



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Parks



Date: October 16, 2013
Board Meeting Date: November 19, 2013
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Marlene Finley, Director of Parks
Subject: Agreement with San Mateo County Historical Association

RECOMMENDATION:

Adopt a Resolution authorizing an agreement with the San Mateo County Historical Association for operation and maintenance of the County History Museum and two County historical sites, for the term of July 1, 2013 through June 30, 2014, in the amount of \$135,000.

BACKGROUND:

The San Mateo County Historical Association, a non-profit corporation, has operated and maintained the County History Museum and two County-owned and maintained historical sites, the Sanchez Adobe in Pacifica and the Woodside Store in Woodside, for nearly 50 years. The County's History Museum is accredited by the American Association of Museums and is housed in the old San Mateo County Courthouse. The Museum offers educational activities for school children, hosts exhibits detailing the history and development of the County, and offers a wide range of events concerning its history – from tours of the old courthouse and other historic sites, to lectures, discussions and family programs.

DISCUSSION:

The County contracts with the Historical Association for the maintenance and operation of the Museum and the docent program to keep the Woodside Store and Sanchez Adobe historical sites open to the public. The Historical Association is the lead historical group in San Mateo County and has the expertise and volunteer base to operate the three historic sites. Therefore, it is in the best interest of the County to waive the Request for Proposals (RFP) process and continue to contract with the San Mateo County Historical Association.

The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County

ordinance and administrative memoranda, including but not limited to insurance, hold harmless, nondiscrimination and equal benefits.

The waiver of the Request for Proposals process and execution of an agreement for services from the County Historical Association contributes to the Shared Vision 2025 outcome of a Livable Community as the History Museum is centrally located and widely used by residents, and the docent services provided by the Historical Association at the Sanchez Adobe and Woodside Store historic sites support a significant cultural dimension of San Mateo County living.

County Counsel has reviewed and approved the Resolution and Agreement as to form.

PERFORMANCE MEASURE(S):

Measure	FY 2013-14 Actual	FY 2014-15 Projected
Number of historical sites/programs operated and maintained	3	3

FISCAL IMPACT:

The contract amount for FY 2013-14 is \$135,000, and has remained flat annually since FY 2009-10, when it was reduced from \$150,000 to \$135,000. The total obligation under this agreement was incorporated into the Department of Parks FY 2013-14 budget. This cost is supported by the County's General Fund.