

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Execute the 2014 Contract with the Shoreline Historical Museum		
DEPARTMENT:	Parks, Recreation and Cultural Services		
PRESENTED BY:	Mary K. Reidy, Recreation Superintendent		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

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. The Museum provides valuable historic preservation and heritage information to the City and the Shoreline community.

In 2014 the Museum will feature two rotating/temporary exhibits: *"A History of Connections: Surface Water, Piped Water and Wastewater"*, which will be exhibited January through April, and *"Higher Education: 50 Years of Shoreline Community College"*, which will be exhibited May through December. In 2014, the Executive Director of the Shoreline Historical Museum, Vicki Stiles, will present a detailed update and briefing on museum programs and attendance to the City Council.

The annual service contract with the Shoreline Historical Museum is included in the 2014 budget and is recommended for approval. A scope of work for the service contract is attached to this staff report as Attachment A.

FINANCIAL IMPACT:

This contract is included in the Parks, Recreation and Cultural Services 2014 budget for \$60,000. City purchasing policies require that the City Council authorize service contracts exceeding \$50,000.

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.

ATTACHMENT:

Attachment A - 2014 Scope of Work – Shoreline Historical Museum

Approved By: City Manager - **DT** City Attorney - **IS**

Attachment A
CITY OF SHORELINE
SCOPE OF WORK AND COMPENSATION
Shoreline Historical Museum
2014

The Shoreline Historical Museum agrees to provide the following:

1. Exhibits:

- a. Museum Exhibits – 2 rotating/temporary exhibits
 - *A History of Connections: Surface Water, Piped Water and Wastewater* – Exhibited January through April, 2014
 - *Higher Education: 50 Years of Shoreline Community College* – Exhibited May through December, 2014
- b. Traveling Exhibits
 - The exhibits will be marketed in SHM e-newsletter and in brochure.
 - Provide two different traveling exhibits, available to other museums, schools and/or organizations on request with goal of loaning them out twice a year. Borrowing institutions to keep loaned exhibits for at least a month.

2. Tours, Outreach and Related Programs:

- a. Tour groups - 12 annually
- b. Hands-on days - 12 annually
- c. Community outreach activities (i.e., community festivals, walking tours, day camps) – 5 annually

3. Historic Preservation Research:

- a. Services provided year-round for City staff, consultants, citizens and community groups.

4. Celebrate Shoreline - Cruise In Car Show:

- a. Work with City PRCS staff in coordination of Car Show as part of Celebrate Shoreline Festival.
- b. Coordinate all registrations, prizes and day-off activities.
- c. Work with City PRCS staff to maximize marketing efforts for event.

5. Community Partnership Development:

- a. Meet 4 times a year with community partners and city staff to maximize marketing for heritage activities and other cultural activities. This is in addition to regular communication with PRCS staff on recreation guide submittal information and specific program collaboration.

- b. City of Shoreline 20th Anniversary Planning - work with city staff and community partners to create a strategy for commemorating Shoreline's 20th anniversary as a city.
- 6. **Meeting Space:** The Museum facility will allow the City of Shoreline and related organizations the use of meeting space at no cost if available. Space at current facility is limited.
- 7. **Hours of Operation:** The Museum facility will be open year-round, with typical hours being Tuesday through Saturday, 10 a.m. to 4 p.m. Archives, special tours and related research to be available by appointment. Unscheduled programming to include both outreach and site-based lectures and oral histories.
- 8. **Compensation:** 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.
- 9. **Publicity:** In an effort to increase program publicity, Museum Director will provide information on upcoming activities for submittal in the PRCS Recreation Guide. PRCS staff will notify Museum Director well in advance of deadlines.
- 10. **Annual Council Briefing:** The Director will present an annual presentation to the City Council on programs and services provided to the community.