



**CITY OF PACIFIC GROVE**  
300 Forest Avenue, Pacific Grove, California 93950

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of City Council

**FROM:** Thomas Frutchey, City Manager

**MEETING DATE:** September 7, 2011

**SUBJECT:** Resolution Amending the Museum Board’s Designated Duties and Responsibilities, to Relieve the Board of Responsibility for Advising the City Council on Matters Related to the Monarch Sanctuary and the Lighthouse

**CEQA:** This action does not constitute a “Project” as that term is defined by the CEQA Guidelines, set forth in California Administrative Code, Title 14, Section 15000, et seq.

**RECOMMENDATION**

Adopt a resolution to relieve the City’s Museum Board of responsibility for advising the City Council on matters related to the Monarch Sanctuary and the Lighthouse.

**DISCUSSION**

Article 26 of The City’s Charter specifies the overall duties and responsibilities of the Museum Board:

There shall be a Museum Board consisting of five members and shall have the following powers and duties:

- (1) act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public museum;
- (2) recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the Museum; and
- (3) perform such other duties relating to the Museum service as the Council may require by ordinance or resolution.

On September 1, 2010, the City Council adopted a resolution that provided further guidance and specificity for the Museum Board, as follows:

The Museum Board shall:

- 1). ensure the Museum, Lighthouse, and Monarch Sanctuary serve to benefit the City as a whole, its natural environment, its citizens, and visitors;
- 2). advise the City Council and City Manager on matters relating to the Museum, the Point Pinos Lighthouse, and Monarch Sanctuary;
- 3). serve as an informational conduit between the public and the City on matters related to the Museum, the Lighthouse, and the Monarch Sanctuary;

- 4). coordinate its activities with those of other appropriate City advisory boards, committees, and commissions on matters of mutual concern; and
- 5). perform such other duties relating to the Museum, Lighthouse, and Monarch Sanctuary as the Council may require by ordinance, resolution, or minute action.

Over the year since the Council's resolution, the Museum Board has made significant progress. Among other steps, it developed its 2011 work plan, which was forwarded to and approved by the Council on June 15 (Attachment 1). As shown in the work plan, the Museum Board is focused on issues related directly to the Museum.

As fully described in the attached request (Attachment 2), as prepared by the Museum Board, the Board is requesting that the Council amend its duties and responsibilities, such that it would no longer be responsible for advising the Council on matters related to the Monarch Sanctuary and the Lighthouse.

#### ALTERNATIVES

1. Adopt the recommendation of the Museum Board, ending its responsibilities for advison the Council on matters related to the Monarch Sanctuary and the Lighthouse.
2. Request advice from the Natural Resources Commission and the Heritage Society concerning their abilities to assume full advisory responsibility for the Monarch Sanctuary and the Lighthouse, before making such a decision.

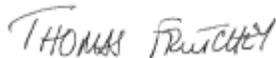
#### FISCAL IMPACT

None

#### ATTACHMENTS

1. Museum Board Work Program
2. Museum Board request to no longer advise the Council on matters related to the Monarch Sanctuary and the Lighthouse
3. City Council Resolution No. 11-\_\_\_\_\_

RESPECTFULLY SUBMITTED,



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Thomas Frutchey,  
City Manager

2011 Work Plan  
Pacific Grove Museum Board

1. **Goal:** Develop a recommendation for improving operational reporting from the Museum to the City.  
**Measurement:** Presentation of the written recommendation to the City Council.  
**Date of completion:** July, 2011
2. **Goal:** Clarify which changes in existing exhibits at the Museum require approval by the city and the Museum Board.  
**Measurement:**
  - Publication of a simple statement summarizing the involvement of city management and the Museum Board in decisions to change existing exhibits at the Museum
  - Publication of a recommendation to the City Council for changes in procedures and/or the Lease Agreement, or Documentation in Museum Board minutes that the existing Lease Agreement and associated procedures require no change.**Date of completion:** January 31, 2012
3. **Goal:** Help restore community confidence and cohesiveness.  
**Measurement:** Open new lines of communications between the Museum Board, City leadership, and Museum staff  
**Date of completion:** January 31, 2012  
**Measurement:** Hold a joint public meeting of the Museum board and Museum Foundation Board to celebrate progress.  
**Date of completion:** January 31, 2012
4. **Goal:** Develop an annual calendar for Board activities.  
**Measurement:** Publication of the calendar.  
**Date of Completion:** January 31, 2012
5. **Goal:** Address other issues as they arise.

## Proposed Change to the Role of the Museum Board 8/9/11

### Discussion

On September 1, 2010, the City Council approved a modification to the duties of the Museum Board that included broadening the duties and responsibilities to include oversight of the Lighthouse and Monarch Sanctuary, as follows:

“The Museum Board shall: 1). ensure the Museum, Lighthouse, and Monarch Sanctuary serve [sic] to benefit the City as a whole, its natural environment, its citizens, and visitors; 2) advise the City Council and City Manager on matters relating to the Museum, the Point Pinos Lighthouse, and Monarch Sanctuary; 3) serve as an informational conduit between the public and the City on matters related to the Museum, the Lighthouse, and the Monarch Sanctuary; 4). coordinate activities with other appropriate City advisory boards, committees, and commissions on matters of mutual concern; and 5). perform such other duties relating to the Museum, Lighthouse, and Monarch Sanctuary as the Council may require by ordinance, resolution, or minute action.”

At that time, responsibility for advising the City Council on matters related to the Point Pinos Lighthouse and Monarch Sanctuary were unclear. Now, however, responsibility for oversight of the Monarch Sanctuary is clearly designated to the Natural Resources Commission and responsibility for oversight of Pt. Pinos Lighthouse restoration is in the hands of the Heritage Society and a group of volunteers who coordinate with Daniel Gho, the City's Golf Superintendent.

### Recommendation

The Museum Board sees no value that can be added by its continued oversight of the Lighthouse and Monarch Sanctuary. In addition, continuing to do so will subtract the time we have available to address Museum matters, for which there is no other board or commission with the express responsibility of advising the City Council. As a result, the Museum Board recommends that the City Council remove oversight of the Lighthouse and Monarch Sanctuary from its designated duties, as follows:

“The Museum Board shall: 1). ensure the Museum, ~~Lighthouse, and Monarch Sanctuary~~ serves to benefit the City as a whole, its natural environment, its citizens, and visitors; 2) advise the City Council and City Manager on matters relating to the Museum, ~~the Point Pinos Lighthouse, and Monarch Sanctuary~~; 3) serve as an informational conduit between the public and the City on matters related to the Museum, ~~the Lighthouse, and the Monarch Sanctuary~~; 4). coordinate activities with other appropriate City advisory boards, committees, and commissions on matters of mutual concern; and 5). perform such other duties relating to the Museum, ~~Lighthouse, and Monarch Sanctuary~~ as the Council may require by ordinance, resolution, or minute action.”

Thus, if the recommended changes are accepted, the direction from the Council would read, as follows:

“The Museum Board shall: 1). ensure the Museum serves to benefit the City as a whole, its natural environment, its citizens, and visitors; 2) advise the City Council and City Manager on matters relating to the Museum; 3) serve as an informational conduit between the public and the City on matters related to the Museum; 4). coordinate activities with other appropriate City advisory boards, committees, and commissions on matters of mutual concern; and 5). perform such other duties relating to the Museum as the Council may require by ordinance, resolution, or minute action.”

The Museum Board

John Pearce, Chair

Katie Siegler, Vice Chair

Tama Olver, Secretary

Blake Matheson, Member

**RESOLUTION NO. 11-\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE  
PROVIDING GUIDANCE IN ADDITION TO THAT IN THE CITY CHARTER  
AS TO THE DUTIES AND RESPONSIBILITIES OF THE MUSEUM BOARD**

**WHEREAS**, Article 26 of the City Charter specifies there shall be a Museum Board consisting of five members appointed by the Mayor subject to four affirmative votes of the City Council. Appointment is for four years, with staggered terms of the members, and no member shall serve more than three successive full terms. The Charter specifies that the Museum Board shall have the following powers and duties: (1) act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public museum; (2) recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the Museum; and (3) perform such other duties relating to the Museum service as the Council may require by ordinance or resolution; and

**WHEREAS**, in addition to its duties with respect to the Museum, the Museum Board has traditionally advised the Council and City Manager with respect to the Point Pinos Lighthouse and the Pacific Grove Monarch Sanctuary; and

**WHEREAS**, on September 1, 2010 the City Council, by approving Resolution No. 10-071, the City Council provided the following direction and guidance, in addition to that in the City Charter, as to the duties and responsibilities of the Museum Board: “In furtherance of the duties and responsibilities of the City of Pacific Grove Museum Board prescribed by Article 26 of the City Charter, the Museum Board shall: 1). ensure the Museum, Lighthouse, and Monarch Sanctuary serve to benefit the City as a whole, its natural environment, its citizens, and visitors; 2) advise the City Council and City Manager on matters relating to the Museum, the Point Pinos Lighthouse, and Monarch Sanctuary; 3) serve as an informational conduit between the public and the City on matters related to the Museum, the Lighthouse, and the Monarch Sanctuary; 4). coordinate its activities with those of other appropriate City advisory boards, committees, and commissions on matters of mutual concern; and 5). perform such other duties relating to the Museum, Lighthouse, and Monarch Sanctuary as the Council may require by ordinance, resolution, or minute action.

**WHEREAS**, effective on or about September 1, 2010, the City and the Heritage Society entered into a partnership to guide and facilitate restoration efforts for the Point Pinos Lighthouse, the City’s efforts being led by the Golf Superintendent; and

**WHEREAS**, since then, however, the Natural Resources Commission has effectively taken on overall responsibility for oversight of the Monarch Sanctuary, working in conjunction with the Public Works Superintendent; and

**WHEREAS**, resulting from these events, the Museum Board is now operating in an entirely different environment than it did, an environment that does not require that it share many of its powers and duties with other bodies; and

**WHEREAS**, the Council wishes for the Museum Board to continue to perform its Charter-mandated functions as effectively and efficiently as possible; and

**WHEREAS**, in the development of this matter, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq.; and

**WHEREAS**, this action does not constitute a “project” as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES RESOLVE AS FOLLOWS:**

SECTION 1. The City Council finds each recital set forth above to be true and correct, and by this reference incorporates each as an integral part of this Resolution.

SECTION 2. The City Council hereby rescinds in its entirety Section 4 of Resolution No. 10-071, adopted September 1, 2010, in its entirety. That section read, as follows:

“In furtherance of the duties and responsibilities of the City of Pacific Grove Museum Board prescribed by Article 26 of the City Charter, the Museum Board shall: 1). ensure the Museum, Lighthouse, and Monarch Sanctuary serve to benefit the City as a whole, its natural environment, its citizens, and visitors; 2) advise the City Council and City Manager on matters relating to the Museum, the Point Pinos Lighthouse, and Monarch Sanctuary; 3) serve as an informational conduit between the public and the City on matters related to the Museum, the Lighthouse, and the Monarch Sanctuary; 4). coordinate its activities with those of other appropriate City advisory boards, committees, and commissions on matters of mutual concern; and 5). perform such other duties relating to the Museum, Lighthouse, and Monarch Sanctuary as the Council may require by ordinance, resolution, or minute action.”

SECTION 5. As a complete replacement to that Section 4 referenced above, the Council provides the following guidance as to the roles and responsibilities of the Museum Board, in order to amplify and provide further specificity to the duties specified in the City Charter: “The Museum Board shall: 1). ensure the Museum serves to benefit the City as a whole, its natural environment, its citizens, and visitors; 2) advise the City Council and City Manager on matters relating to the Museum; 3) serve as an informational conduit between the public and the City on matters related to the Museum; 4). coordinate activities with other appropriate City advisory boards, committees, and commissions on matters of mutual concern; and 5). perform such other duties relating to

the Museum as the Council may require by ordinance, resolution, or minute action.”

SECTION 9. All other sections of Council Resolution No. 10-071 shall remain in effect.

SECTION 10. This Resolution shall become effective immediately following passage and adoption thereof.

**PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE**  
this 7th day of September, 2011, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

\_\_\_\_\_  
CARMELITA GARCIA, Mayor

ATTEST:

\_\_\_\_\_  
SUSAN MORROW, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
DAVID LAREDO, City Attorney