



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PARKS

**File #:** 16-725

Board Meeting Date: 11/7/2017

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Sarah Birkeland, Acting Parks Director  
**Subject:** Agreement with the San Mateo County Historical Association

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with the San Mateo County Historical Association for the operation and maintenance of the County History Museum and the use of two County historical sites, for the term November 7, 2017 through November 6, 2019, in an amount not to exceed \$400,000.

**BACKGROUND:**

The San Mateo County Historical Association, a nonprofit corporation, has operated and maintained the County History Museum and hosted public programs at two County-owned and maintained historical sites (i.e., the Sanchez Adobe Historic Museum 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 San Mateo County Historical Association for the maintenance and operation of the Museum and for the docent-led program for the Woodside Store and Sanchez Adobe historical sites. The Historical Association proposes to keep the Museum open to the public five days a week for a minimum of 30 per week. The Woodside Store historical site will be open 14 hours per week and the Sanchez Adobe site shall be open 20 hours per week. 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 process and continue to contract with the San Mateo County Historical Association for these services.

County Counsel has reviewed and approved the resolution 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 MEASURES:**

| HISTORICAL SITES  | NUMBER OF UNIQUE VISITORS |                      |
|-------------------|---------------------------|----------------------|
|                   | FY 2016-2017 ACTUAL       | FY 2017-18 PROJECTED |
| HISTORICAL MUSEUM | 44,690                    | 45,000               |
| WOODSIDE STORE    | 6,408                     | 6,500                |
| SANCHEZ ADOBE     | 8,157                     | 8,200                |

**FISCAL IMPACT:**

The term of the agreement is November 7, 2017 through November 6, 2019, and for an amount not to exceed \$400,000. This is a 33 percent increase for FY 2017-19 as compared to FY 2015-17. The agreement, funded by Net County Cost, is included in the Parks' FY 2017-18 Adopted Budget and will be included in future budgets.