

STAFF REPORT

DATE: June 10, 2008

TO: City Council

FROM: Katherine Hess, Community Development Director
Ike Njoku, Planner/Historical Resources Manager

SUBJECT: Agreement with Yolo County Historical Society to Operate Hattie Weber Museum Located at 445 C Street, Davis, California

Recommendation

Staff recommends that the City Council authorize the City Manager to enter into an agreement with the Yolo County Historical Society (YCHS) to operate the Hattie Weber Museum pursuant to the terms specified in the attached Agreement.

Fiscal Impact

There is no new fiscal impact associated with this item. Continued support of the Hattie Weber Museum is consistent with the City practices since 1991 when the City entered into an Agreement with the Library Club regarding the operation of then new museum.

Background and Analysis

In 1991 the City entered into an Agreement with the Library Club to operate a historic museum in the City owned building at 445 C Street. The 1991 Agreement ushered in the Hattie Weber Museum. The Library Club has since operated the museum, which include staffing of the museum on Wednesdays and Saturdays, greeting the public, creating displays, etc. The city agreed to maintain the building and permit the club members to meet there. The membership of the Library Club declined over the years and the remaining members were less able to care for the museum. In 2006, members of the Library Club, the Historical Society, and City staff organized as an interim management team for the museum. That was not intended to continue for long, and staff has been working with YCHS to find a permanent solution to the operation of the museum.

The attached Agreement will formalize the roles of the City and the YCHS regarding the operation of the museum. The YCHS is a non-profit entity. It does not currently operate a museum but supports the activities of Yolo County Museum. Under the agreement, the YCHS will operate the museum, change exhibits regularly, and perform all operational activities of the museum. City will continue to maintain the building. The Agreement does not expect scheduled financial contributions from the City toward museum operations. However, the City does maintain a museum fund with a balance of approximately \$13,000. Majority of this amount has been budgeted for acquisition of computer equipment and software for cataloging and archival purposes. The Historical Society would be able to request additional funds from this fund, subject to City approval. Interest will continue to be put into the fund.

Agreement with Yolo County Historical Society to Operate Hattie Weber Museum

There are no issues that staff can identify with the Agreement. Staff recommends that the City Council authorize the City Manager to enter into the Agreement with the YCHS pursuant to the terms as specified in the attachments of the Agreement.

Attachments

- Resolution
- Building Use Agreement

RESOLUTION NO. 08-XXX, SERIES 2008

**RESOLUTION AUTHORIZING THE DAVIS CITY MANAGER TO EXECUTE
AGREEMENTS BETWEEN THE CITY OF DAVIS AND YOLO COUNTY
HISTORICAL SOCIETY REGARDING OPERATION OF HATTIE WEBER MUSEUM**

WHEREAS, City currently owns and maintains the Historic Library Building ("Library Building"), located at 445 C Street, in Davis, California; and

WHEREAS, for seventeen years the Library Building has been home to the Hattie Weber Museum of Davis ("Museum"); and

WHEREAS, City desires to have Hattie Weber Museum at 445 C Street; and

WHEREAS, Organization desires to enter into this Agreement to operate the Museum and maintain the Museum's exhibits as more particularly described in Attachment 1, attached hereto and incorporated herein by reference; and

WHEREAS, the Agreement will provide for non-exclusive access to the Library Building by the Organization, as set forth in the Agreement;

NOW, THEREFORE, BE IT HERBY RESOLVED that the City Council in consideration of the mutual conditions, promises and covenants contained in the attached Agreement, City and Organization hereby agree as follows:

1. The Yolo County Historical Society will operate pursuant to the terms of the Agreement the Hattie Weber Museum.
2. Authorizes the City Manager to enter into and, if necessary, make minor modifications, after consultation with the City Attorney, to any documents necessary to complete the agreement.

PASSED AND ADOPTED by the City Council of the City of Davis this tenth day of June, 2008 by the following vote:

AYES:

NOES:

ABSENT:

Sue Greenwald
Mayor

ATTEST:

Zoe S. Mirabile, CMC
Deputy City Clerk

**BUILDING USE AGREEMENT BETWEEN THE CITY OF DAVIS AND THE
YOLO COUNTY HISTORICAL SOCIETY REGARDING
THE HATTIE WEBER MUSEUM OF DAVIS**

THIS BUILDING USE AGREEMENT (Agreement") is made and entered into this 10th day of June, 2008, by and between the CITY OF DAVIS, a municipal corporation ("City"), and YOLO COUNTY HISTORICAL SOCIETY, a California nonprofit corporation ("YCHS" or "Organization").

RECITALS

WHEREAS, City currently owns and maintains the Historic Library Building ("Library Building"), located at 445 C Street, in Davis, California; and

WHEREAS, for seventeen years the Library Building has been home to the Hattie Weber Museum of Davis ("Museum"); and

WHEREAS, City desires to have Hattie Weber Museum at 445 C Street; and

WHEREAS, Organization desires to enter into this Agreement to operate the Museum and maintain the Museum's exhibits as more particularly described in Attachment 1, attached hereto and incorporated herein by reference; and

WHEREAS, the Agreement will provide for non-exclusive access to the Library Building by the Organization, as set forth in the Agreement;

NOW, THEREFORE, in consideration of the mutual conditions, promises and covenants hereinafter contained, City and Organization hereby agree as follows:

AGREEMENT

1. Use of Library Building.

A. General Use. Subject to the terms and provisions of this agreement, including those contained in Attachment 2 ("Requirements Chart"), attached hereto and incorporated herein, City hereby grants to Organization permission to use the Library Building and a portion of the grounds during the operation of the museum, as more particularly described in Attachment 1 ("Space Description") and referred herein collectively as "Library Building" on a non-exclusive basis. Organization shall use the Library Building in accordance with the terms and conditions of, and subject to the consequences outlined in, Attachment 2 of this Agreement. Organization understands that this Agreement is for the non-exclusive use of the Library Building and that City reserves the right to use the Library Building and to allow third parties to use the Library Building, so long as Organization has not previously and timely reserved use of the Library Building. City shall notify Organization, to the extent possible, prior to other scheduled uses of the Library Building.

B. Scheduling Use of the Meeting Room. Organization shall use the Meeting Room to operate the Hattie Weber Museum, and to keep the Museum open to the public during

1057588v4 30001/1000

specified days and hours, and by appointment, as agreed upon by Organization and City. Organization may also use the Meeting Room for meetings twice per month without charge. All uses of the Meeting Room must be reserved in advance. Reservations shall be made in accordance with City policy regarding reservation of parks and community facilities. Organization may reserve the Meeting Room for regularly scheduled Museum hours and Organization meetings up to one year in advance. For all other uses, including public access to the Museum by appointment, Organize shall comply with the standard city reservation process, which involves checking with the City for availability of building and requesting for reservation. All reservations dealing with the museum operation and two meeting per month shall be without charge, while other non-museum related reservations shall be subject to the then current city rental fees. Organization's request for reservations shall not supersede existing reservation by other parties.

Organization shall receive keys for the Library Building pursuant to Attachment 4 ("Keys and Security Policy"), attached hereto and incorporated herein. Organization understands that the Meeting Room is located within a City building and that City shall have the right to enter such space at any time, without notice. Organization further agrees to maintain the Meeting Room pursuant to Attachment 5 ("Space Conditions").

C. **Storage Space.** Organization may use the storage space at the Library Building to store artifacts, exhibit materials, and other equipment authorized by this Agreement, as provided for in Attachment 3 ("Authorized Equipment"), attached hereto and incorporated herein. Organization shall receive keys for such storage space pursuant to Attachment 4 ("Keys and Security Policy"), attached hereto and incorporated herein. Organization understands that this storage space is located within a City building and that City shall have the right to enter such space at any time, without notice. Organization further agrees to maintain the storage space pursuant to Attachment 5 ("Space Conditions").

D. **Work Station Space and Equipment.** Organization may use the Work Station Space for intermittent office needs related to the Museum's operations. Organization may also use the Work Station space to store paperwork, files, and office supplies related to the Museum's operations. Organization understands and acknowledges that the Work Station space is not to be used on a full-time basis by anyone, including the Organization. City and Organization agree that Attachment 3 appropriately describes who will furnish and maintain the necessary office equipment, including but not limited to computer, camera, a copier, printer, scanner, and telephone and Internet service for the office space. Organization shall receive keys pursuant to Attachment 4 ("Keys and Security Policy"), attached hereto and incorporated herein. Organization understands that this Work Station space is located within a City building and that City shall have the right to enter such space at any time, without notice. Organization further agrees to maintain the Work Station space pursuant to Attachment 5 ("Space Conditions").

2. **Building Maintenance.** City shall provide all routine maintenance of the Library Building, in accordance with City policy regarding maintenance of City parks and community facilities. Organization shall generally be responsible for maintaining the interior and exterior of the Library Building used by the Organization in a clean and safe condition at all times it uses the Library Building, in accordance with Attachment 2 ("Requirements Chart") and Attachment 5 ("Space Conditions"). It is agreed by both parties that the City will continue its routine building maintenance and upkeep as the owner of the building. The maintenance expectations

described herein are those related to the use of the building and its exterior area by the Organization.

3. Museum Operations. Organization agrees to establish a Committee, under the direction of the YCHS Board, to provide oversight of Museum operations. This Committee will meet at least two (2) times per year, with special meetings if necessary. Organization shall keep the Museum open to the public during specified days and hours, and by appointment. Organization shall maintain the Museum's permanent and temporary exhibits, refreshing the Museum's permanent exhibits at least annually and opening new temporary exhibits on a rotating basis, with a new exhibit opened at least quarterly. Organization shall work in conjunction with other entities in the community to create and provide some of the Museum's temporary exhibits and shall work to increase the use of digitized displays.

4. Use of City Artifacts. City grants to Organization permission to use City artifacts, including paper records, photographs and other materials, as City in its sole discretion deems appropriate, for use in the Museum's exhibits. No City artifacts may be removed from the Library Building without the prior, express, written permission of City. City hereby expressly retains all rights and sole authority regarding the maintenance, storage, disposition, and retention of all City artifacts, in accordance with City policies and state law. Organization shall use such artifacts in accordance with the General Plan goal to promote public awareness of the prehistoric and historic past of the Davis area (GOAL HIS 2.1), and shall display and store in the museum in accordance with generally accepted museum practices. Organization shall keep an inventory of artifacts that are on display or are removed from the Library Building, with City permission, and the location of these artifacts. Organization and City shall collaborate on the creation of a policy on the use of artifacts and the content and keeping of the inventory required by this section.

5. Museum Staff. Organization shall appoint a volunteer Director who will oversee the operation of the Museum, including the preparation and maintenance of exhibits. The Director will also provide the main communication link between Organization and City, oversee preparation of a budget to be approved by Organization and City, and provide outreach to the community and local schools. Organization shall also recruit sufficient volunteers who will serve under the direction of the Director to maintain the exhibits and to keep the Museum open to the public. Organization shall recruit only competent volunteers to perform these activities. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the removal of any person assigned by Organization to serve as Director or as a Museum volunteer, Organization shall remove any such person immediately upon receiving notice from City, unless the Organization provides reasons satisfactory to the City, in its sole discretion, that shows that the objectionable behavior can be easily corrected and the behavior is corrected immediately. Each volunteer, including the Director, must sign a "Statement Regarding No Workers' Compensation Benefits for Volunteers" and a "Hold Harmless Agreement," prior to beginning work at the Museum. Nothing in this section shall prevent the City from requiring a removal of any volunteer or prohibiting any volunteer from providing any services whatsoever in connection with the Museum. Nothing in this section provides for or requires any hearing or other process or notice prior to the removal of volunteer by either the Organization or the City.

6. Communication Between City and Organization. Organization shall designate one liaison to City who shall be responsible for all day-to-day communications regarding implementation of the terms of this Agreement, including maintenance, repair and reservation requests. City shall identify one or more contact person(s) to whom Organization may direct such requests. The liaison, which may be the Director, may designate an alternate liaison that would be responsible to provide the services of the liaison in the case of emergencies, health issues, or other events that precludes the liaison from performing this role.

7. Budget. Organization shall submit to City, no later than June 1 of each year, an annual budget for review and approval by City. Such budget shall first have been approved by the YCHS Board. The proposed budget shall identify all sources of revenue and all expenditures from the previous year, and all expected sources of revenue, including donations made to Organization for operation of the Museum, and anticipated expenditures for the upcoming year. Upon City's approval of the Museum budget, City may make funds from the City's Brinley/Hattie Weber Fund available to Organization for Museum operations.

8. Annual Meeting. Organization's president and Museum Director, or his or her designee, shall meet annually with City's Community Development Director, or his or her designee, to review, among other things, the Museum's programs, activities, budget, fiscal records, operations and procedures.

9. Financial Recordkeeping and Reporting. Organization shall provide City with an annual report of the previous year's expenditures and program activities, including a report of Museum attendance, the prior year's exhibits, and any special events, no later than July 15 of each year. Upon fifteen (15) days notice to Organization, City shall have the right to audit the books, records and accounts of Organization related to the Museum's operations.

10. Not an Agent. Except as City may specify in writing, Organization shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Organization shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

11. Licenses; Permits; etc. Organization represents and warrants to City that it has all licenses, permits, qualifications, and approval of whatsoever nature which are legally required for Organization to provide the services hereunder. Organization represents and warrants to City that Organization shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for Organization to provide the services hereunder at the time the services are performed.

12. Indemnification, Hold Harmless. Organization shall indemnify, defend and hold City, its members, officers, directors, agents and employees free and harmless from any and all liability, claims, damages, losses and expenses, including attorney fees, arising out of the performance by Organization of the services provided for hereunder, caused in whole or in part by any act of Organization, its officers, employees or agents in carrying out the terms of this Agreement.

13. Insurance. Organization agrees to maintain in full force and effect, at its sole cost

and expense, during the term of this Agreement the following insurance:

- A. Workers' Compensation in accordance with State law for all of its employees engaged in the work and services to be provided under this Agreement.
- B. General Liability in an amount not less than One Million Dollars (\$1,000,000) combined single limit liability applying to bodily injury, personal injury and property damage, and products damage insurance in a sum of not less than One Million Dollars (\$1,000,000). All such insurance policies shall be carried with insurance companies satisfactory to City and shall name City, its officers, agents, and employees as additional insured with respect to the work and services being performed under this Agreement. Organization shall cause to be furnished to City certificates of insurance stating that such insurance is in full force and effect; that the premiums thereon have been paid; and that the insurance carrier will give City at least ten (10) days prior written notice of cancellation, termination or modification. City is not liable for the payment of premiums or assessments on this policy.

14. Assignment Prohibited. No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

15. City Representative. The Community Development Director shall serve as the representative for City and will administer this Agreement for City.

16. Term. This Agreement shall be effective immediately and shall remain in effect for one year from the effective date of this Agreement. This Agreement will automatically be renewed for additional one-year terms unless terminated pursuant to section 17 of this agreement.

17. Termination. City and Organization shall have the right to terminate this Agreement at any time by giving thirty (30) days written notice of such termination. In the event of any termination of this Agreement, all rights and obligations of both parties shall terminate as of the date of such termination, provided that the Organization shall return all city artifacts in its possession or control to the City within thirty (30) days or such longer period as may be agreed to by the parties.

18. Non-Discrimination. Organization shall not discriminate in the employment of persons under this Agreement, including volunteers, because of race, color, national origin, ancestry, religion, sex, sexual orientation or physical or mental handicap of such persons. Organization shall comply with all federal and state anti-discrimination and civil rights laws. Organization agrees that there shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, sexual orientation, medical condition, disability, marital status, ancestry or national origin in the provision of any services to be provided by Organization under this Agreement.

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19. Entirety of Agreement. This Agreement contains the entire agreement of City and Organization with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer, or agent of any party, which is not contained in this Agreement shall be binding or valid. No supplement, modification, or amendment of this Agreement shall be binding unless executed by all parties in writing.

20. Governing Law and Choice of Forum. This Agreement is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. Any litigation arising from this Agreement shall be brought in the Superior Court of Yolo County.

21. Costs and Attorney's Fees. If either party to this Agreement commences any legal proceedings against the other to enforce any of terms of this Agreement or for damages for its breach, the prevailing party in such action shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorney's fees, including those incurred on appeal, if any.

22. Notice. Any notices or other communications to be given to either party under this Agreement shall be in writing and shall be delivered to the addresses set forth below:

CITY: City of Davis
23 Russell Boulevard
Davis, CA 95616
Attn: Bill Emlen, City Manager
Phone: (530) 757-5602
Facsimile: (530) 757-5603

YCHS: Yolo County Historical Society
P. O. Box 1447
Woodland, CA 95776
Attn: B.J. Ford, President
Telephone: (530) 661-2212

23. Conflict of Interest. Organization shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with City's interest. During the term of this Agreement, Organization shall not enter into any contract or agreement that will create a conflict of interest with its duties to City under this Agreement.

No member, official or employee of City shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to this Agreement which affects his personal interests or the interests of any corporation, partnership, or association in which he is directly or indirectly interested. Organization warrants that it has not paid or given, and will not pay or give, any third party any money or other consideration for obtaining this Agreement.

24. Severability. If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of

the Agreement shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

IN WITNESS WHEREOF, this Agreement is hereby executed as of the day and year first hereinabove written.

By: _____
City of Davis, A Municipal Corporation
Bill Emlen, City Manager

By: _____
Yolo County Historical Society
Bobby Jo Ford, President

ATTEST:

Margaret Roberts, City Clerk

APPROVED AS TO FORM:

Harriet Steiner, City Attorney

ATTACHMENTS

1. Attachment 1 (Space Description)
2. Attachment 2 (Requirements Chart)
3. Attachment 3 (Authorized Equipment)
4. Attachment 4 (Keys and Security Policy)
5. Attachment 5(Space Conditions)

1057588v4 30001/1000

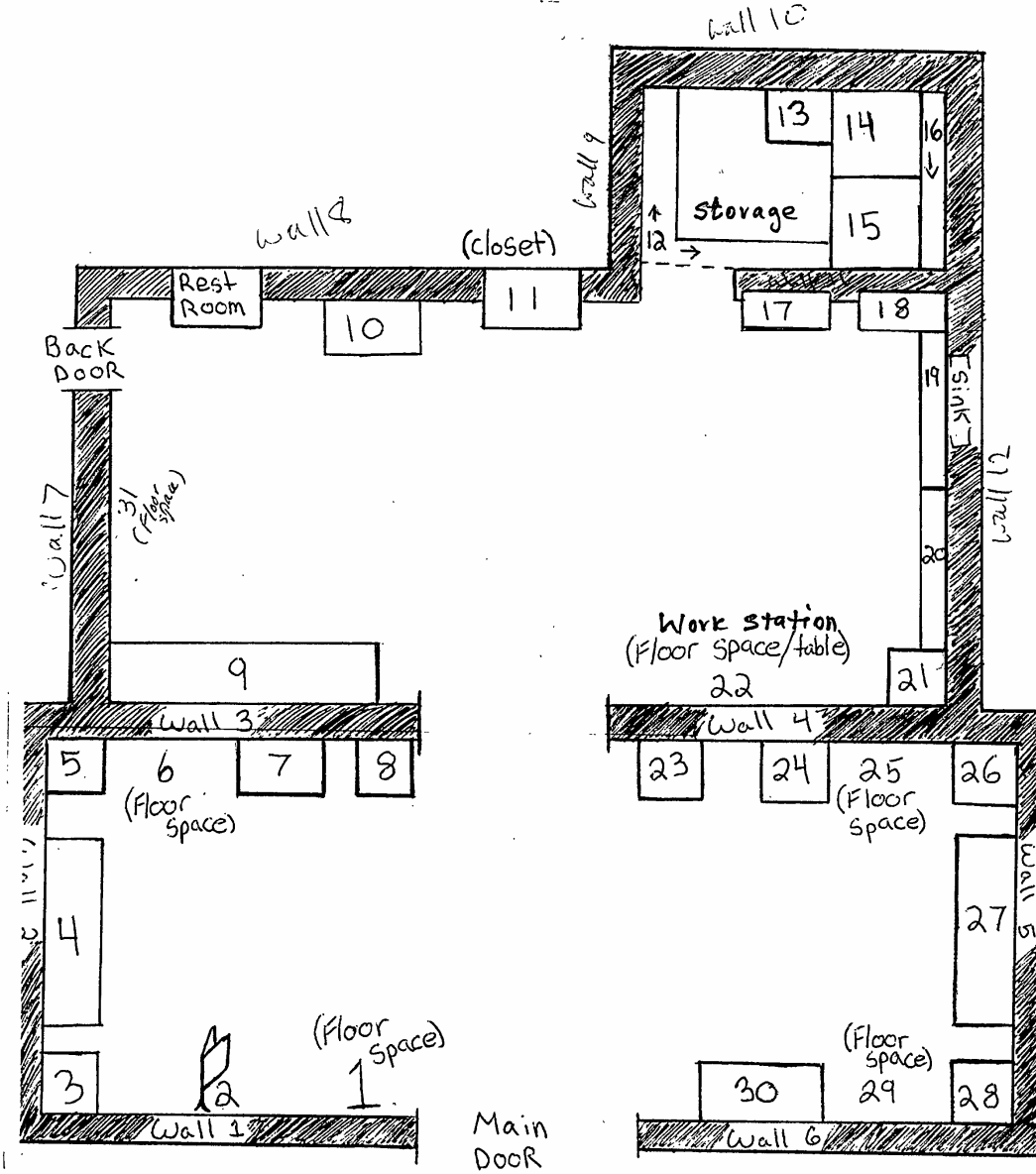
ATTACHMENT #1 (Space Description)

During the operation of the museum, the Organization has the permission of the City to use the building and grounds as shown on the floor plan and site plan below. The interior space plan below contains the current locations of storage, which are numbered from 1 to 31, and the work station. The Organization may make changes to the location of storage and work station spaces as long as the City is notified of such changes. However, any changes that require construction activities other than moving of boxes or storage equipment will require approval of the City. If the activity is minor in nature, the City will perform the construction activity. However, major activities will have to be paid for by the Organization, if approved by the City.

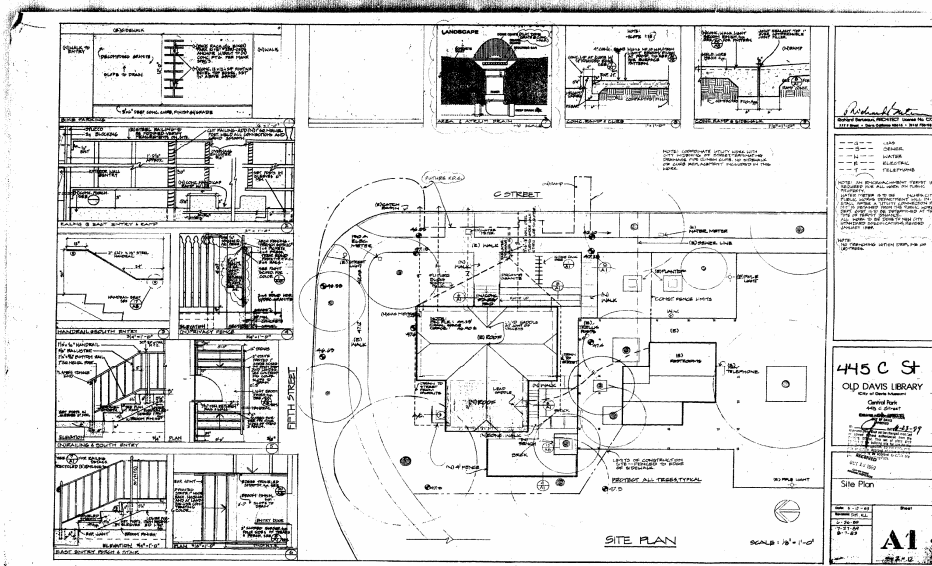
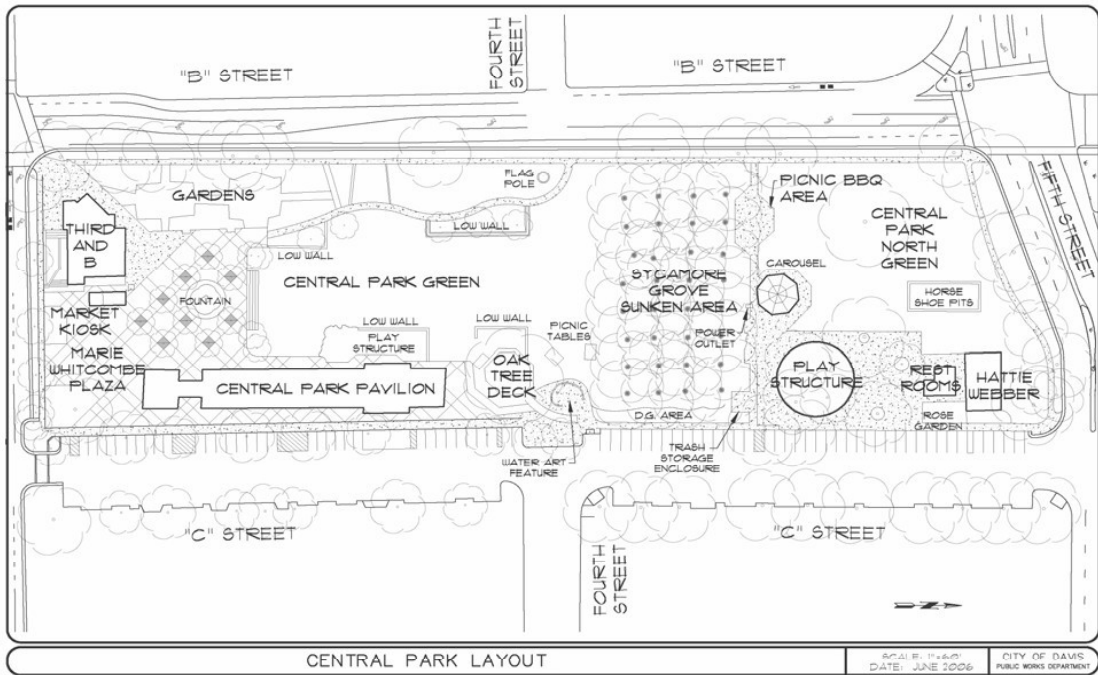
The surrounding courtyard and grounds of the Museum Building are available to the Organization on a non-exclusive basis during its hours of operation. The areas include the rose garden, the area between the museum building and the rest room, the area with the benches around the redwood tree and the patio off the back. Organization recognizes that these areas are also public spaces that are available to the general public. The Central Park site plan below is intended to reinforce that there is non-exclusive use of the exterior areas.

Location Map

Hattie Weber Museum
 445 C Street, Davis, CA 95616



Exterior Interior Floor Showing



Existing Site Plan

ATTACHMENT #2 (Requirements Chart)

This requirements chart is applicable to the City and the Organization.

Requirements	Consequences For Failing To Comply With Requirements
Agreement is for the non-exclusive use of the building and its exterior surroundings	A written and verbal warning upon complaint
Organization will keep the Museum open to the public during specified days and hours, and by appointment	A written and verbal warning upon complaint
Organization may also use the Meeting Room for meetings twice per month without charge.	Reservation required for other meetings not related to the operation of the museum in accordance with City reservation process
Organization shall receive keys for the building, and be responsible for the keys	Misplaced key(s) will result in replacement costs payment to the City by the Organization, or costs of re-keying consistent with Attachment #4 (Keys and Security Policy).
Organization will leave the museum building and its exterior surroundings in good condition during and after each use	A written and verbal warning upon complaint
The work station space is not to be used on a full-time basis by anyone, including the Organization	City and Organization must maintain the office space in a clean and good condition during and after each use
City shall provide all routine maintenance of the building and its surroundings	Organization will maintain the interior and exterior of the building in a clean and safe condition at all times of use
Organization will establish a Committee, under the direction of the YCHS Board, to provide oversight of Museum operations	A written and verbal warning upon complaint.
Organization will maintain the Museum's permanent and temporary exhibits, refreshing the Museum's permanent exhibits at least annually and opening new temporary exhibits on a rotating basis, with a new exhibit opened at least quarterly	A written and verbal warning upon complaint.
Organization has City permission to use artifacts, including paper records, photographs and other materials for use in the Museum's exhibits	City maintains, storages, disposes, and retains all artifacts, in accordance with City policies and state law; artifacts may not be removed from Hattie Weber without City's written permission.
Alcohol use/storage	Organization will not keep or permit the use of alcohol at the building without first obtaining permission from the City.
Backup of Data	Organization shall provide copies of data to the City for back up purposes.

ATTACHMENT #3 (Authorized Equipment)

The “Authorized Equipment” requirements are applicable to the City and the Organization.

1. Organization may use the storage space at the building to store artifacts, exhibit materials, and other equipment authorized by this Agreement, as shown in Attachment #1 (Space Description).
2. The authorized equipment available in the building for the use of the Museum operations include but not limited to all necessary office equipment, such as audio visual equipment, computer, camera, a copier, printer, scanner, and telephone and Internet service.
3. The Organization will purchase all needed office equipment and maintain the same in good condition. However, the City will assist with routine upkeep and maintenance of the computer equipment, including hardware and software, provided the Organization does not hire a third party to conduct additional maintenance or repairs to the same equipment. City’s assistance to the Organization will be at the City’s discretionary based on availability of resources, as City equipment maintenance, repairs and assistance will take precedence over the Organization’s needs for assistance, maintenance or repairs of equipment. In addition, the Organization agrees to the management of the equipment consistent with that attached City’s Information System document and as amended in the future.
4. Organization will provide to City data for back up purposes as required by the City routinely.
5. The Organization will pay through the City for its Internet service and telephone line.
6. All office, artifacts and archives supplies shall be paid for by the Organization, except as determined by City is not necessary.
7. City will make any changes needed to accommodate storage of supplies and equipment within the building in order to assure that appropriate improvements to the spaces were made as determined by the City.
8. Storage of items within the building shall be conducted in an orderly and reasonable manner so as to not create the appearance of clutter.
9. The City will make arrangements to purchase items needed by the Organization from the museum’s funds when mutually agreed that the items are necessary for the operation of the museum.

Hattie Webber Museum Project
Scanning, Inventory, Copying, Internet Connection
Revisited project 2007-08

City of Davis IS Project Plan

A. General Information

Project Title: Hattie Webber Museum Project -- *Scanning, Inventory, Copying, Internet Connection, and Camera*

Prepared by: Susan Errington

Date: June 4, 2008

Points of Contact

List the individuals who may be contacted for information regarding the project.

Position	Title/Name/Department	Phone	E-mail
Project Sponsor	Ike Njoku, Community Development Department	Ext 7203	injoku@cityofdavis.org
Project Sponsor's Manager	Katherine Hess, Community Development Department	Ext 5652	khess@cityofdavis.org
Division Manager	Rick Guidara, IS Division	Ext 5620	rguidara@cityofdavis.org
Project Manager	Susan Errington, IS Division	Ext 5619	serrington@cityofdavis.org
Other	Hattie Webber Museum Staff Volunteers		

B. Project Definition

This section will explain the reason(s) for doing this project.

Statement of Problem / Needs Assessment

Describe the problem or issue this project will address and what is/are the need/s that the project will fulfill.

History of project -- Original statement from Esther Polito

We need to buy a scanner/copier for the Hattie Weber museum, to help the volunteer staff digitize photos, and also make copies more efficiently. We are in the process of establishing a new volunteer program, and we also have an intern from the Masters of Public History program who is developing a new display.

Currently, copying is sent out to Kinko's, even for one page at a time, and photos have to be sent home with volunteer staff members who have scanner, which is not a secure way to handle archives. Therefore, I'd like to purchase a scanner/copier as soon as possible. We have money to pay for the equipment in Fund 717.

I would also like to buy Adobe Acrobat so that they can set up display documents and flyers.

Current Request for additional abilities to current system from Ike Njoku and Katherine Hess

In summary, Staff at the Hattie Webber needs to have additional abilities and access the museum documents via images via current database product add-on and additional communications options via the web with reasonable speed.

2. Project Objective / Requirements

Define the specific Objective of the project. Correlate to any part of an existing organization strategic plan.

- Have the ability to scan all photos and/or documents that are part of the city's possession located within the museum. At a level of high resolutions for photos.
- Have the ability to digital enhance the scanned image as to improve the appearance and readability via a software product.
- Have the space to store the images locally in the museum and save them to some type of optical disk such as DVD or external hard drives for archived, backup and storage and the ability to create disk for the public to take with them if requested.
- Have a copier available to produce small copies of average quality
- Have a printer with a resolution available to reproduce the digital images. This would be used for general printing and some smaller museum displays. High resolution images will still to be reproduced via Kinko's as they are currently doing.
- Have a digital camera for taking photos of objects to include in the achieve database.
- Communicate via the web and a more reasonable speed via DSL

3. Recommendation

- Provide the ability for the Hattie Webber museum staff to create a digital image of the majority of images/documents for replication and inventory purposes without having to remove the articles in the museum.
- Provide the ability to produce a good quality replica of the articles for display purposes and public access. – would need funding.
- Provide communication to web via DSL either via Sprint or Omsoft

4. Define the Project Scope

Based on the requirements and objectives, describe the scope of the project in sufficient detail.

IS Staff will help with the following:

Purchase and basic install of Hardware and Software

- Purchase and install new PC and monitor to include large hard drive, DVD RW. Current system will not support the upgraded software and the storage needed for the images.
- Purchase and install scanner and locate in Hattie Webber museum to scan in image less that 11½ x 14 inches
- Purchase and install B & W printer that will print a higher resolution document that

has reasonably low long term cost. This will be used for printing small letter or legal size image/document for displays. Other image such as color item will be produced via Kinko's or vendor.

- Purchase and install a basic digital camera
- Purchase and install scanning and imaging enhancing software product.
- Purchase and configure museum inventory software product imaging product add on
- Purchase and install back-up software product update.
- DSL communication via Sprint -- have not be able to get return call from Sprint. If we go with Omsoft we have to use AT&T for the phone system. The cost from Omsoft will be an ongoing 35.00 per month.

Training and Support

- Train User on scanner functions including general scanning.
- Train User on appropriate image file types and sizes.
- Help Museum Staff set up image add on product.
- Train User on basic backup and restore functions with new back up drive and swapping options.
- Train Museum Staff on basic use of digital camera
- Ongoing PC and software support will be processed via general helpdesk line after initial installation. Call extension 5605

Katherine Hess, Ike Njoku and Museum Volunteers will be responsible for the following:

- Provide Budget Funding for recommended changes and continuing maintenance of software. – Katherine or Ike
- Securer off site location for portable hard drive backups. – Ike
- Provide schedule of Museum Staff and access to museum - Ike
- Learn and use Museum Inventory Software and set up base system. – Catherine McCort
- Learn and use the scanning device and software for scanning and copying functions. – Catherine
- Learn and use the new printer for basic printing and in conjunction with the scanner as a copier. – Catherine
- Learn and use the new camera for taking physical images of non paper based objects. – Catherine
- Learn the use of large scale scanner located in CDD by working with Nancy Stephenson – Catherine (Ike will need to coordinate with Nancy)
- Learn and Backup system as agreed by IS staff. Time line will be determined as the system evolves. Generally, a backup is completed nightly if changes have occurred.

Actual IS Hardware and Software Recommendation See Attachments

Estimated project start

- If Recommendations are approved and funding is available
- Hardware and Software can be ordered within 2 days. Delivery takes approximately 7 to 10 business days. Basic configuration will be approximately

- one business week with some need of access to current system to retrieve data that already exist.
- Training will take approximately 1 day to be schedule with the museum staff and their supporting manager.
 - Sprint/AT&T issues will still need to be resolved, but that does not need to delay the start of the project.

5. Describe Project Team members’ Roles and Responsibilities

Describe each team member’s role and what each member will do in this project.

Name	Role/Responsibilities
Katherine Hess and or Ike Njoku	Supply Funding source and sign off of final plan. Liaison between museum staff volunteers and communicates directly with them. Provide general reassurance to volunteer staff and help them adjust to change.
Susan Errington	Project Manager – General running of project Purchase acquisition
Help Desk staff member Sarah Clark	Hardware/Software installation
Catherine McCort	Learn and use Hardware and Software to inventory museum archives. Work with IS staff on basic set up of Inventory software.

D. Signatures, if required

The Signatures of the people below document approval of the formal Project Plan. The Project Manager is empowered by this charter to proceed with the project as outlined in the Plan.

Project Sponsor Approval:	<i>Katherine Hess and Ike Njoku</i> No signature require only approval via email is needed.
Account Number to charge Software and Hardware:	
Requested Start Date:	

Attachment 1

Hardware		Unit Costs	includes taxes
<i>PC</i>	Complete PC Replacement		
	Dell XPS 720 with XP and a flat panel monitor	2,536.31	
	State environment disposal fees	8.00	
	<i>see price dell price quote 1005525554117 for detailed specs</i>		<u>\$ 2,740.87</u>
<i>Scanner</i>	Fujitsu Fi 5220C document scanner with flat bed	1,285.19	
	<i>see price dell price quote 1005525554117 for detailed specs</i>		<u>1,384.79</u>
<i>Printer</i>	HP Laser Jet P2015d printer	395.00	
	<i>B&W with duplex</i>		
	Extra toner cartridge	148.00	
	<i>see HP quote number 1747801 for detailed specs</i>		<u>585.08</u>
<i>Digital Camera</i>	Canon PowerShot SD750	183.59	
	2 GB SD Memory Card	18.35	
			<u>217.59</u>
<i>Portable Hard Drives</i>	2 - 500 GB external Hi-speed USB Hard Drives	119.33	
	<i>For use of backing of system and swapping out weekly</i>		<u>257.16</u>
Software			
<i>Backup</i>	Novabackup 8.0	49.95	53.82
	<i>This is a simple backup software product and can be automated depending on the need and amount of backup. Can be backup to many different media types</i>		
<i>Photo Editing</i>	Adobe Photoshop CS3	649.00	
	<i>Clean up of images scanned or from digital camera</i>		<u>699.30</u>
<i>Museum Inventory</i>	PastPerfect multi-media add-on option	370.00	
	one year maintenance covers full product not just the multi-media product	415.00	
			<u>845.84</u>
	Total for all hardware and software recommended purchases		<u>\$ 6,784.45</u>

Attachment 4 (Keys and Security Policy)

Organization shall be provided with Four (4) keys for the building. Organization shall fill out a key request form with the Parks and Community Services Department. Organization shall post a \$25 deposit for each key. Should any of the keys checked out to the Organization be lost the Organization shall notify the city immediately. The building will be rekeyed and the Organization shall be billed for the cost of rekeying.

Keys may only be checked out to the Director of the Museum. The Director shall be responsible for the control of keys by museum volunteers/employees.

The Parks and Community Services Director may modify the number of keys made available without amending this agreement. Such action will be made in writing and additional deposits required.

Museum Director shall be responsible for training all museum volunteers/employees on properly securing and locking the building when exiting.

ATTACHMENT #5 (Space Conditions)

The "Space Conditions" requirements are applicable to the City and the Organization.

1. The City will clean the building based on the custodial service that starts from Sunday through Friday between the hours of 10:30 PM and 2:30 AM. City will perform other building maintenance as needed from Monday through Friday between the hours of 6:00 AM and 2:30 PM. The City will maintain grounds in accordance with its maintenance schedule as well.
2. City and Organization will maintain the storage spaces in good condition after use.
3. Organization will maintain the work station space in good condition each time it uses the space.
4. Organization will maintain the Meeting Room in good condition each time it uses the room.
5. Organization will maintain the immediate exterior surrounding in good condition each time it uses this areas, with the understanding that the surrounding exterior areas of the building are part of the Central Park, which is open to the general public.
6. Organization will promptly report to the City any discovered building damages or conditions that require immediate repairs or attention. Likewise, any exterior surrounding maintenance issues should be reported to the City as quickly as discovered.
7. City and Organization shall leave meeting room and work station area after each use in a condition that allow for easy use by other users of the building.