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DEPARTMENT OF PARKS
AND COMMUNITY SERVICES

CITY OF SACRAMENTO
CALIFORNIA

1231 I STREET
SUITE 400
SACRAMENTO, CA
95814-2977

ROBERT P. THOMAS
DIRECTOR

April 6, 1990

916-449-5200
FAX 916-449-8584

G. ERLING LINGGI
ASSISTANT DIRECTOR

WALTER S. UEDA
DEPUTY DIRECTOR

DIVISIONS:
GOLF
CROCKER ART MUSEUM
HISTORY AND SCIENCE
METROPOLITAN ARTS
SACRAMENTO ZOO
PARKS AND RECREATION
• NORTH
• SOUTH
• CITY-WIDE

Transportation and Community
Development Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: Reorganization of the Sacramento Museum and History Commission

SUMMARY

This report provides information on the proposed reorganization of the Sacramento Museum and History Commission. Further, this report recommends that City Council: 1) approve and enact the attached ordinance creating the Sacramento Commission of History and Science, and 2) approve the renaming of the Museum and History Division to the History and Science Division.

BACKGROUND

The Museum and History Division, under the auspices of the Department of Parks and Community Services, is organized into three activities:

Sacramento History Museum located at 101 'I' Street in Old Sacramento.

Sacramento Science Center located at 3615 Auburn Boulevard.

Museum and History offices located at 551 Sequoia Pacific Boulevard which includes the Museum and History Commission, public archives, collections, preservation, landmark registration, and division administration.

The City and County of Sacramento jointly provide operational funding for the Sacramento Museum and History Commission, Sacramento History Center, and Sacramento Science Center. The total estimated level of support for FY 1988-89 is \$872,766 divided equally between the City and County.

This final report is in response to concerns raised by the Council, the Board of Supervisors, and staff as to the benefit of the work provided by the Sacramento Museum and History Commission within the unincorporated areas of the County. The issue of the Commission's member composition was also raised.

Primary areas of concern identified were:

Member composition of the Commission. History and science interests should be representative of the City of Sacramento, other cities, and the unincorporated area.

Development of an annual work plan for the Commission. Work activities should not be confined exclusively to the City of Sacramento.

Establishment of a process to advise the Board of Supervisors on history and science related projects applying for County Transit Occupancy tax support.

Based on the above concerns, staff has researched and solicited input during the past twelve months and is submitting the attached ordinance reorganizing the Commission for Council approval and enactment. Staff reported back to Council last July on the process used to solicit community-wide input into the final recommendations.

Several public meetings were conducted including two meetings with the County Board of Supervisors. Based upon input from Council and these meetings, staff recommends the following reorganization:

1. Establish a Commission of History and Science
2. Membership of the Commission would be composed as follows:
 - 5 Members appointed by and serve at the pleasure of the Mayor and City Council
 - 5 Members appointed by and serve at the pleasure of the Sacramento County Board of Supervisors
 - 1 Member appointed by and serve at the pleasure of the Mayors of the cities of Folsom, Isleton and Galt
 - 4 Members to be appointed by and serve at the collective pleasure of the Sacramento County Board of Supervisors and Mayor with approval of the City Council from candidates recommended by:
 - 1 Member recommended by the Board of Directors of the Sacramento Science Center
 - 1 Member recommended by the Board of Trustees of the Sacramento History Center Association
 - 1 Member recommended by the American River Natural History Association
 - 1 Member recommended by the Sacramento County Historical Society

15 Total members

Information on the proposed requirements, duties and responsibilities of the Commission are provided in Exhibit A. This report also recommends that staff report back to Council and the Board of Supervisors 18 months after the new Commission is seated with a status report.

This report also recommends changing the name of the Museum and History Division to History and Science Division to better reflect the activities of the Division.

FINANCIAL DATA

No financial impact is associated with the proposed commission reorganization or division name change. Staffing and any extraneous costs will be absorbed in the Museum and History Division's operating budget.

POLICY CONSIDERATIONS

The recommendations for proposed reorganization of the Sacramento Museum and History Commission is consistent with the input and direction received from the community, the City Council, and the Board of Supervisors in addressing the concerns regarding the existing Commission. As a joint City and County commission, this item was approved by the Board of Supervisors on November 8, 1989.

MBE/WBE EFFORTS

Every effort is made to support the City's MBE/WBE goals.

RECOMMENDATION

It is recommended that the Transportation and Community Development Committee approve this report and forward it to full City Council for action. Further, it is recommended that City Council: 1) approve and enact the attached ordinance creating the Sacramento Commission of History and Science; 2) by resolution, approve the renaming of the Museum and History Division to the History and Science Division; and 3) direct staff to report back with a Commission report 18 months after the Commission is seated.

Respectfully submitted,

James E. Henley/jea
James E. Henley, Manager
Museum and History Division

Approved:

David R. Martinez
David Martinez
Deputy City Manager

Approved:

Robert P. Thomas
Robert P. Thomas, Director
Parks and Community Services

RPT:ja

April 17, 1990
All Districts

Contact Person: James Henley, Museum and History Division, 449-2072

ORDINANCE NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**AN ORDINANCE AMENDING ARTICLE III OF
CHAPTER 60 OF THE SACRAMENTO CITY CODE
(§60.50-60.58) RELATING TO THE ESTABLISHMENT
OF THE SACRAMENTO COMMISSION OF HISTORY
AND SCIENCE TO REPLACE THE SACRAMENTO
MUSEUM AND HISTORY COMMISSION**

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

SECTION 1

Article III of Chapter 60 of the Sacramento City Code is hereby amended to read as follows:

ARTICLE III. SACRAMENTO COMMISSION OF HISTORY AND SCIENCE

§60.50 Established.

The Sacramento Commission of History and Science is hereby established. (Ord. No. 3232, §2)

§60.51 Definitions.

As used in this article, the following definitions shall apply:

- (a) **Board:** The Board of Supervisors of Sacramento County.
- (b) **City:** The City of Sacramento.
- (c) **Commission:** The Sacramento Commission of History and Science.
- (d) **Council:** The City Council of the City of Sacramento.
- (e) **County:** The County of Sacramento.

- (f) **Division:** The History and Science Division of the City of Sacramento's Department of Parks and Community Services.
- (g) **Mayor:** The Mayor of the City of Sacramento.
- (h) **Member:** Person appointed as a member of the commission.
(Ord. No. 3322, §2; Ord. No. 3320, §1)

§60.52 Appointment and removal of members.

The commission shall consist of fifteen members who shall be appointed as follows:

- (a) Five members to be appointed by, and serve at the pleasure of, the Board.
- (b) Five members to be appointed by, and serve at the pleasure of, the Mayor with approval of the Council.
- (c) One member to be jointly appointed by, and serve at the collective pleasure of, the Mayors of the Cities of Folsom, Isleton and Galt; provided, however, the Chairperson of the Board may make such appointment, subject to approval by the Board, should such Mayors fail to do so within thirty (30) days following written request therefor from County.
- (d) Four members to be appointed by, and serve at the collective pleasure of, the Board, and the Mayor with approval of the Council, from candidates recommended as follows:
 - (1) One candidate recommended by the Board of Directors of the Sacramento Science Center and Junior Museum.
 - (2) One candidate recommended by the Board of Trustees of the Sacramento History Center Association.
 - (3) One candidate recommended by the American River Natural History Association.
 - (4) One member recommended by the Sacramento County Historical Society.

(Ord. No. 3232, §2; Ord. No. 3320, §2)

§60.53 Term of office; first appointment.

- (a) Except as otherwise provided by this Section and Section 60.56, each member shall serve for a term of three years.
- (b) Notwithstanding the provisions of subdivision (a) of this section, the members first appointed shall serve from the date on which the Commission holds its first meeting for the following terms:
 - (1) Two members appointed by the Board and two members appointed by the Council shall each serve for a period of one year.
 - (2) Two members appointed by the Board and two members appointed by the Council shall each serve for a period of two years.
 - (3) One member appointed by the Board and one member appointed by the Council shall each serve for a period of three years.
 - (4) The member appointed pursuant to subdivision (c) of Section 60.52 shall serve for a period of three years.
 - (5) The member appointed upon the recommendation of the Sacramento History Center Association Board of Trustees shall serve for a period of one year.
 - (6) The member appointed upon the recommendation of the Sacramento Science Center and Junior Museum Board of Directors shall serve for a period of two years.
 - (7) The member appointed upon the recommendation of the American River Natural History Association and the member appointed upon the recommendation of the Sacramento County Historical Society shall each serve for a period of three years.
- (c) No member shall serve more than two consecutive three-year terms, except a member appointed to complete an unexpired term, or whose initial term is less than three years, may serve up to two consecutive three-year terms in addition to such initial term.

(Ord. No. 3232, §2)

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ORDINANCE NO.: _____

DATE ADOPTED: _____

§60.54 Officers and Committees.

- (a) The members shall elect a chair and a secretary, who shall each serve for a term of one year. The chair shall be entitled to vote, participate in discussions, and make or second motions without relinquishing the chair. In the absence, or inability to serve, of the chair, the members present shall select a member to act as temporary chair.
- (b) The Commission shall have the following standing committees, whose chair and members shall be appointed by the chair of the Commission from among the members of the Commission:
 - (1) Executive Committee;
 - (2) History and Science Committee;
 - (3) Community Outreach and Education Committee; and
 - (4) Grants and Awards Committee.

§60.55 Regular meetings; compensation.

The Commission shall hold regular meetings at least once every other month, at a time and place selected by majority vote of the entire Commission. The Executive Committee of the Commission shall meet monthly. All other standing committees of the Commission shall meet at least two times per year. The members shall not be compensated for attendance at Commission or standing committee meetings. For attendance at non-Commission meetings or events, each member shall receive travel and subsistence expenses necessarily incurred in the discharge of his or her official duties as a Commission member. (Ord. No. 3232, §2; Ord. No. 3343, §1; Ord. No. 4125, §1)

§60.56 Vacancies.

- (a) Any vacancy occurring on the Commission shall be filled by the appointing authority for that position, subject to recommendation where applicable. Such appointment shall be for the remaining term of the position being filled.
- (b) The position of any member who fails to attend, in succession, three or more regular Commission meetings shall automatically become vacant.

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ORDINANCE NO.: _____

DATE ADOPTED: _____

- (c) The position of any standing committee member who fails to attend, in succession, three or more regular meetings of that committee without the prior approval of the committee chair shall automatically become vacant.
(Ord. No. 3232, §2; Ord. No. 3320, §3)

§60.57 Powers and duties.

The powers and duties of the Commission shall be as follows:

- (a) Analyze the annual budget for the Division, as prepared by Division staff, and provide recommendations thereon to the Board and to the Council, whose joint approval thereof shall be required.
- (b) Designate sites and landmarks of historic and scientific importance throughout the incorporated and the unincorporated areas of the County of Sacramento.
- (c) Analyze an annual work plan for the Commission, as prepared by Division staff, and provide recommendations thereon to the Board and to the Council, whose joint approval thereof shall be required.
- (d) Provide an annual review to the Board and to the Council of the status of local history and science museums, projects, and/or programs.
- (e) Provide an annual review to the Board and to the Council of the collections and archives managed by the Division.
- (f) Authorize the removal of items from such collections and archives when proposed by the Division manager, and if in conformance with the Division's collection policies as approved by the Board and the Council.
- (g) Provide an annual review to the Board and to the Council of history and science education throughout the County of Sacramento.
- (h) Submit an annual report to the Board and to the Council which shall include a summary of the status of the Commission's work plan for the prior year, Commission votes, attendance of Commission members, and standing committee actions.

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ORDINANCE NO.: _____

DATE ADOPTED: _____

(i) Evaluate, upon request, applications for science and history grants and awards, funded from County's Transient Occupancy Fund pursuant to County's Cultural Awards Program, in accordance with the following guidelines:

- (1) County refers all applicants to Commission.
- (2) Commission evaluates proposals, interviews applicants, and ranks proposals.
- (3) Commission forwards recommendations on all proposals to the Board.
- (4) Board awards grants.
- (5) County's Administration and Finance Agency issues contracts, disburses funds, and monitors contracts.
- (6) Neither the Commission nor the Division will be staffed to provide project monitoring.

§60.58 Joint participation.

County and City shall, within the limits of available funding, jointly share the cost of maintaining and financing the activities of the Commission. The Division shall provide administrative staff and fiscal control services to the Commission. (Ord. No. 3232, §2)

SECTION 2

The Sacramento Museum and History Commission is hereby abolished.

DATE PASSED FOR PUBLICATION:

DATE ENACTED:

DATE EFFECTIVE:

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

ORDINANCE NO.: _____

DATE ADOPTED: _____

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION CREATING THE SACRAMENTO COMMISSION OF HISTORY AND SCIENCE AND RENAMING THE MUSEUM AND HISTORY DIVISION TO THE HISTORY AND SCIENCE DIVISION

WHEREAS, the City of Sacramento and County of Sacramento have jointly created a Sacramento Museum and History Commission; and

WHEREAS, the Sacramento Board of Supervisors and Sacramento City Council have requested staff to propose a reorganization of the Sacramento Museum and History Commission to include County wide representation; and

WHEREAS, the reorganization will better serve the entire County and better represent the full services and functions of the Sacramento Museum and History Division;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That the Sacramento Museum and History Division be renamed to the Sacramento History and Science Division; and
2. That staff report back with a Commission report 18 months after the Commission is seated.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

EXHIBIT A

SACRAMENTO COMMISSION OF HISTORY AND SCIENCE
REQUIREMENTS, DUTIES AND RESPONSIBILITIES

1. The term of office shall be three (3) years.
2. No member shall serve more than two terms and any partial term.
3. The Commission shall have a Chair and Secretary with one year terms in office.
4. The Commission shall have the following committees:
 - Executive Committee
 - History and Science Committee
 - Community Outreach and Education Committee
 - Grants and Awards Committee
5. The Commission shall meet at least every other month. Executive Committee shall meet monthly, other committees shall meet at least twice per year.
6. Members shall not be compensated for Commission and standing Committee meetings.
7. Failure to attend three (3) or more regular Commission meetings by a member shall automatically vacate the seat.
8. Failure to attend three (3) or more regular meetings of a standing committee without prior approval of the committee chair shall automatically vacate that committee seat.
9. Powers and duties of the Commission should be as follows:
 - a) Analyze annual budget of the Division. Provide recommendations on the budget to the Board of Supervisors and City Council.
 - b) Designate sites and landmarks of historic and scientific importance throughout the County.
 - c) Analyze an annual work plan for the Commission and make recommendations on the plan to the Board of Supervisors and City Council.
 - d) Provide the Board of Supervisors and City Council with an annual review of the status of local history and science museums, projects and programs.
 - e) Provide an annual review of the Collections and Archives managed by the Division to the Board of Supervisors and City Council.

- f) Authorize the removal of items from Division collections and archives when proposed by the Division Manager and if in conformance with the Division's collection policies as approved by the Board of Supervisors and City Council.
- g) Provide an annual review to the Board of Supervisors and City Council pertaining to the status of history and science education throughout the County.
- h) Submit an annual report to the Board of Supervisors and City Council which includes a summary of the status of the prior years work plan, commission votes, attendance and standing committee's actions.
- i) Evaluate and advise Board of Supervisors on applications from science and history grants and awards requested from the County T.O. tax fund.