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DEPARTMENT OF PARKS
AND COMMUNITY SERVICES

CITY OF SACRAMENTO
CALIFORNIA

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SUITE 400
SACRAMENTO, CA
95814-2977

ROBERT P. THOMAS
DIRECTOR

January 12, 1988

916-449-5200

G. ERLING LINGGI
ASSISTANT DIRECTOR

DIVISIONS:

CROCKER ART MUSEUM
GOLF
METROPOLITAN ARTS
MUSEUM & HISTORY
PARKS
RECREATION
ZOO

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: Golden Era Handicrafts - Report-back

SUMMARY

This report provides the year-to-date status of the Golden Era Handicrafts program. Further, this report recommends authorization for the necessary budget amendments and agreements to transfer this program from the Sacramento Housing and Redevelopment Agency (SHRA) to City operation.

BACKGROUND INFORMATION

On November 4, 1987, City Council approved the concept of City operation of the Golden Era Handicrafts program by the Recreation Division's Waterfront Management section with the condition that the program be reevaluated at the end of each fiscal year. In addition, the program is to continue at a new site, the B.F. Hastings Building in Old Sacramento. This report provides the status of the Golden Era program through December 1987, reports staff's actions to implement the transfer of operations, and recommends the necessary related budget amendments. The Personnel Department has prepared a report regarding establishment of a Boutique Manager non-career class position.

Year-to-Date Status

Golden Era Handicrafts' fiscal year coincided with the calendar year while under the auspices of SHRA and accordingly, it is now possible to give a year-end summary of the Golden Era program's sales and revenue. During 1987, Golden Era recorded total sales of \$44,335 and project income of \$11,947. This represents a 6% increase over 1986 sales and income.

Budget and Finance Committee

January 12, 1988

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Staff has projected a necessary FY 1987-88 budget appropriation of \$38,803 for the period January through June 1988 during which the Golden Era program will come under the administration of Waterfront Management. This appropriation includes funding for the Boutique Manager, tenant improvements to the B. F. Hastings building (retail sales area), and an adequate advertising and marketing budget.

In addition to these specific actions, staff has worked extensively with all parties involved to ensure the smooth transition from SHRA administration to the City's Waterfront Management section. Key points of the timeline for the next six months include the following:

Develop all legal agreements	November 1987 - March, 1988
Hire Boutique Manager	February 1988
Improvements to B. F. Hastings Building	March - April 1988
Cease operations, inventory at McDowell	March - April 1988
Grand Opening	April 1, 1988

FINANCIAL DATA

In order to transfer the Golden Era program from SHRA to the City Recreation Division, it is necessary to amend the FY 1987-88 City operating budget by transferring appropriations in the amount of \$38,803 from the General Fund Administrative Contingency to the Waterfront Management section operating budget. The anticipated appropriation of \$41,125 for 1988-89 will be included in the Department's proposed FY 1988-89 budget. Funding sources for Golden Era Handicrafts are as follows:

	<u>FY 1987-88</u>	<u>FY 1988-89</u>
PILOT (SHRA)	\$12,000	\$ 8,000
County	8,000	8,000
Program Revenue	3,803	19,919
SHRA Loan	7,000	8,000
TOTAL	\$30,803	\$43,919
City General Fund subsidy	\$8,000	\$8,000

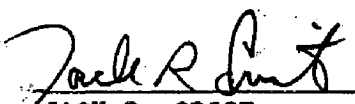
RECOMMENDATION

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 City Council authorize, by resolution: 1) the transfer of \$38,803 from the FY 1987-88 General Fund Contingency to the Recreation Division Waterfront Management section for support of Golden Era Handicrafts program, which is to be offset by outside revenue; 2) the City Manager to execute all agreements related to the transfer of Golden Era Handicrafts to City operation.

Respectfully submitted,


ROBERT P. THOMAS, Director
Parks and Community Services

Recommendation Approved:


JACK R. CRIST
Deputy City Manager

January 26, 1988
District No. 1

RESOLUTION No.

Adopted by The Sacramento City Council on date of

RESOLUTION AMENDING THE FY 1987-88 CITY BUDGET FOR
THE DEPARTMENT OF PARKS AND COMMUNITY SERVICES
(WATERFRONT MANAGEMENT) AND AUTHORIZING THE
CITY MANAGER TO EXECUTE AGREEMENTS RELATED TO
THE GOLDEN ERA HANDICRAFTS PROGRAM

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

1. That the transfer of the Golden Era Handicrafts program from the Sacramento Housing and Redevelopment Agency to the City Department of Parks and Community Services Waterfront Management section requires a budget amendment and related agreements.
2. That the FY 1987-88 City operating budget is hereby amended by transferring appropriations in the amount of \$38,803 from the General Fund Administrative Contingency (101-710-7012-4999) to the Department of Parks and Community Services Waterfront Management section's operating budget, as detailed in Exhibit A attached hereto and included herein by reference, for the purpose stated in paragraph one above.
3. That the above appropriation increase is to be offset by total estimated revenue of \$38,803 which is to be deposited to the General Fund as follows:

FY 1987-88

SHRA PILOT funds	101-450-4550-3599	\$12,000
County T.O. Tax	101-450-4550-3598	8,000
Golden Era membership fees	101-450-4550-3618	202
Golden Era sales revenue	101-450-4550-3701	3,601
SHRA Loan	101-450-4550-3599	<u>7,000</u>
FY 1987-88 Total		\$30,803

FY 1988-89

SHRA Loan	101-450-4550-3599	\$8,000
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4. That the City Manager is hereby authorized to execute all agreements related to the transfer of the Golden Era Handicrafts program, including the agreement with the Sacramento Housing and Redevelopment Agency, two lease agreements with the State of California and the agreement with the Old Sacramento Citizens and Merchants Association and the Old Sacramento Management Board.

MAYOR

ATTEST:

CITY CLERK

6 Month Operation

<u>Employee Services</u>	<u>F.Y. 1987/88</u>
4101 - Regular Hours	\$ 9,147
(1) Staff Aide - .238 F.T.E.	
(2) Public Service Aides - .475	
4125 - Unemployment Insurance	42
4126 - Workers Comp.	205
4132 - Amortized Unfunded Liability	<u>929</u>
Sub-total	\$10,323
<u>Services & Supplies</u>	
4201 - Postage	250
4202 - Telephone & Telegraph	1,500
4211 - Advertising	3,000
4213 - Printing & Binding	3,600
4214 - Blue Print & Photo Processing	25
4221 - Utilities	460
4231 - Rental of Real Property	1,125
4241 - Maintenance & Repair of Real Property & Equip.	485
4242 - Facility Maintenance Requests	9,550
4258 - Other Professional Services	2,000
4261 - Transportation	300
4270 - Membership Fees	35
4285 - Security	800
4403 - Food for human consumption	100
4411 - Office Supplies	200
4422 - Janitorial, Cleaning & Restroom Supplies	25
4451 - Athletic, Craft, Recreational Supplies	25
4499 - Miscellaneous Supplies	<u>5,000</u>
Sub-total	\$28,480
Grand Total	<u>\$38,803</u>

Golden Era Timeline

November, 1987

GOLDEN ERA TRANSITION

McDowell Bldg. to B.P. Hastings

1. STATE PARKS

- Prepare Golden Era/State Parks. Lease Agreement for B.P. Hastings Bldg.
- State Parks types, authorizes, signs agreement; City signs agreement.
- Lease commences January 1, 1988.
- State Parks reviews tenant improvements for B.P. Hastings Bldg.

2. SHRA

- SHRA prepares Joint Project Agreement for:
 - 1) \$15,000 loan to City.
 - 2) City to hire Boutique Manager.
- Meet with Golden Era Support Staff. Discuss staff, participants program status, accounting procedures.
- SHRA prepares letter to 182 Guild members informing them of change in operation/administration including perimeters of agreement - 3rd year clause.
- City prepares agreement with SHRA for utilizing 1/3 of McDowell Bldg. for Golden Era's staff/storage.

3. RESOURCE MANAGEMENT AND REVENUE DEVELOPMENT

- Prepare staff report to Council.
 - 1) Year to date status of program
 - 2) Recommend budget amendments
- Due to City Clerk: Dec. 4
- Budget & Finance: Dec. 15
- City Council: Dec. 22

	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
-Prepare Golden Era/State Parks. Lease Agreement for B.P. Hastings Bldg.	//////////					
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EXHIBIT A

GOLDEN ERA TRANSITION (CONTINUED)

6. OSCMA/OSMB

- Agreement with SHRA for 2/3 use of McDowell Building.
- Inform U.S. Postal Service of new location.
- Move from B.F. Hastings to McDowell Building - 2nd week in January 1988.

7. MARKETING PLAN

- Review Logo/Identity of Golden Era.
- Utility Billing Insert.
- City Hall Display.
- Develop and print Golden Era marketing brochure.

	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
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