

Proposed Revision Policy 200-5 T. Olver 7/23/10 for discussion at the 7/28/10 Special Meeting of the Museum Board.

Summary of changes:

The policy is essentially rewritten retaining the following from the original:

1. The general purpose of the policy with respect to the Museum
2. Background on the charter establishing the Museum Board
3. Responsibilities of the Museum Board to serve as a line of communication for the public and to advise city management, though the responsibilities are described in different words
4. Commitment to accreditation and evaluation in the same words as the existing policy

Additions to the existing policy are:

1. Inclusion of two new responsibilities related to monarch habitat and Pt. Pinos Lighthouse restoration that are being proposed in a new purpose statement for the board
2. Inclusion of specific obligations of the board, City Council Liaison, City Manager and City Council with corresponding references to sections in the lease agreement that established a public/private partnership to operate the Museum

CITY OF PACIFIC GROVE, CALIFORNIA

CITY COUNCIL POLICY

POLICY GOVERNING	POLICY NO.	EFF. DATE	PAGE
MUSEUM POLICY	200-5	mm/dd/yy	1 OF 5

1. **General.** The purpose of this policy is to set general guidelines for the operation of the Pacific Grove Museum of Natural History and affiliated groups, specifically the Butterfly Grove Sanctuary Park and Pt. Pinos Lighthouse Restoration Committee.
2. **Museum.** The Museum is under the direction of a public-private partnership between the City and the Museum Foundation of Pacific Grove, Inc. (the "Foundation"). The partnership is governed by the "Public/Private Partnership Operating Agreement and Lease between the City of Pacific Grove, CA and Museum Foundation of Pacific Grove, Inc." (the "Lease Agreement.") and any amendments to the Lease Agreement negotiated by the two parties and enacted by the City Council. Obligations of the City to the partnership are under policy direction of the City Council and administrative supervision of the City Manager.

As a result of entering into the Lease Agreement, the City owns museum buildings and the collection while the Foundation has responsibility for day-to-day operations. The Lease Agreement and any amendments enacted by the City Council determine details for implementation of that division of responsibilities.

- A. Museum Board. To assist in the operation of the Museum, a board was established by Article 26 of the Pacific Grove City Charter. A representative of the City Council serves on the board as a non-voting member and Liaison to city management from the board.

Through public meetings, the Museum Board provides a way for the public to express their interests and needs regarding all matters related to operations of the Museum. If the Board deems that matters raised by the public require administrative attention of the City Manager or policy attention of the City Council, the matters shall be promptly communicated in writing to the City Council Liaison who shall follow up to ensure appropriate action and/or response.

The Museum Board also advises the City Manager and City Council on matters related to obligations of the City under the Lease Agreement. Specific obligations for which the City Manager shall request review by the Museum Board are:

- Revision or amendment to the mission statement and strategic goals of the Museum (Ref. Section 3.01 of the Lease Agreement and Attachment A)
- Implementation of major facilities repairs (Ref. Section 3.05 of the Lease Agreement)
- Accessioning and De-Accessioning of items from the collections (Ref. Section 3.06 of the Lease Agreement)
- Non-Structural Repairs and Improvements (Ref. Section 3.07 of the Lease Agreement)
- Structural Alterations (Ref. Section 3.08 of the Lease Agreement)
- Exhibits and Program Plans (Ref. Section 5.08 of the Lease Agreement)
- Reports (Ref. Section 5.09 of the Lease Agreement)
- Proposed Amendments to the Lease Agreement

The City Manager or City Council may refer any other matter to the Museum Board where advice of the board is deemed to be helpful in ensuring current and future success of the Museum. These matters may typically include:

- Maintenance of items in sole possession of the City. (Ref. Section 3.03 of the Lease Agreement)
- Reviews of museum plans and operations not otherwise mentioned in this policy.

When a matter is referred to the Museum Board by the City Manager or City Council, the board shall seek public input through an agenda item at a public meeting and respond with a recommendation in writing.

- B. Accreditation. The Museum shall continue to seek accreditation by the American Association of Museums and shall obey the laws of the United States Government and the State of California

- C. Evaluation. The City Manager shall be responsible for annually evaluating the operation of the Museum, taking into particular account the above policy directives of the City Council, and shall submit to Council a written report of that evaluation.
3. **Butterfly Grove Sanctuary Park.** The Foundation oversees recruitment, training, and day-to-day work of docents who assist visitors by interpreting monarch butterflies in the Butterfly Grove Sanctuary Park and Washington Park. The Pacific Grove Beautification and Natural Resources Commission oversees matters related to natural resources in the Butterfly Grove Sanctuary Park and Washington Park. The Museum Board shall serve as an advisor to the City Manager on all other matters affecting monarch butterfly habitat at the Butterfly Grove Sanctuary Park and Washington Park. These matters include, but are not limited to:
- Construction or renovation of buildings, paths, fences, kiosks, and other structures
 - Permits for events and activities
 - Changes in ordinances affecting allowable activities and uses
 - Changes implemented for wildlife management

When a matter affecting butterfly habitat is referred to the Museum Board by the City Manager or City Council, the board shall seek public input through an agenda item at a public meeting and respond with a recommendation to the City Council Liaison in writing. The City Council Liaison shall follow up for appropriate action and/or response.

4. **Pt. Pinos Lighthouse Restoration Committee.** The Museum Board shall provide a formal means for the Pt. Pinos Lighthouse Restoration Committee to seek public input and communicate to City management related to its mission and goals. The Museum Board shall seek public input regarding matters affecting Pt. Pinos Lighthouse Restoration through an agenda item at a public meeting and communicate any resulting recommendations in writing to the City Council Liaison for appropriate action and/or response.

Passed and adopted by Resolution

Resolution No. 6161

Dated: April 17, 1991

Amended: Resolution No. 6370

Dated: October 20, 1993

Amended: Resolution No. 08-059

Dated: November 19, 2008

Amended: Resolution No. xx-xxx

Dated: