a special exhibit was created for the City's 10 year anniversary. The Museum facility is open year-round, with typical hours being Tuesday through Saturday 10 a.m. to 4 p.m. Archives are open to the public each Wednesday from 10:00 a.m. to 1:00 p.m. for research. The Museum Director provides special tours and related research to the City as needed.

## **BACKGROUND**

The Shoreline Historical Museum will be providing the following heritage programs for City of Shoreline residents:

- Museum exhibits – 2 rotating exhibits
  - Mareen Schultz Kruckeberg – A Horticultural Legacy for the Washington Community
  - The Alaska-Yukon-Pacific Exposition: World's Fair, Local Outcomes
- Lectures – Approximately 6 lectures per year.
- Tours and related programs – Approximately 30 to 50 tours per year, plus monthly hands-on days and Passport to History.
- Historic Preservation Research  
Services provided year-round for citizens and community groups.
- Traveling Exhibits – Outgoing
- Provide three different traveling exhibits, available to other museums, schools and/or organizations.

## **RECOMMENDATION**

Staff recommends City Council to authorize the City Manager to execute a contract between the City of Shoreline and the Shoreline Historical Museum in the amount of \$66,124 to provide educational and heritage opportunities for the citizens of Shoreline.

## **ATTACHMENTS**

A. Scope of Work

**EXHIBIT A  
CITY OF SHORELINE  
SCOPE OF WORK AND COMPENSATION**

17544 Midvale Ave., N., Shoreline, WA 98133  
(206) 546-1700 ♦ Fax (206) 546-7870

**Shoreline Historical Museum**

1. The Shoreline Historical Museum agrees to provide the following heritage programs for City of Shoreline residents:
  - Museum Exhibits – 2 rotating exhibits
    1. Mareen Schultz Kruckeberg – A Horticultural Legacy for the Washington Community
    2. The Alaska-Yukon-Pacific Exposition: World's Fair, Local Outcomes
  - Lectures – Approximately 6 lectures per year
  - Tours and related programs – Approximately 30 to 50 tours per year, plus monthly hands-on days and Passport to History

Historic Preservation Research

Services provided year-round for citizens and community groups.

Traveling Exhibits – Outgoing

Provide three different traveling exhibits, available to other museums, schools and/or organizations.

2. Janitorial services will be performed at least twice per week.
3. The Museum facility will be open year-round, with typical hours being Tuesday through Saturday 10 a.m. to 4 p.m. Archives open to public each Wednesday from 10:00 a.m. to 1:00 p.m. Special tours and related research to be available by appointment. Unscheduled programming to include both outreach and site-based lectures and oral histories.
4. The total compensation shall be \$66,124 payable in four equal payments. A Bill Voucher (Exhibit B) shall be submitted each quarter. Requests are to be submitted at the end of March, June, September and November. A completed Program Attendance Form (Exhibit D) must accompany each Billing Voucher. A Taxpayer Identification Number (Exhibit C) must be submitted prior to any requests for funds.
5. In an effort to increase program publicity, Museum Director will provide information and photos on upcoming activities for submittal in the PRCS Recreation Guide. PRCS staff will notify Museum Director well in advance of deadlines.

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