

Suggested revision of City Policy No. 200-5 by John Pearse for *discussion only* at the regular meeting of the Museum Board on 28 July 2010.

Based on City Council Resolution No. 08-059, dated November 19, 2008 and the Public/Private Partnership Operating Agreement and Lease made between the City of Pacific Grove and the Museum Foundation of Pacific Grove on 27 July 2009, and the first amendment made on 16 June 2010.

CITY OF PACIFIC GROVE, CALIFORNIA
Policy No. 200-5 (Rev. xx/xx/2010)

1. **General.** The purpose of this policy is to set guidelines for how the City of Pacific Grove CA (“City”) manages its interest in and ownership of the Pacific Grove Museum of Natural History (“Museum”) within the Public/Private Partnership Operating Agreement and Lease made on 27 July 2009 and subsequent amendments (“Agreement”), with the Museum Foundation of Pacific Grove, Inc. (“Foundation”). Under the Agreement the City owns and maintains the Museum Premises (buildings, land, back garden) and Personal Property. The City also owns the Museum Collection, including those stored and exhibited in the Museum, the Point Pinos Lighthouse, City Hall, and other City facilities. The Foundation cares for the Museum Collection, utilizes the Museum Collection in support of the Museum Mission, operates the Museum (including hiring staff who care for the collections, prepare exhibits, and organize activities), and raises funds necessary for these tasks.

2. **Museum Board.** The Museum Board was created by Article 26 of the City Charter to serve in an advisory capacity to the City Council and City Manager in all matters pertaining to the operation of the Museum. With the adoption of the Agreement, the Foundation assumed the responsibility for operating the Museum. However, the Museum Board retains its responsibilities for advising the City Council and City Manager on questions relating to all matters of the Museum. In particular, the Museum Board advises the City about maintaining the Museum Premises and Personal Property, and the Museum Collection. In addition, the Museum Board serves in an advisory capacity on the preservation of the Point Pinos Lighthouse and the monarch butterfly habitats within Pacific Grove as recognized in the Municipal Code.

The Museum Board serves as an informational conduit between the public, the Foundation, and the City, and participates in the ongoing development, updating, and implementation of the Agreement. It also performs such other duties relating to the Museum as the Council may require by ordinance or resolution. Communication with the City Council is through a Councilmember liaison, appointed by the Mayor.

The Museum Board consists of five members appointed by the Mayor with approval from the City Council. Appointment is for four years, with staggered terms, and a maximum of 12 years. The officers of the Museum Board are elected annually by the members of the Museum Board, and include a Chair, Vice-Chair, and Secretary.

3. **Museum Premises and Personal Property.** The Foundation shall maintain the premises and personal property of the Museum in good order and condition, subject to reasonable wear and tear, while the City shall be responsible for normal week-day

cleaning and maintenance of the building and grounds consistent with accepted practices for comparable City facilities (Agreement Section 3.02). Major repairs will be made by the City at the Foundation's request, and may be paid out of the City's Museum Improvement Fund (Agreement Section 3.05).

In accordance with Agreement Section 5.09(g), as amended on 16 June 2010, the City shall develop a Facility Management Plan each year, describing estimated major maintenance of the Museum facility needed in the following three years, and the scheduled maintenance of the Museum facility during the following 12 months. The Museum Board will assist the City staff in this endeavor, and review the plan during agenda public meetings.

4. Museum Collections. The City retains ownership of the collections, while the Foundation is responsible for their care. Accessioning and De-Accessioning the collections will follow the procedures provided in the Agreement (Agreement Section 3.06). In all cases of accession or de-accession of any item to or from the Museum Collection, the City will seek the advice of the Museum Board, which will discuss the actions during agenda public meetings.

5. Exhibits and Programs. The planning, designing, and implementation of all exhibits and programs is the responsibility of the Foundation (Agreement Section 5.08). The City will seek the advice of the Museum Board in their review of the written Exhibits and Programs Plans provided annually by the Foundation, which will discuss the plans during agenda public meetings.

6. Foundation Reports. The Foundation shall keep the City informed of its activities with the Museum by providing the City with scheduled reports (Agreement Section 5.09). The reports will be received by the City Manager, who will have them reviewed by the Museum Board during agenda public meetings before being given to the City Council.

7. Communication. Communications between the City and the Foundation usually shall be between the City Manager and the Museum Director, although the Museum Director may make direct reports to the City Council. Communications between the City and the Museum Board will be through the City Council liaison, who shall link concerns of the Museum Board to the Foundation via the City Manager. It is recommended that a Foundation liaison also attend the Museum Board meetings to participate in issues of mutual concern.

8. Evaluation. The City Manager shall be responsible for annually evaluating the operation of the Museum, taking into particular account the compliance with the Agreement between the City and the Foundation, and considering advice and suggestions from the Museum Board. The City Manager will submit to the City Council a written report of that evaluation.

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.
Dated: