

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Enter into a Two-Year Agreement with the Shoreline Historical Museum Contract in the Amount of \$120,000 for 2023-2024 to Provide Educational and Heritage Services
DEPARTMENT:	Recreation, Cultural and Community Services
PRESENTED BY:	Mary K. Reidy, Recreation and Cultural Services 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, as well as interactive activities that bring our history to life.

The contract transitioned to a 2-year contract in 2017 which provides alignment with the City's biennium budget cycle. In 2020 the Museum successfully modified all service delivery components to meet COVID guidelines as set forth by the State of Washington and King County Departments of Public Health.

The Museum will provide Shoreline residents access to two (2) new rotating/temporary exhibits, one (1) constant exhibit for in person visits, and on-line temporary exhibit. The Museum will also provide access to traveling exhibits, tours and programs as well as research opportunities. Museum staff will continually assess materials for Shoreline specific archives and collections. Each year the Executive Director of the Shoreline Historical Museum will present a detailed update and briefing on Museum programs and attendance to the Parks, Recreation and Cultural Services/Tree Board.

The annual service contract with the Shoreline Historical Museum is included in the 2023-2024 biennium budget and is recommended for approval. A scope of work for the service contract is attached to this staff report as Attachment A.

RESOURCE/FINANCIAL IMPACT:

This contract was included in the 2023-2024 biennium Recreation, Cultural and Community Services budget for \$60,000 per year, with a biennium total of \$120,000. City purchasing policies require Council authorization for service contracts exceeding \$100,000.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a 2023-2024 contract between the City of Shoreline and the Shoreline Historical Museum in the annual amount of \$60,000 to provide educational programs and exhibits for the Shoreline community.

ATTACHMENTS

Attachment A: 2023-2024 Shoreline Historical Museum Scope of Work

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

EXHIBIT A
CITY OF SHORELINE
Contract #10529

SCOPE OF WORK AND COMPENSATION

17500 Midvale Ave., N., Shoreline, WA 98133
(206) 801-2600 Fax (206) 801-2780

Shoreline Historical Museum
2023 and 2024

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.

- A. Performance Measures: At the minimum, the Consultant shall provide the following each year:
1. Exhibits
 - a. Museum Exhibits –
 - Two (2) new rotating/temporary exhibits;
 - One (1) constant exhibit for in person visits and on-line temporary exhibit.
 - b. Traveling Exhibits –
 - Two (2) different traveling exhibits, available to other museums, schools and/or organizations on request.
 - Traveling exhibits will be loaned for a month to community organizations for community use at a minimum of twice a year.
 2. Tours, outreach, and related programs
 - a. Tour groups: 5
 - b. Community outreach activities (i.e. community festivals, walking tours, day camps, concerts) – five (5)
These outreach activities may be delivered through online presentations and/or other activities as appropriate.
 3. Historic Preservation Research
 - a. Access to services provided year-round for City staff, consultants, citizens and community groups.
 - b. Continually assess and research Shoreline specific materials for archives and collections.
 4. Celebrate Shoreline
 - a. Work with City Recreation, Cultural, and Community Services (RCCS) staff in coordination of an event and/or activity as part of Celebrate Shoreline Festival.

5. Community Partnership Development –
 - a. Meet a minimum -of four (4) times a year with community partners and City RCCS staff to maximize marketing for heritage activities and other cultural activities. This is in addition to regular communication with RCCS staff on recreation guide submittal information and specific program collaboration.
 6. Public Health and Safety:

All programs, events, and activities shall be conducted in accordance with public health guidelines, including but not limited to Washington State or the King County Departments of Health in effect at the time of the activity.
- B. The City of Shoreline and related organizations shall be able to use the museum facility meeting space at no cost, based on availability.
- C. Operation Hours: 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 will be available by appointment.
- D. Marketing: The Consultant will provide:
- a. Marketing for all events, programs, and services through the Museum’s normal methods, including but not limited to, website, e-newsletter, social media, and brochures.
 - b. Information on upcoming activities for submittal in the Recreation, Cultural and Community Services - RCCS Recreation Guide. RCCS staff will notify Museum Director of publication deadlines.
- E. The Consultant will provide an annual presentation to the City Council, or their designee, on programs and services provided to the community.
- F. The Consultant shall maintain files for the events, programs, and services containing, at the minimum, the following items:
1. Motions, resolutions, or minutes documenting Board or Council actions;
 2. A copy of this contract;
 3. Correspondence regarding budget revision requests;
 4. Copies of all invoices and reports submitted to the City;
 5. Bills for payment;
 6. Copies of approved invoices and other documentation;

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.

G. 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 Shoreline Historical Museum Executive Director.
- c. The City's main contact for the day-to-day contract administration will be the Recreation, Cultural, and Community Cultural Services Superintendent.
- d. The Consultant will provide the City with a copy of their independent audit, when completed.

H. Compensation: Consultant shall receive a maximum of \$60,000 per year for services provided.

I. Reports and Reimbursement Requests.

1. The Consultant shall submit a Billing Voucher and supporting forms on a Quarterly basis until the funds are expended. All expenses requested must have incurred to be eligible for reimbursement. The City will not advance funds.
2. Deadlines for quarterly are as follows:
1st Quarter: April 15, 2023;
2nd Quarter: July 14, 2023;
3rd Quarter: October 13, 2023; and
4th Quarter: January 12, 2024.
1st Quarter: April 14, 2024;
2nd Quarter: July 14, 2024;
3rd Quarter: October 13, 2024; and
4th Quarter: due January 12, 2025.
3. The following form, which will be provided by the City, must accompany the Billing Voucher in order to receive payment:
 - A completed Program Attendance Form (Exhibit D).
4. Estimated quarterly payments are contingent upon meeting or exceeding the 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.