



APPROVED  
BY THE CITY COUNCIL

AUG 18 1998

OFFICE OF THE  
CITY CLERK

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DEPUTY CITY MANAGER  
DOWNTOWN DEPARTMENT

CITY OF SACRAMENTO  
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August 13, 1998

AG 9/12/98

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: FUNDING FOR CROCKER ART MUSEUM STAFF RELOCATION**

**LOCATION/COUNCIL DISTRICT:** District One, Crocker Art Museum, 216 "O" Street

**STAFF RECOMMENDATION:**

It is recommended that the City Council by resolution:

1. Approve a contract with the Crocker Art Museum Association (CAMA) under which CAMA will, at CAMA's sole expense, remodel space in the Crocker Art Museum Herold Wing to be used for staff office space. In consideration of CAMA's expenditure, City will refurbish the existing trailers and provide art storage units, shelving, and furnishings, equipment, telecommunications equipment, and security system upgrades for the staff office space.

2. Approve an allocation of \$122,200 from the General Fund Administrative Contingency fund, and \$10,000 from the Crocker Art Museum Operating budget, to provide equipment, furnishings, security system upgrades and telecommunications equipment for the staff office space, additional shelving for art at the City Archives, compact art storage units for use at Crocker, and refurbish the vacated staff trailers into temporary storage space for exhibition furniture.

3. Amend the 1998-1999 CIP budget to add a project called "Crocker Art Museum Furnishings and Equipment" and appropriate the City's allocation to this project.

**CONTACT PERSON:** Jan Driesbach, Acting Director, Crocker Art Museum, 264-5423

**FOR COUNCIL MEETING OF:** August 18, 1998

## **SUMMARY**

This report provides information on a proposal to relocate staff who for more than seventeen years have been assigned to offices located in trailers outside the Crocker Art Museum. The Crocker Art Museum Association (CAMA) proposes, at its own expense, to remodel space in the Herold Wing for office purposes and City will refurbish the trailers for temporary storage of exhibition furniture at a cost of \$9,700. This cost reflects in-kind donations of services and materials for the refurbishment, which have been solicited by CAMA. CAMA's total contribution is approximately \$148,800. The City would provide furnishings, equipment, security system upgrade and telecommunications equipment for the remodeled office space, and some additional shelving and compact storage units to store art items which are now located in the area to be remodeled. The City's costs would be between \$122,200 and \$132,200, and would be capped at \$132,200.

## **COMMITTEE/COMMISSION ACTION:**

None.

## **BACKGROUND INFORMATION:**

For seventeen years, a majority of the staff of the Crocker Art Museum have had offices and conducted much of their work in three mobile office trailers located on the grounds of the Crocker. These trailers were already several years old when they were put to this purpose, and despite regular maintenance, they have deteriorated significantly over the years. They no longer provide appropriate space for use as offices.

The second floor of the Crocker's Herold wing has been used for about ten years for storage of a portion of the art collection and for storage of installation pedestals, cabinets and clear plastic vitrine tops (collectively known as "exhibition furniture"). In addition, the Crocker is allocated certain areas of space in the Sacramento Archives and Museum Collection Center (SAMCC) on Sequoia Pacific Boulevard for the storage of art from the collection.

The proposed relocation of staff from the trailers to the Herold Wing involves four components:

1. Purchasing and installing fixtures and shelving to make existing art storage space within the Crocker and in the space allotted to the Crocker at SAMCC more efficient; moving the art currently housed in the second floor of the Herold Wing to new storage locations within the Crocker and at SAMCC.

2. Refurbishing and reusing the current office trailers and the old Art Ark (which was recently replaced with a new one) as temporary storage for the exhibition furniture.

3. Refitting the second floor of the Herold Wing with carpet, wiring, lighting, etc. to accommodate staff office use.

4. Purchasing modular systems furniture for the staff.

City will accomplish item 2, with the help of donated services and materials solicited by CAMA. CAMA will accomplish item 3 in its entirety at CAMA expense. City will provide the equipment, furnishings, etc. for items 1 and 4.

Alan Lant of AL Designs has donated significant time and effort to assist in the planning of space and the design of components, and is committed to continuing to provide pro bono assistance through the project's completion. The estimated value of Mr. Lant's donated services is \$17,700.

In addition, Mr. Bob Hansen and William Scotsman Mobile Offices will donate part of the materials and services to refurbish the trailers. In connection with refurbishing the trailers, City and CAMA agree that the City shall have no responsibility to repair major failures of the heating, ventilation and air conditioning systems in the refurbished trailers.

Overall, the proposal involves repairs and minor alterations and will not expand the Crocker facility beyond its current footprint.

The proposed agreement between the City and CAMA relates to the remodeling of the second floor of the Herold Wing. Key terms include:

- CAMA will assume all financial and administrative responsibility for design, plans and specifications, permits, construction and installation of equipment and furnishings. Any cost overruns will be CAMA's responsibility.
- City's Facility Management Division will review and approve all phases of the project for compliance with all applicable codes and regulations, including the Americans with Disabilities Act.
- All improvements shall become the property of the City.

#### **FINANCIAL CONSIDERATIONS:**

CAMA's budget for remodeling the Herold Wing is \$131,100. With the estimated value of in-kind services and materials included, CAMA's total budget is \$148,800. City's Facility Management Division has reviewed CAMA's estimates and specifications, and believe that the budget is adequate for CAMA's project.

The City's procurements total \$122,200 from the City's General Fund Administrative Contingency Fund, and up to \$10,000 from the Crocker Art Museum Operating Budget, if needed. City's contribution is capped at \$132,200.

Refurbishing the trailers will reduce City costs for maintenance of the trailers.

**ENVIRONMENTAL CONSIDERATIONS:**

The refitting of trailer and office space is exempt from CEQA review.


**POLICY CONSIDERATIONS:**

The approval of the actions recommended in this report will provide the City the opportunity to leverage the City's procurement of furnishings, equipment, and supplies of approximately \$132,200 with contributions from the Crocker Art Museum Association of approximately \$148,800.

**MBE/WBE**

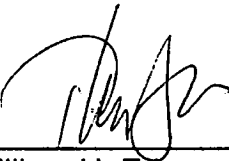
CAMA will seek City guidance in maximizing opportunities for MBE/WBE participation in the work performed by CAMA. The City will procure the furnishings and equipment pursuant to City's applicable procurement policies, including MBE/WBE policies.


Respectfully submitted,

  
\_\_\_\_\_  
Jan Driesbach, Acting Director  
Crocker Art Museum

RECOMMENDATION APPROVED:

APPROVED:

  
\_\_\_\_\_  
William H. Edgar  
City Manager

  
\_\_\_\_\_  
Thomas V. Lee  
Deputy City Manager

APPROVED  
BY THE CITY COUNCIL

AUG 18 1998

OFFICE OF THE  
CITY CLERK

**RESOLUTION NO. 98-427**

ADOPTED BY THE SACRAMENTO CITY COUNCIL  
ON DATE OF \_\_\_\_\_

**A RESOLUTION APPROVING AGREEMENT WITH  
CROCKER ART MUSEUM ASSOCIATION CONCERNING  
STAFF RELOCATION PROJECT AND ESTABLISHING  
CAPITAL IMPROVEMENT PROJECT**

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

1. The FY 1998/99 Capital Improvement Program Budget for the Downtown Department/Arts Consortium is hereby amended to add a new project -- "Crocker Art Museum Furnishings and Equipment."
2. The budget for the new project is \$132,200 which will include \$122,200 from Administrative Contingencies and the transfer, if required, of \$10,000 from the Crocker Art Museum Operating Budget as follows:

101-500-XXXX-4820	\$132,200
101-420-4231-4258	(\$10,000)
101-710-7012-4999	(\$122,200)

3. The City Manager is authorized to execute an agreement with the Crocker Art Museum Association for improvement of the Crocker Art Museum Herold Wing, Second Floor, to staff office space at CAMA's sole cost and expense. The agreement shall provide that, in consideration of CAMA's contribution, the City shall refurbish certain trailers located on the Museum grounds and provide various art storage equipment and office equipment and systems at a total cost not to exceed \$132,200.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

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FOR CITY CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_