

The following draft is based on agreements made and motions adopted at the July 28, 2010 Special Meeting of the Museum Board.

## CITY OF PACIFIC GROVE, CALIFORNIA

### CITY COUNCIL POLICY

POLICY GOVERNING	POLICY NO.	EFF. DATE	PAGE
MUSEUM POLICY	200-5	mm/dd/yy	1 OF 3

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 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.**
  - A. Purpose. The purpose of the Museum Board is to:
    1. Serve as an informational conduit between the public, the Museum Foundation of Pacific Grove (Foundation), and the City of Pacific Grove’s staff and City Council;
    2. Advise the city on questions relating to the Pacific Grove Museum of Natural History, the Point Pinos Lighthouse Restoration Committee, and monarch advocacy issues, including monarch habitat recognized in the Municipal Code;
    3. Participate in the ongoing development, amending, and implementation of the City and Foundation’s lease agreement; and
    4. Perform such other duties relating to the Museum and other City facilities, functions, or activities as the Council may require by ordinance or resolution.
  - B. Organization. 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. Its powers and duties include recommending to the City Council the adoption of such laws rules and regulations as it deems necessary for the administration and protection of the Museum. It serves as an informational conduit between the public, the Foundation, the City and participates in the ongoing updating and implementation of the Agreement. It also performs such other duties relating to the Museum services as the Council may require by ordinance or resolution.

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 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 provided to the Foundation by the City not otherwise mentioned in this policy.
- Periodic review of accreditation.

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.

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 of the members 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. **Communication.** Communications between the City and the Foundation shall be between the City Manager and the Executive Director of the Foundation, although the Executive 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. Up-to-date websites are maintained by both the City and the Foundation regarding all

activities of the Museum, including not only exhibits and programs of the Museum, but also the role of the City and Foundation in its governance.

4. **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.

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: