



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL**                      **DATE: APRIL 8, 2025**  
**FROM: MUSEUM DEPARTMENT**                                      **WARD: ALL**  
**SUBJECT: DONATION OF SURPLUS WAREHOUSE-STYLE STEEL SHELVING TO THE RIVERSIDE MUSEUM ASSOCIATES, A NOT-FOR-PROFIT ORGANIZATION**

**ISSUE:**

Approve a donation of surplus warehouse-style steel shelving to the Riverside Museum Associates, a not-for-profit organization.

**RECOMMENDATION:**

That the City Council approve a donation of surplus warehouse-style steel shelving to the Riverside Museum Associates, a not-for-profit organization.

**BACKGROUND:**

On July 11, 2017, the City Council approved the temporary closure of the Museum of Riverside's main downtown site (then known as the Riverside Metropolitan Museum), and the facility closed to the public on September 5, 2017.

Since that time and throughout the architectural design process, staff have relocated the contents of the downtown building. Staff have identified items the Museum no longer needs and that will not be returned to the building after completion of the construction project.

**DISCUSSION:**

The Riverside Museum Associates (RMA) is a not-for-profit 501(c)(3) officially incorporated as a private support group for the Museum in 1963. The RMA is an all-volunteer organization that donates many hundreds of hours annually to support Museum programs including the Ice Cream Social, Christmas Open House, and Moon Festival; lead docent tours at Heritage House; and offer garden teas and other special events. The RMA also supports the Museum through fundraising efforts, which have funded collection acquisitions, conservation treatments, bus grants to bring students to the Museum for field trips, and Museum exhibitions and programming.

During the temporary closure of the main Museum building, the RMA has continued to provide support. The RMA recently relocated its own records and supplies to an unfurnished storage unit.

The Museum does not need all the steel shelving that has been removed from the main Museum. The Museum contacted the Office of Homeless Solutions; the Parks, Recreation and Community Development Department; and several other City departments to ascertain interest. These departments took items they were able to use. The shelving illustrated below was slated for surplus. Three banks of shelving approximately eight (8) feet wide and eighteen (18) inches deep with particle board decking are included in this lot, which is recommended for donation to the RMA.

All activities undertaken by the RMA are in support of the Museum's exhibitions, collections, and programs.

### **STRATEGIC PLAN ALIGNMENT:**

The activities of the Museum of Riverside align with Strategic Priority No. 1 *Arts, Culture and Recreation*. The National Historic Landmark Harada House Interpretive Center project supports Goal No. 1.1 (strengthening Riverside's portfolio of arts, culture, recreation, senior, and lifelong learning programs, and amenities), and Goal No. 1.5 (supporting programs and amenities to further develop literacy, health, and education of children, youth, and seniors throughout the community).

This project aligns with the cross-cutting threads as follows:

1. **Community Trust** – This activity provides support to an organization that itself was founded to support the Museum, a department of the City of Riverside. Efficient distribution of surplus property demonstrates a responsible use of public assets.
2. **Equity** – The activity will benefit a community not-for-profit organization that works to support Museum programs designed for the entire community.
3. **Fiscal Responsibility** – Surplus property redirected to a community support organization ensures that assets are used responsibly and ultimately for public benefit.
4. **Innovation** – Redistributing surplus property within the community is not innovative but is a mechanism to support an innovative organization's continued work.
5. **Sustainability & Resiliency** – Effective distribution of surplus property reduces pressure on landfills, and assistance provided to all-volunteer not-for-profit organizations supports cultural sustainability.

### **FISCAL IMPACT:**

The value of the donated items is approximately \$300.

Prepared by:	Robyn G. Peterson, Ph.D., Museum Director
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Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Mike Futrell, City Manager
Approved as to form:	Jack Liu, Interim City Attorney

