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**DEPARTMENT OF PARKS
AND COMMUNITY SERVICES**

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CALIFORNIA

July 28, 1989

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DIVISIONS:
CROCKER ART MUSEUM
GOLF
METROPOLITAN ARTS
MUSEUM AND HISTORY
PARKS
RECREATION
ZOO

Budget and Finance Committee
Sacramento City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: MUSEUM ATTENDANT FOR SACRAMENTO HISTORY CENTER

SUMMARY

This report provides information about staffing at the Sacramento History Center and requests a transfer of funds within the History Center FY 1989-90 operating budget to hire a Museum Attendant (1.0 FTE). No new funds are requested. Funds currently in the Services and Supplies budget will be reallocated to Employee Services.

BACKGROUND INFORMATION

The Sacramento History Center currently operates seven days per week, 363 days per year with seven employees. This active small staff conducts community outreach and exhibition programs as well as operating the Center seven day per week.

The History Center operates in a delicate balance that hinges upon all personnel, trained volunteers and contracted services being in the right place at the right time. The most critical reoccurring problem is the dependency upon a contracted services for building and exhibition security. Problems of having no control over the contracted personnel assigned to the Center, the high turn over rate of security personnel and, consequentially, the constant training required, are factors beyond the History Center's control that disrupt the delicate balance.

It is recommended that the position of Museum Attendant be created in the History Center's operation. This position would be responsible for the day-to-day security and safety of the exhibitions and the facility. With these responsibilities invested in an employee position, the operations of the History Center would become more stable. The Museum Attendant would be trained to protect the exhibitions and building while providing better service to the Center's visitors and guests.

It is recommended that the Sacramento History Center significantly decrease its participation in the City-wide contract for security service. The Museum Attendant would work five days per week, and the Center would utilize the contracted service two days per week and during the Museum Attendant's vacations and sick leave. Funds would also be left in the security budget for coverage by the contracted service for special events and exhibitions which require increased security.

FINANCIAL IMPACT

No new funds are requested. This report recommends increasing the History Center's Employee Services budget by \$28,488 by transferring \$28,488 from the Center's Services and Supplies budget (\$8,000 from object number 4285 and \$20,488 from object number 4455). In the History Center budget line 4285, funds are for contract security which will be handled by the new position; budget line 4455 is used for exhibit costs. The new position and the non-profit, Sacramento History Center Association, will cover the exhibit program and its associated costs caused by a reduction in this line. There will be no exhibit program reduction associated with this action.

POLICY CONSIDERATION

The Sacramento History Center will hire its own staff position to replace its dependency upon a contracted services, thereby increasing the efficiency of its operation.

MBE/WBE EFFORTS

None.

CONTACT PERSON

Kathryn Gaeddert, History Center Administrator, 449-2057.

RECOMMENDATION

It is recommended that the Budget and Finance Committee approve this report and refer it to the full City Council for action. Further, it is recommended that the City Council, by resolution,

1. Amend the Sacramento History Center FY 1989-90 Operating budget by transferring \$28,488 from Services and Supplies to Employee Services; and
2. Approve a 1.0 FTE Museum Attendant.

Respectfully submitted,

G. Eling Luzzo

Robert P. Thomas, Director
Parks and Community Services

Recommendation Approved:

August 8, 1989
All Districts

John Winkler Jr.

For: Jack R. Crist
Deputy City Manager

RPT/KG

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RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**A RESOLUTION AMENDING THE CITY BUDGET FOR FY 1989-90
FOR THE SACRAMENTO HISTORY CENTER**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. Approve a 1.0 FTE Museum Attendant.
2. The City budget for Fiscal Year 1989-90 is hereby amended by transferring \$28,488 within the History Center operating budget from:

101-450-4653-4285	\$ 8,000
101-450-4653-4455	<u>\$20,488</u>

Total	\$28,488.
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to the 101-450-4653-4101 (\$28,488) Employee Services for the purpose stated in Paragraph one above.

Mayor

ATTEST:

City Clerk

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: