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DEPARTMENT OF
CONVENTION, CULTURE
AND LEISURE

CITY OF SACRAMENTO
CALIFORNIA

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November 3, 2003

APPROVED
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OFFICE OF THE
CITY CLERK

AG 2003-191
AG 2003-192
AG 2003-193
AG 2003-194
AG 2003-195

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: AUTHORIZATION TO EXECUTE FY 2003/04 AGREEMENTS WITH SACRAMENTO COUNTY FOR JOINTLY FUNDED OPERATIONS AND AGREEMENT WITH SACRAMENTO CONVENTION AND VISITOR'S BUREAU FOR SACRAMENTO SPORTS COMMISSION SERVICES

LOCATION AND COUNCIL DISTRICT: City-Wide

RECOMMENDATION:

It is recommended that the City Council, by Resolution, authorize the City Manager to:

- (1) Execute agreements accepting funding from the County of Sacramento for the Fiscal Year 2003-2004 operations of the following:
 - Sacramento Archives and Museum Collection Center
 - Sacramento Metropolitan Arts Commission
 - Sacramento Museum of History, Science and Technology
 - Sacramento Sports Commission
- (2) Increase the FY 2003/04 operating budget for the Sacramento Archives by \$10,000 to reflect additional services provided to the County of Sacramento.
- (3) Execute an agreement for \$200,000 between the City of Sacramento and the Sacramento Convention and Visitor's Bureau for the Bureau to provide marketing and administrative support services for the Sacramento Sports Commission.

City Council
Authorization to Execute Agreements for City/County Jointly Funded Operations
November 13, 2003

CONTACT PERSON: Barbara E. Bonebrake, Director
Convention, Culture and Leisure, 264-7733

FOR COUNCIL MEETING OF: November 13, 2003

SUMMARY:

This report recommends approval of the FY 2003/04 County funding agreements and related budget adjustments for the jointly funded City and County programs of the Sacramento Archives and Museum Collection Center, Metropolitan Arts Commission, Sacramento Museum of History, Science and Technology and Sacramento Sports Commission. It also requests authorization to execute the annual agreement between the City and the Sacramento Convention and Visitor's Bureau for the Bureau to provide marketing and administrative support to the Sacramento Sports Commission.

The execution of the agreements completes the acceptance of County funding that began on October 14, 2003, when the City Council approved the budget adjustments resulting from the adopted County budget.

COMMITTEE/COMMISSION ACTION:

None.

BACKGROUND INFORMATION:

In September 2003, the Sacramento County Board of Supervisors approved its annual allocation of Transient Occupancy Tax collections. Citing difficult financial conditions, the Board approved allocations that were below the prior year. For the City-County joint funded programs described in detail below, these reductions represented a 15% cut from FY 03 approved amounts.

Sacramento Archives and Museum Collection Center (SAMCC) \$160,000

The Sacramento Archives and Museum Collection Center (SAMCC) is the repository and research center for City and County historic and archival collections. SAMCC staff and volunteers answer more than 5,000 telephone calls annually; the Archivist provides reference service to more than 1,000 patrons each year who cumulatively request more than 4,000 documents and photographs. More than half of the SAMCC archival collection consists of County records and materials. SAMCC also provides exhibit support to the Sacramento Museum of History, Science & Technology.

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Citing difficult financial conditions during Budget hearings last summer, the County Board of Supervisors approved an agreement replacing Transient Occupancy Tax support for the Archives with funding through the County Clerk-Recorders Office in exchange for specific records management duties, identified in Exhibit A of the Agreement. SAMCC is already performing most of those duties as part of their current responsibilities. Two new functions were identified—(1) compare the Recorder's records with records deposited at SAMCC by other County departments that are associated with the Recorder's functions (i.e. court documents) and (2) document County Recorder records maintained at the former Mather Air Force Base. The County for these new duties provided an additional \$10,000.

Under the proposed agreement, the County would provide \$160,000 in operational support for the Archives—an increase of \$15,000 from last year's County contribution. Payments will be made 2-3 times per year upon submission of invoices by the Archives for services performed. City support for the Archives will be \$208,422, for a total operational budget of \$368,422.

The County also agreed to develop a new fee-based records management program (i.e. document filing fee) that is expected to provide significantly greater resources to fund SAMCC operations and programs beginning in FY 2004/05.

Sacramento Metropolitan Arts Commission

\$306,000

The Metropolitan Arts Commission administers the City/County grant programs, which allocate funding to arts organizations throughout Sacramento County. It is also responsible for the administration of various City/County Art in Public Places Programs and for coordinating the Arts in Education Program with the County Department of Education.

The recommended County agreement totals \$306,000 and includes two parts. The first is \$246,000 for operational support, such as grants administration and arts education. This amount is a \$43,000 (15%) decrease from what the County approved last year. The City share of operational support for the Arts Commission is \$389,308. The second portion is \$60,000 for arts stabilization programs—a cut of \$11,000 (15%) from last year. The City contributes \$75,000 for Arts Stabilization.

To partially backfill the \$46,000 operational cut, the City Council last month approved moving \$20,000 in County funding for the Metropolitan Arts Partnership Program (MAP) to operations. If also approved by the County later this month, as expected, the backfill would increase the County support to \$266,000-- a net loss for Metro Arts operations of \$23,000.

Sacramento Museum of History, Science and Technology **\$212,000**

The Discovery Museum, a.k.a the Sacramento Museum of History, Science and Technology (SMHST), was formed in January 1994 from the merger of the Sacramento History Center and the Sacramento Science Center/Junior Museum. The Discovery Museum operates out of two sites. Its History Center in Old Sacramento focuses on local, State and Gold Rush history with tours for the general public and school children. The Discovery Museum's Science and Space Center in North Sacramento focuses on natural, physical and laboratory sciences as well as space science and features a planetarium and the Challenger Learning Center—a space simulation program modeled after the Space Shuttle. The two museums receive over 150,000 visitors and reach over 75,000 school children annually with educational programs and exhibits.

The County of Sacramento contribution of \$212,000 is a decrease of \$37,000 or 15 percent from last year. On October 14, 2003, the City Council approved programming of \$37,000 in FY 2000/01 departmental carryover on a one-time basis to offset the County cuts. The City's share of support for the SMHST is \$327,451 for a total FY 2003-04 joint budget of \$539,451.

Sacramento Sports Commission **\$215,000**

Established in 1988 by the City and County, the Sacramento Sports Commission attracts major professional and amateur sporting events and professional sports franchises to the Sacramento region.

In 1997, the City and County recognized the SSC as an independent jointly funded commission and recognized the Director of the SSC as an employee of the Sacramento Convention and Visitor's Bureau (SCVB) on assignment to the SSC. Annually, the City and SCVB execute an agreement for the Bureau to administer the joint funding for the Commission. Approval of that agreement is also recommended. is part of this report. Specifically, the Bureau is required to:

1. Promote and pursue sporting events in Sacramento through the Commission.
2. Provide fiscal and accounting services to the Commission
3. Provide 50%, not to exceed \$50,000, for salary and benefits of the SSC Director.

The FY 2004 County contribution to the SSC includes \$115,000 for operational support (a decrease of \$20,000 or 15% from last year) and \$100,000 (unchanged from last year) for support of the 2004 U.S. Olympic Track and Field Trials. The City contribution to the Sports Commission is \$200,000, unchanged from last year.

FINANCIAL CONSIDERATIONS:

On October 14, 2003, the City Council approved operating budget changes reflected in the attached agreements for the Sacramento Archives, Metropolitan Arts Commission and Discovery Museum.

It is recommended that the FY 2003/04 expense and revenue budgets for the Archives be increased by \$10,000 for additional maintenance services for the County Clerk-Recorder's Office.

The proposed agreement between the City and the Convention and Visitor's Bureau is for \$200,000. \$100,000 will come from the Community Center Fund and \$100,000 from the City's non-departmental budget.

ENVIRONMENTAL CONSIDERATIONS:

It can be seen with certainty that approval of these requests will only affect the distribution of revenue, and will not have a significant effect on the environment. Pursuant to CEQA Guidelines Section 15061 (b) (3), no further environmental review is required.

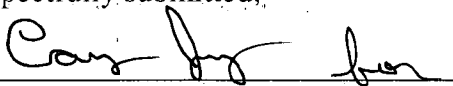
POLICY CONSIDERATIONS:

This agreement between the City and the County for jointly funded activities is consistent with the City's commitment to enter into formal agreements with outside agencies which provide services to the City and its residents, and also with Council's goals of encouraging a vital economy and a flourishing cultural and entertainment district in downtown Sacramento, and in the Greater Sacramento Area.

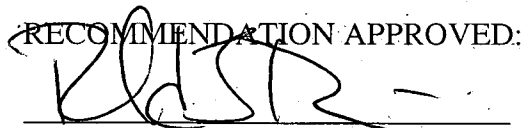
ESBD:

None. No goods or services are being purchased.

Respectfully submitted,

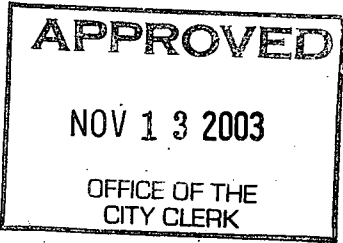


Barbara E. Bonebrake, Director
Convention, Culture and Leisure Department

RECOMMENDATION APPROVED:


Robert P. Thomas
City Manager

RESOLUTION NO. 2003-787



ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
FISCAL YEAR 2003-04 AGREEMENTS BETWEEN THE CITY AND THE
COUNTY OF SACRAMENTO FOR JOINTLY FUNDED ACTIVITIES**

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

1. The City Manager is directed to execute agreements between the City of Sacramento and the County of Sacramento accepting the County's share of Fiscal Year 2003-04 funding in the following amounts for these jointly funded activities:
 - A. Sacramento Archives and Museum Collection Center \$160,000
 - B. Sacramento Metropolitan Arts Commission: \$306,000
 - C. Sacramento Museum of History, Science & Technology (Discovery Museum): \$212,000
 - D. Sacramento Sports Commission \$215,000
2. The City Manager is authorized to execute a Professional Services Agreement between the City of Sacramento and the Sacramento Convention and Visitor's Bureau for the Bureau to provide marketing and administrative support services for the Sacramento Sports Commission.
3. Increase the FY 2003/04 expense and revenue budgets for the Sacramento Archives by \$10,000 to reflect additional services provided to the County of Sacramento.

FOR CITY CLERK USE ONLY

RESOLUTION NO: _____

DATE ADOPTED: _____

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4. Authorize the City Manager to adjust the FY 2003/04 expense and revenue budgets for the Metropolitan Arts Commission, upon receipt of final executed documents, to reflect County actions reprogramming MAP funding to partially restore operational reductions.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO: _____

DATE ADOPTED: _____

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