



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: IIA7

Title:

Motion to Approve the Service Agreement and Funding for the History Center for FY 2018-2019

Presenter:

Meeting: Government Operations Committee

Date: April 2, 2018

Proposed Cost: \$ See Below

Budgeted Amount: \$ 42,000

Not Budgeted:

UPDATE FOR 4/16/2018 CITY COUNCIL MEETING:

The amount of funding recommended by the Government Operations Committee has been added to the Funding and Service Agreement. No other changes have been made to the document.

UPDATE FOR APRIL 2, 2018 GOC MEETING:

Representatives of the History Center (HC) are requesting to re-present the funding presentation made at the January 22, 2018 GOC. In that presentation the HC requested an increase in funding from the current level of \$31,500 to \$42,000 for FY 2018-2019. Additionally, the HC requested a commitment from the City that their funding level would incrementally increase until it reached \$50,000 in accordance with the schedule below. No direction was provided from the Committee at the January meeting.

At the City Council Budget Retreat in February, direction was given to restore the previous 10% funding cuts to outside civic organizations. This action would restore the HC's funding level to \$35,000 for FY 2018-2019. This level is \$7,000 less than the HC's Funding request.

Staff is seeking direction as to the Committee's formal recommendation for a funding level for the HC for the 2018-2019 funding year (\$35,000 or \$42,000). Staff has included a draft service agreement for FY 2018-2019 with the amount of funding left blank. After the Committee makes a recommendation for funding, Staff will fill in the appropriate amount and have the 2018-2019 Service Agreement available for formal consideration and possible approval at the April 16 City Council Meeting.

Per Council direction from the February Budget Retreat, funding in the amount of \$35,000 is currently included in the City's proposed 2018-2019 Budget draft.

AIES from January 22 GOC Meeting:

Executive Summary (if not budgeted please explain):

Representatives of the History Museum will appear before the Government Operations Committee and present results of operations for the past year and outline relevant activities planned for its upcoming year of operations, as is required for organizations that receive more than \$25,000 in City funding support (the funding presentation). This year, we are holding the funding presentation prior to the finalization of the budget. Budget discussions are currently occurring at the staff level and the proper funding level directed by City Council will be reflected in the budget presented for approval later this winter/spring.

Historically the History Center has received an allocation from the Hotel Motel Tax revenue stream in an amount between \$30,000 and \$35,000 annually. This level of funding has been consistent for many

years. The allocation for the 2017-2018 City fiscal year is \$31,500. The History Center is seeking a funding increase to provide an ability to offer programs and services with small, incremental increases over a period of years:

- 2018-2019: \$42,000
- 2019-2020: \$44,000
- 2020-2021: \$46,000
- 2021-2022: \$48,000
- 2022-2023: \$50,000

The History Center has represented that the additional funding requested would free up time and resources to allow for additional tasks and programs to be undertaken. They will elaborate during the presentation. If the request is acceptable to the City Council, we would formally approve the \$42,000 for fiscal year 2018-2019 and the expectation would be that the funding level of \$44,000 would be approved in 2019 for the 2019-2020 funding allocation and so on, assuming results are satisfactory.

In the event that the increased funding is not approved, the History Museum requests that the \$31,500 funding allocation from the Hotel/Motel Tax line item be awarded to allow them to maintain the current programming and activity level

This item was presented at the April 2, 2018 Government Operations Committee meeting where it received a vote of 8-0 in favor of this amendment.

Attachments *(please list):*

History Center Funding Presentation

Recommendation/Suggested Action *(briefly explain):*

Motion to Approve the Service Agreement and Funding for the History Museum for FY 2018-2019.

**AGREEMENT FOR SERVICES BETWEEN THE CITY OF ST. CHARLES AND
THE ST. CHARLES HISTORY MUSEUM**

WHEREAS, the City of St. Charles, hereinafter referred to as " City," is desirous of promoting and the rich history and culture of St. Charles; and,

WHEREAS, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax," of the City of St. Charles, Illinois, Municipal Code (hereinafter referred to as "Hotel Tax Ordinance") provides for such activities in accordance with the limitations of the ordinance; and,

WHEREAS, the St. Charles History Museum, (hereinafter referred to as "the History Museum") an Illinois not-for-profit organization certified by the State of Illinois to collect, preserve, and present the history of the City of St. Charles and St. Charles Township, can provide research facilities, exhibits, and programs to residents and visitors to St. Charles.

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

- I. In consideration of the promises, terms and conditions set forth, the History Museum shall devote its energies to presenting the history of the Greater St. Charles area including, but not limited to, museum exhibits, satellite exhibits, public programs, school programs on site and in the classrooms, and participation in community festivals when feasible. Activities to include, but not limited to:
 - A. Maintaining permanent and rotating exhibits on various St. Charles history subjects at the History Museum and other locations in the community;
 - B. Offer public programs for residents and visitors by working with other community groups to bring in speakers and experts on various topics relating to local, state, and regional history and culture;
 - C. Work with teachers and principals to create and offer programs for CUSD 303 schools to supplement the local history unit and other relevant units;
 - D. Work with local festival and event coordinators to offer services including bus tour guides, and to coordinate possible exhibit opportunities;
 - E. Maintain and enhance existing relationships with St. Charles community stakeholder organizations including the Convention and Visitor's Bureau, Chamber of Commerce, Downtown Partnership, St. Charles Community Unit School District 303, Public Library, Park District, St. Charles Township, and the City;
 - F. Seek grants on all levels to assist in the funding of planned activities;

- G. Interface with other local, state and regional museum organizations to ensure best practices are being met;
 - H. Continue to assess the results of the History Museum's work and provide annual written reports to the City Council.
- II. In consideration of the foregoing services provided by the History Museum, City agrees to pay to the History Museum \$42,000 (Forty-Two Thousand Dollars) for the period beginning May 1, 2018 and ending April 30, 2019. Payment shall be made on a monthly basis, subject to deductions by City for collection costs.
- III. The History Museum will not enter into any relationship, contractual or otherwise, which will subject City to any liability. The History Museum, an independent contractor, receives funding from City to provide programs and exhibits highlighting the history of St. Charles and has no authority to bind City in any matter. The History Museum further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorney's fees, arising from the execution or implementation of this agreement.
- IV. The History Museum shall maintain records of all of its activities for a period of at least seven years, which records shall upon request be subject to inspection and copying by City or its designated agent at City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.
- V. This agreement shall terminate on April 30, 2019, and the consideration therefore may be renewed by a written instrument executed by both parties.
- VI. The History Museum shall provide City with a monthly financial report including a profit and loss statement, along with an annual balance sheet. The current profit and loss statement shall be provided to City within thirty (30) days after the end of the month for which the statement is prepared. The History Museum shall comply with the terms and conditions of City's Policy Regarding Funding for External Agencies, as it exists on May 1, 2018.
- VII. The History Museum agrees that it will continue to identify, recruit, and appoint new and/or additional members to its Board of Directors to represent the entire community of the City of St. Charles. The History Museum also agrees to maintain its by-laws so as to restrict the duration and number of terms of office members of the Board of Directors may serve.

- VIII. Upon termination of this agreement, any funds paid to the History Museum and not used or otherwise subject to pending contract requirements of the History Museum shall be returned to the City.
- IX. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving ten-day written notice upon the other party.
- X. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.
- XI. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

IN WITNESS WHEREOF, the undersigned have hereto set their hands and seals this _____ day of April, 2018.

ST. CHARLES HISTORY MUSEUM

CITY OF ST. CHARLES

By _____
President

Mayor