



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Parks



**Date:** August 12, 2015  
**Board Meeting Date:** September 22, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Marlene Finley, Parks Director

**Subject:** Agreement with the San Mateo County Historical Association for Operation and Maintenance of the County History Museum and Two County Historical Sites

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with the San Mateo County Historical Association for operation and maintenance of the County History Museum and the use of two County historical sites, for the term of July 1, 2015 through June 30, 2017, in the amount of \$300,000.

**BACKGROUND:**

The San Mateo County Historical Association, a non-profit corporation, has operated and maintained the County History Museum and hosted public programs at two County-owned and maintained historical sites, the Sanchez Adobe in Pacifica and the Woodside Store in Woodside, for many years. The County's History Museum is accredited by the American Association of Museums and is housed in the old and beautifully renovated 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 for the docent-led programs for the Woodside Store and Sanchez Adobe historical sites. 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 for these services.

For FY 2015-17, the Board is requested to authorize an agreement with the Historical Association in the amount of \$300,000.

The Historical Association is a valuable County partner. Should the Board approve the FY 2015-17 agreement, \$300,000 has been appropriated in the Parks FY 2015-17 Budget. For each of the two fiscal years, the Historical Association will invoice County Parks \$150,000. This annual agreement amount is unchanged from the FY 2014-15 agreement amount.

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.

County Counsel has reviewed and approved the resolution and agreement as to form.

Approval of this 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.

**PERFORMANCE MEASURE(S):**

| <b>Measure</b>                                   | <b>FY 2014-15 Actual</b> | <b>FY 2015-16 Projected</b> |
|--|--------------------------|-----------------------------|
| Annual Visitors to Three County Historical Sites | 45,852                   | 47,000                      |

**FISCAL IMPACT:**

Should the Board authorize the execution of the agreement, the fiscal obligation with the San Mateo County Historical Association would be for the term of July 1, 2015 through June 30, 2017, and for an amount not to exceed \$300,000. Funding for this contract has been included in the Parks FY 2015-17 Budget.