



# Budget Engagement Commission

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS**                      **DATE: NOVEMBER 2, 2017**

**FROM: CITY CLERK AND LIBRARY DEPARTMENT**                      **WARD: ALL**

**SUBJECT: UTILIZE MEASURE Z CONTINGENCY FUND OF \$2 MILLION AND \$1.3 MILLION OF MEASURE Z ALLOCATION FOR RIVERSIDE METROPOLITAN MUSEUM, TO CONSTRUCT A CITY ARCHIVE IN THE NEW MAIN LIBRARY**

## **ISSUE:**

Utilize Measure Z contingency fund of \$2 million and \$1.3 million of Measure Z allocation for Riverside Metropolitan Museum, to construct a City Archive in the new Main Library.

## **RECOMMENDATIONS:**

That the Budget Engagement Commission recommend to the City Council to utilize Measure Z contingency fund of \$2 million and \$1.3 million of Measure Z allocation for Riverside Metropolitan Museum, for a total of \$3.3 million, to construct a City Archive in the new Main Library.

## **BACKGROUND:**

The City Council approved the construction of the new Main Library on October 3, 2017, and directed staff to return within 90 days with a funding proposal to also construct a City Archive in the new Main Library.

The concept of creating a City Archive has been discussed for many, many years. For decades, the City's important documents and other significant historic materials have been stored in several locations including the City Clerk's Office, Riverside Public Utilities, the Planning Department, off-site storage facilities, the Library, and the Museum.

Only the Museum and the Library have archived (though not entirely) the content in their possession and provided partial archive services to the public. Neither department has been able to maintain a fully professional archive nor provide professional archival services. Also, very little of the archived content has been digitized in order to provide for easier access.

The remainder of the documents and materials spread across other City departments and locations are not archived. In some cases, such as the City Clerk's office, the contents are thoroughly indexed, and in others, they are simply boxed and stored. In addition to not having these materials archived, they are also being neglected with regard to proper care, handling, and preservation.

**DISCUSSION:**

The General Services Director estimates that constructing a stand-alone City Archive, in today's costs, would be approximately \$7 million, and may vary upon land acquisition costs. To build it into the new Main Library now will cost approximately \$3.3 million.

The bulk of the archival content at the Museum has been stored in the museum basement for years, where they are exposed under a century old sewer pipe and lacking adequate climate control. In the Museum's re-accreditation effort last year, the American Alliance of Museums (AAM) highlighted the basement storage conditions as a severe deficiency. AAM directed the museum to remove these collections out of the basement immediately. They also reminded that this same point was made in the prior accreditation report more than 10 years ago.

The museum must now move the archives out of the basement and into the museum collections facility, where staff will begin to properly archive the collections. However, due to the already overcrowded condition at the facility, it will be challenging to operate an efficient archive and we will only be able to provide limited public access on an appointment only basis.

If the City does not establish a City Archive and bring all the City's collections together, they will continue to be stored, unarchived and uncared for, where they are. The Museum would eventually have to find an appropriate location for its archival collections. To bring the archives back to the Museum would present significant challenges given the building's historic nature and age; it would likely have significant costs, it will take up precious gallery space, and it would not necessarily accommodate the remainder of the City's archival collections from other departments.

Staff recommends building the City Archive now while we have the opportunity to house it in the new Main Library and take advantage of its new construction and save at least 50% compared to building a stand-alone City Archive at some future time. Also, housing the City Archive in the new Main Library gives it the prominence it deserves as a significant municipal institution.

The Acting Museum Director, the Chief Financial Officer, and the General Services Director concur with this recommendation.

**FISCAL IMPACT:**

The total cost of the Archives is approximately \$3.3 million. Building the Archives in conjunction with the Main Library will be more cost effective than building the Archives at a later date. Staff recommends funding for the Archives come from Measure Z Contingency (\$2 million) and the existing Measure Z capital project funding (\$1.3 million – Museum). In order to further save costs, this portion of the Main Library project will be funded with cash and will not be part of the Main Library financing.

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| Prepared by:                             | Colleen Nicol<br>City Clerk                            | Tonya Kennon<br>Library Director |
| Approved as to<br>availability of funds: | Adam Raymond, Chief Financial Officer / City Treasurer |                                  |
| Approved by:                             | John Russo, City Manager                               |                                  |