

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

**AGENDA TITLE:** Authorizing the City Manager to Enter into a Two-Year Agreement with the Shoreline Historical Museum in the Amount of \$120,000 for 2019-2020 to Provide Historical Education Programs and Exhibits

**DEPARTMENT:** Parks, Recreation and Cultural Services

**PRESENTED BY:** Mary K. Reidy, Recreation Superintendent

**ACTION:**        ☐ Ordinance        ☐ Resolution        ☒ Motion  
                 ☐ Discussion        ☐ 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, as well as interactive activities that bring our history to life. In 2019, the Museum will feature two rotating/temporary exhibits and in 2020 two different exhibits will be featured.

The City transitioned to a two-year contract with the Museum in 2017, and staff is proposing to continue this cycle for 2019-2020. Compensation for this new two-year agreement is \$60,000 per year (\$120,000 total). The scope of work for the Historical Museum contract is attached to this staff report as Attachment A.

**RESOURCE/FINANCIAL IMPACT:**

Funding for the proposed contract is included in the 2019-2020 biennium Parks, Recreation and Cultural Services budget for \$60,000 per year. City purchasing policies require Council authorization for service contracts exceeding \$50,000.

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute a 2019-2020 contract between the City of Shoreline and the Shoreline Historical Museum in the amount of \$120,000 to provide educational programs and exhibits for the Shoreline community.

**ATTACHMENTS:**

Attachment A: 2019-2020 Shoreline Historical Museum Contract Scope of Work

Approved By:        City Manager **DT**    City Attorney **MK**

**EXHIBIT A**  
**AGREEMENT FOR SERVICES**  
**TO BE PROVIDED BY**  
**SHORELINE HISTORICAL MUSEUM**

**SCOPE OF WORK AND COMPENSATION**

Annually for 2019 and 2020  
Contract #9230

Scope of Services to be Provided by the Consultant during the term of this agreement: The Consultant shall furnish to City of Shoreline residents programs to support education and understanding of the history of Shoreline. The total amount of reimbursement pursuant to this Exhibit shall not exceed \$60,000 annually in Shoreline General Funds.

1. Exhibits
  - a. Museum Exhibits – Two (2) new rotating/temporary exhibits, one (1) constant exhibit.
  - 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, concerts) – 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 at a minimum 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.
6. The Museum facility will allow the City of Shoreline and related organizations the use of meeting space at no cost if available.
7. 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. 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.
9. The Director will present an annual presentation to the City Council on programs and services provided to the community.
10. The Consultant shall maintain files for this project containing the following items:
  - a. Motions, resolutions, or minutes documenting Board or Council actions;
  - b. A copy of this contract on this project;
  - c. Correspondence regarding budget revision requests;
  - d. Copies of all invoices and reports submitted to the City for this Exhibit;
  - e. Bills for payment;
  - f. Copies of approved invoices and other documentation;
  - g. All records required by this agreement shall be retained by the Consultant for a minimum of seven (7) years, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the seven-year period. The period of time shall commence on January 1 of the year following the year in which the final invoice was paid.
11. Contract Administration.
  - a. The Consultant will notify the City, in writing, within ten (10) days of any changes in program personnel or signature authority.
  - b. The Consultant's main contact for the day-to-day operations of the program will be the Museum Director.
  - c. The City's main contact for the day-to-day contract administration will be the Recreation Superintendent.
  - d. The Consultant will provide the City with a copy of their independent audit, when completed.

12. Reports and Reimbursement Requests.

- a. The Consultant shall submit a Billing Voucher and supporting forms on a quarterly basis until the funds are expended. Deadlines for these reports are as follows:
  - i. 1<sup>st</sup> Quarter: April 14, 2019 or within 10 days of notice to proceed, whichever is later
  - ii. 2<sup>nd</sup> Quarter: July 14, 2019;
  - iii. 3<sup>rd</sup> Quarter: October 13, 2019;
  - iv. 4<sup>th</sup> Quarter: Final Billing Voucher due January 12, 2020;
  - v. 1<sup>st</sup> Quarter: April 14, 2020 or within 10 days of notice to proceed, whichever is later;
  - vi. 2<sup>nd</sup> Quarter: July 14, 2020;
  - vii. 3<sup>rd</sup> Quarter: October 13, 2020; and
  - viii. 4<sup>th</sup> Quarter: Final Billing Voucher due January 12, 2021.
- b. These forms and instructions will be provided to the Consultant with the fully executed contract. All required reports must accompany the invoice statement in order to receive payment.
- c. A completed Program Attendance Form must accompany each Billing Voucher.
- d. A Taxpayer Identification Number must be submitted prior to any requests for funds.
- e. Expenses must be incurred prior to submission of quarterly reimbursement requests.
- f. Estimated quarterly payments are contingent upon meeting or exceeding the above performance measure(s) for the corresponding quarter. This requirement may be waived at the sole discretion of the City with satisfactory explanation of how the performance measure will be met by year-end.