



CITY ADMINISTRATION

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DDATE: July 1, 2025

TO: City Council

FROM: Pam Caronongan, City Administrator

RE: DISCUSS AND CONSIDER REQUEST FROM ANGELS CAMP MUSEUM FOR ADDITIONAL FUNDING IN AN AMOUNT NOT TO EXCEED \$53,700 TO COVER THE RETENTION OF PART-TIME MUSEUM ARCHIVIST; AND ADOPT RESOLUTION NO. 25-42, THEREBY APPROVING THE REQUEST AND THE CORRESPONDING ADDITIONAL BUDGET ALLOCATION FOR FISCAL YEAR (FY) 2025-26

RECOMMENDATION

Staff recommends the City Council to:

1. Discuss, consider, and approve the request from Angels Camp Museum for additional funding in an amount not to exceed \$52,000 for the retention of a part-time Museum Archivist; and
2. Adopt **Resolution No. 25-42** memorializing the approval for the additional funding noted and requested above and the corresponding budget allocation for FY 2025-26.

BACKGROUND

The Angels Camp Museum, along with the gift shop and the Calaveras Visitors Bureau, are all located right inside the Museum's entrance. Since its official opening on May 6, 1951, the Museum has been an international destination.

Currently, the Museum has more than 30,000 square feet of exhibits embodying Gold Rush history. Visitors can troll through its landscaped historical park to explore extensive indoor and outdoor exhibits that include Mark Twain, ranching, mining, minerals, and interactive exhibits that include a human frog jump and gold panning just like the miners of 1849.

The Museum's presence promotes tourism, history, and the arts in the City of Angels – thus, also bolstering the City's economic development engine.

During the June 17, 2025 regular meeting of the City Council, Calaveras County Board Supervisor – District 3 and Angels Camp Museum Director Martin Huberty requested the City Council to consider additional funding. Said request is to retain a current staff member: a part-time Museum Archivist for FY 2025-26.



General Information regarding Cataloging / Inventory Management

One of the Museum Archivist's main responsibilities is cataloging / inventory management which involves the following tasks:

Cataloging	Inventory Management
<ol style="list-style-type: none">1. Accession number2. Object ID number3. Donor information4. Physical marking or tagging5. Physical description6. Photograph or scan7. Dimensions8. Condition9. Location10. Valuation – (current total of 3,000 artifacts is approximately \$442,000)	<ol style="list-style-type: none">1. Physically locating each object starting in one area.2. Searching through museum records for information about the object.3. Cataloging the object or updating an object entry in CatalogIt.

Information re: Funding Request:

Currently, the Museum Archivist is a 30-hour-per-week part-time position which is paid \$25.00 per hour or \$39,000 annually.

The Museum's \$52,000 additional funding request for FY 2025-26 covers the retention of the above-mentioned part-time Museum Archivist. The request would cover salary, payroll taxes, additional work hours, and a small Christmas bonus.

For Fiscal Year 2024-25, the current employee for this part-time Museum Archivist position has accomplished the following aside from the day-to-day tasks:

1. Cataloging / inventoried more than 4,100 objects in the Museum's Carriage House.
2. Completed the catalogue / inventory of objects located in Carriage House's main floor.
3. Cataloging / inventoried approximately 75% of objects on display in Carriage House's Archives Room.
4. Cataloging / inventoried 368 objects currently in storage.
5. Trained one (1) volunteer to catalog photos.

For Fiscal Year 2025-26, the part-time Museum Archivist plans to accomplish the following tasks in addition to the day-to-day tasks:

1. Finish inventory of Archives Room.
2. Work on inventory of the Pole Barn.
3. Continue the recruitment and training of additional volunteers.
4. Continue the cataloguing of more than 15,000 remaining artifacts.



FISCAL IMPACT

The City currently subsidizes the Angels Camp Museum \$50,000 per fiscal year to help keep the Museum open and operational starting in 2020 – this subsidized amount being kept constant since 2020. The City’s Transient Occupancy Tax (TOT) Funding currently subsidizes this annual amount.

The breakdown for the additional \$53,700 request for additional funding is as follows:

Base Salary	:	\$45,500.00
Bonus	:	875.00
CA Sick Time	:	1,000.00
Payroll Taxes	:	6,325.00
TOTAL		\$53,700.00

Should the City Council partially or fully grant the Museum’s current \$53,700 request, the funding could be allocated from one of two sources:

1. **ARPA funds** (approximately \$250,000 remaining, though a portion may be needed for park-related expenses), or
2. **TOT Tourism Reserves** (approximately \$32,000 available).

ENVIRONMENTAL CONSIDERATION

The above-mentioned action is exempt from California Environmental Quality Act (CEQA) review via CEQA Guidelines 15061(b)(3) since said action is not a “project,” and that the activity does not cause a direct change, indirect change, or significant effect on the environment.

ATTACHMENT

1. Draft Resolution No. 25-42

