

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: 2010 Shoreline Historical Museum Contract
DEPARTMENT: Parks, Recreation & Cultural Services
PRESENTED BY: Lynn M. Cheeney, Recreation Superintendent

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 \$60,000 allocated in the 2010 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. Though this is a \$6,124 reduction in funding from 2009, the Museum will continue with current programs and contracted services. The Executive Director will provide a detailed update and briefings on programs and attendance later this year to the City Council.

FINANCIAL IMPACT:

This contract was anticipated and was included in the 2010 budget at \$60,000. This amount is \$6,124 less than the 2009 allocation. City purchasing policies require contracts exceeding \$50,000 be reviewed and approved by City Council action.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract between the City of Shoreline and the Shoreline Historical Museum in the amount of \$60,000 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 valuable 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 – 3 rotating exhibits
 1. "Little Things: The World of Miniature Play" – January through February 2010
 2. "Contemporary Voices of the Duwamish Tribe" Opens April 17, 2010
 3. "Welcome to Lake Forest Park: The 50th Anniversary"
- 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 that the City Council authorize the City Manager to execute a contract between the City of Shoreline and the Shoreline Historical Museum in the amount of \$60,000 to provide educational and heritage opportunities for the citizens of Shoreline.

ATTACHMENTS

A. 2010 Exhibit A between the City of Shoreline and the Shoreline Historical Museum.

**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
2010**

1. The Shoreline Historical Museum agrees to provide the following heritage programs for City of Shoreline residents:

- Museum Exhibits – 3 rotating exhibits
“Little Things: The World of Miniature Play” – January through February
“Contemporary Voices of the Duwamish Tribe” – Opens April 17
“Welcome to Lake Forest Park: The 50th Anniversary”
- 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 City staff, consultants, 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 allow the City of Shoreline and related organizations the use of meeting space at no cost.
4. 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 \$60,000 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.