



**CITY COUNCIL
CITY MANAGER'S AGENDA ITEM REQUEST
VENICE MUSEUM and ARCHIVES**

To: Ed Lavallee, City Manager

From: James Hagler, Director of Historical Resources

Date: June 20, 2014

Subject: **Time sensitive.** The grant application deadline is July 1, 2014. Application and, if awarded, acceptance of 2014 Museum Assessment Program (MAP) grant supported by a cooperative agreement between the Institute of Museum and Library Services (IMLS) and the American Alliance of Museums (AAM).

Background: MAP is a confidential, consultative process that helps museums strengthen operations, plan for the future and meet standards through self-study and a site visit from an expert peer reviewer. IMLS-funded MAP grants are non-competitive and provide \$4,000 worth of consultative resources and services to participating museums. The MAP assessment is a tool to be used in the organization's ongoing cycle of strategic planning and performance evaluation. The MAP process consists of four phases: application and goal-setting, self-study, peer review, and implementation. The self-study and peer review will occur in less than one year. Implementation begins after the first three phases are complete and lasts for several years as the museum uses what it has learned to make improvements to operations.

The Venice Museum and Archives will be applying specifically for the Organizational Assessment option of the MAP to review all areas of museum operations. This assessment places significant emphasis on strategic planning, as well as ensuring operations and resources align with the museum's mission.

The grant covers the following costs: one Peer Reviewer per assessment (cap of \$950, travel expenses include transportation, food, and lodging); Peer Reviewer honorarium (\$400); access to the Information Center; access to the Museum Essentials Webinar Series; certificate of completion; MAP Bookshelf worth over \$150 from the Alliance Bookstore; MAP Self-Study Workbook.

Requested Action: Approval to apply for and, if awarded, accept the MAP grant, at a maximum \$4,000, for the purpose of conducting an organizational assessment at the Venice Museum and Archives

City Attorney Review: None at this time.

Risk Management Review: None at this time.

Funds Availability (001-0202-512-31 Professional Services): \$350 if awarded