



## REPORT TO COUNCIL

City of Sacramento

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STAFF

April 25, 2006

Honorable Mayor and  
Members of the City Council

**Subject:** Report Back on Existing Facility at Sacramento Archives & Museum Collection Center (SAMCC) and Expanded Neighborhood Programs and Exhibits

**Location/Council District:** Citywide

### Recommendation:

This report is for City Council information.

**Contact:** James E. Henley, Manager, History and Science Division, 264-7072

**Presenters:** Barbara E. Bonebrake, Director, 808-8225

**Department:** Convention, Culture and Leisure Department

**Division:** History & Science

**Organization No:** 4251

### Summary:

At its meeting of January 31, 2006 the City Council requested a report back on the space needs of the Sacramento Archives and Museum Collection Center (SAMCC), and on the funding necessary for SAMCC to provide expanded public exhibits and neighborhood programming.

This report provides the information requested by the City Council to expand exhibits and programming and produce the Space Needs Assessment & Master Plan.

**Committee/Commission Action:** None.

### Background Information:

- On January 31, 2006, the Sacramento City Council directed the City Manager to prepare a report back on: (1) the adequacy of the existing facility at SAMCC; and (2) the means by which SAMCC could provide expanded exhibits at City Hall and other public buildings; and increased programs in neighborhoods.



- Since SAMCC moved into its present facility in 1989, the collection has grown well beyond its capacity for proper storage of its materials. Most aisles are virtually impassable because artifacts and unprocessed collections are stacked up to ten feet high.
- A Space Needs Study and a Master Plan will address issues including lack of space, and obsolete equipment such as movable shelving, warehouse lighting and the HVAC system. These deficiencies reduce collection access and compromise the climate control necessary for proper curation (care) of SAMCC's collections.
- Over the past ten years, SAMCC and the Commission of History and Science have conducted a series of workshops to assist communities in developing neighborhood "rooms" devoted to the history of their communities. To-date, the Clunie Neighborhood Center and the Natomas Community Center groups have developed such displays with SAMCC staff assistance. Other neighborhoods have requested similar assistance, but staff limitations inhibit SAMCC's ability to satisfy these needs.
- Since 1989, public requests for service at the Archives have increased by more than 300% while the professional staff has been reduced by a net of 1.00 FTE (Curator of History). The Archives currently has two career full-time Archivists.
- A limited-term Archivist was hired to process the vast volume of records received from the move back to City Hall. This position also assists the public with research. The position is due to end on June 30, 2006.
- To meet service demands and programming needs both on-site and in the community, additional staffing is required. It is recommended that the current Limited Term Archivist position be made permanent and the position of Curator of History be re-established. Together, this will enable the SAMCC staff to expanded neighborhood services, and manage the additional records soon to be transferred under the City's new Records Management Plan.

#### **Financial Considerations:**

It is recommended that the City Council consider augmenting the operating budget for the Sacramento Archives by the following amounts during the FY 2006/07 Proposed Budget process:

- (a) \$13,000 in one-time funding to purchase hardware and supplies for exhibit spaces at the Historic and New City Hall buildings;
- (b) \$18,000 in ongoing funding for programming City Hall and neighborhood exhibits;

(c) \$154,200 in ongoing funds to convert a Limited-Term Archivist to a career full-time position (1.00 FTE) and re-establish the position of Curator of History (1.00 FTE) to provide the staffing needed for expanded community programming, public access to the collection and curatorial services;

(d) \$150,000 in one-time funding for a Space Needs Assessment and Master Plan;

**Environmental Considerations:**

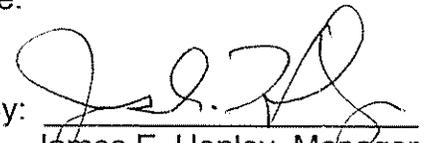
None. This activity is exempt from CEQA review pursuant to Section 15378(a) 2 "continuing administrative or maintenance activities".

**Policy Considerations:**

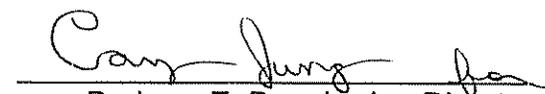
The actions recommended in this report support the City's Core Values of community involvement and input and permit SAMCC to continue to demonstrate our commitment to providing excellence in serving the public.

**Emerging Small Business Development (ESBD):** None.

Respectfully Submitted By:

  
James E. Henley, Manager  
History and Science Division

Approved By:

  
Barbara E. Bonebrake, Director  
Convention, Culture and Leisure Department

Recommendation Approved:

  
RAY KERRIDGE  
City Manager

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