

STATE OF TEXAS )

COUNTY OF EL PASO )

## **HISTORIC SITE TOURIST PROMOTION AND PRESERVATION SERVICES AGREEMENT**

This Historic Site Tourist Promotion and Preservation Services Agreement ("**Agreement**") is entered into by and between the County of El Paso, a political subdivision of the State of Texas, ("**County**"), and The San Elizario Genealogy and Historical Society, a Texas non-profit corporation, ("**Contractor**"). County and Contractor are sometimes referred to herein individually as a "Party" and collectively as the "Parties".

**WHEREAS**, the County wishes to engage the services of Contractor for the tourist promotion of the Los Portales Museum ("**Los Portales Museum**") and the Old County Jail ("**Old County Jail**") located in the County of El Paso and to encourage, promote, and improve historical preservation and restoration, pursuant to Texas Tax Code Sections 352.102(a) and (b); and

**WHEREAS**, Contractor is knowledgeable and capable of providing said services and related activities in El Paso County, Texas; and

**WHEREAS**, Contractor's annual organizational budget, attached hereto as **Exhibit A** ("**Organizational Budget**"), is hereby approved and made a part hereof for all purposes; and

**WHEREAS**, the Scope of Services, Evaluations and Tourism Tracking, Annual Goals and Strategic Planning shall be performed at Los Portales and Old County Jail Museums through the employment of qualified staff and graduate student interns.

**NOW THEREFORE**, the Parties hereto mutually agree as follows:

1. **SCOPE OF SERVICES.** Contractor shall provide the programs and services identified in **Exhibit C**, attached hereto and made a part hereof for all purposes.

### **2. TIME OF PERFORMANCE BY CONTRACTOR.**

#### **A. Los Portales**

- a. The services of Contractor for Los Portales Museum shall be performed from October 1, 2024, through September 30, 2025, regardless of the date of execution of this Agreement.

#### **B. Old County Jail**

- a. The services of Contractor for Old County Jail shall be performed from October 1, 2024, regardless of the date of execution of this Agreement to the last day of September 30, 2025, or until notice of impending restoration of the Old County Jail, at the sole discretion of the County. An extension shall be made only with written consent of the parties. Upon impending restoration of the Old County Jail, the

County will provide a 30- day notice to the Contractor and the budget will be prorated and reduced for this specific service provided. For purposes of monthly cost to run the Old County Jail, **See Exhibit G.** An amount equal to the monthly budget to run the Old County Jail will be subtracted from the total “do not exceed” amount listed on Section 3 (COMPENSATION AN METHOD OF PAYMENT). For purposes of clarification, if services to the Old County Jail stop on August 31, 2025, then the amount equal to a month’s budget will be deducted from the “do not exceed” amount on Section 3 (COMPENSATION AN METHOD OF PAYMENT). Additionally, for purposes of clarification, if services to the Old County Jail stop on July 31, 2025, then the amount equal to two months’ budget will be deducted from the “do not exceed” amount on Section 3 (COMPENSATION AN METHOD OF PAYMENT).

### **3. COMPENSATION AND METHOD OF PAYMENT.**

- a. The County will reimburse Contractor in an amount not to exceed **ONE HUNDRED TWELVE THOUSAND FOUR HUNDRED AN SEVENTY-SEVEN DOLLARS 00/100 (\$112,477.00)** for invoices presented to the El Paso County Economic Development Director or their designee and verified by him/her as being authorized reimbursable expenditures pursuant to Section 4 incurred between October 1, 2024, and September 30, 2025. Invoices which are not presented by October 31, 2025, shall not be reimbursed pursuant to this Agreement. Contractor shall submit itemized invoices and receipts describing in detail the tourist promotion and historic preservation and restoration goods and services to be reimbursed. All invoices and receipts related to marketing and promotional advertising should be accompanied by a copy of the camera-ready advertisement. All invoices and receipts shall bear the letterhead of the person or company providing said goods or service and the cost and shall show that they are for goods and services provided to Contractor between October 1, 2024, and September 30, 2025. After the El Paso County Economic Development Director or their designee, within his/her sole discretion, has verified the invoices as authorized reimbursable expenditures and received any and all requested proof to substantiate the invoices, the representative shall present said invoices and any supporting documents with a recommendation to the El Paso County Auditor for payment.
- b. Payment shall be made within thirty (30) days of presentation to the Auditor. Copies of the front of the checks relating to the invoices for which the County has issued payment, are required to be submitted with the invoice at the time of the request for reimbursement.

- c. Contractor must supply copies of bank statements reflecting canceled checks on a quarterly basis. Final reimbursement will be held until copy of bank statement for the last quarter is received and verified. Noncompliance with this requirement will result in a material breach of this Agreement and will disallow the Contractor to receive future consideration for county funding.

#### 4. **AUTHORIZED REIMBURSABLE EXPENDITURES.**

- a. Authorized reimbursable expenditures shall be defined as labor and materials necessary to perform the scope of services as outlined in Contractor's Scope of Services (**Exhibit C**), and which are within the express budgeted line items of Contractor's budget (**Exhibit B – Contractor's Agreement Line-Item Budget**) as being eligible for reimbursement by the County. Authorized reimbursable expenses shall not include the general operating expenses of Contractor. Contractor will be responsible for the general maintenance of the building and grounds for both the Los Portales Museum and the Old County Jail. County will be responsible for the building maintenance and utilities, including trash removal, of both the Los Portales Museum and the Old County Jail.

#### 5. **ADDITIONAL DUTIES OF CONTRACTOR.**

- a. Contractor shall assume a fiduciary duty with respect to the hotel tax revenue received hereunder, which cannot be used for personal gain.
- b. Contractor shall report at least by trimester to the El Paso County Commissioners Court regarding the services performed and expenditures made by Contractor to date. Said report shall include the Performance Measures attached hereto as **Exhibit D**.
- c. Contractor will not make alterations to County property unless it receives prior authorization from the El Paso County Economic Development Department and County Public Works Director.
- d. County and Contractor will keep a maintenance log of all maintenance and repairs.
- e. Contractor will follow the direction of the El Paso County Economic Development Department Director or their designee, the County Public Works Director, and the El Paso County Historical Commission regarding the content and costs of proposed alterations, exhibits, signage, and other changes related to the structural or historical aspects of the Los Portales Museum and the Old County Jail. Should there be

a conflict of any direction received by the Contractor from the parties mentioned above, the direction of the El Paso County Economic Development Department Director shall prevail.

- f. Contractor will comply with federal and state law, including Subchapter I, Section 231.171 et. seq., of the Texas Local Government Code, and the El Paso Mission Trail Area Zoning Regulations as established by Commissioners Court.
  - g. Contractor will comply with the following requirements as it relates to the Old County Jail:
    - i. Contractor will surrender all keys, instruments, and materials, including but not limited to artifacts and decorations, related to the Old County Jail when requested by the County in writing via email or orally.
    - ii. Contractor will facilitate the transfer of possession and access to the County as written or orally requested by the County at that time.
    - iii. Contractor will provide all reimbursable invoices, with supporting documents that include but not limited to receipts, to the County as described in Sections 3 and 4 that related only to the Old County Jail within 30 days from the last day of operation.
  - h. Contractor will ensure compliance with this Agreement and included budget. Under no circumstance shall the contract amount exceed **ONE HUNDRED TWELVE THOUSAND FOUR HUNDRED SEVENTY-SEVEN DOLLARS 00/100** (\$112,477.00) regardless of mistakes or calculation errors. In the event of an overpayment by the County to Contractor, such funds shall be repaid to County within 30 days of written demand by the County. Contractor will comply with the following additional requirements under the agreement.
    - i. The month after the Contractor submitted checks for reimbursement, Contractor shall submit copies of the cancelled checks to the County.
    - ii. Contractor will submit a payroll register every month and an accompanying report identifying money paid to employees and include breakdown of employment taxes paid.
    - iii. Contractor will provide itemized breakdown of expenses related to either Old County Jail or Los Portales Museum.
    - iv. Contractor will communicate, via meeting, with County monthly and disclose financial health of the Contractor and ongoing programing of Old County Jail and Los Portales Museum.
6. **INSPECTION, INVENTORY, AND SAFETY DETERMINATION.**
- a. Economic Development Director or their designee or the County

Public Works Director will inspect and inventory County property within one month after the execution of this agreement, and again within one month after the Agreement expires. If the Parties agree to extend the term in writing, the Parties agree to conduct an annual inventory thereafter. The inspection shall consist of inventory County's buildings, furniture, fixtures, equipment, and consumable goods. The Parties agree that the building, furniture, fixtures, equipment, and consumable goods are property of the County, regardless of how such inventory was obtained or gifted to the Contractor or the County for the Los Portales Museum or the Old County Jail. Upon termination of the Agreement, Contractor shall sun-ender such building, furniture, fixtures, equipment, and consumable goods, and any replacements to County in good condition, normal wear and tear excepted.

- b. Contractor will be responsible for any damages or loss that it caused, except for normal wear and tear. Contractor will not be responsible for any damage or loss that it did not cause.

7. **LIMITATION ON USE OF FUNDS AND INDEMNIFICATION.**

Contractor shall expend said funds only for the purposes authorized in Texas Tax Code Sections 352.102(a)(2) and (3) and shall indemnify and reimburse the County for any and all County funds which are not spent in accordance with the terms of this Agreement and Texas Tax Code Sections 352.1 02(a)(2) and (3). All funds shall be expended in a manner directly enhancing and promoting tourism and the convention and hotel industry.

8. **INDEPENDENT CONTRACTOR RELATIONSHIP.** Nothing herein shall be construed as creating a relationship of employer and employee between the Parties. The County shall not be subject to any obligations or liabilities of Contractor which may be incurred in the performance of this Agreement. Contractor expressly agrees to indemnify and hold harmless the County for any and all damages incurred by the County due to any breach of contract or negligent acts or omissions or other defalcations on the part of Contractor, its agents, members or employees.

9. **PROHIBITED USE.** Notwithstanding anything to the contrary, Contractor is prohibited from using the Los Portales Museum, the Old County Jail, and related amenities, including but not limited to the courtyard, kitchen, and restroom facilities ("**Related Amenities**") for any private events or public events that have not been preapproved by Economic Development Staff. Furthermore, Contractor is prohibited from accepting donations, gifts, or benefits for a third party's use of the Los Portales Museum, the Old County Jail, and Related Amenities. Contractor understands that the Los Portales Museum, the Old County Jail, and Related Amenities are property of the County and are to be preserved and protected from private use and public use that is not authorized by the Economic Development Staff. Contractor shall promptly, upon demand, reimburse County for any additional costs to the County by reason of Contractor's failure to comply with the provisions of

this section. These reimbursements to the County may include but are not limited to any use of the County's resources for the prohibited use of the Los Portales Museum, Old County Jail, and Related Amenities, and any damages caused to the Los Portales Museum, Old County Jail, and Related Amenities.

10. **COUNTY EQUIPMENT PURCHASED FOR USE BY CONTRACTOR.** The County will purchase equipment to be used by the Contractor at the Los Portales Museum or the Old County Jail on a needed basis. All equipment purchased by the County will remain property of the County and added to the inventory list under paragraph 6 above. Contractor will inform the County during the County budget process or economic development department of any equipment needs and will be listed in **Exhibit D (Performance Measures)**.
11. **LOCKS AND KEYS.** No party outside of County Economic Development, Public Works, and Facilities Staff, or Contracted Los Portales Museum staff may possess, or have access to at any time, keys, or sets of keys to the Los Portales Museum and related facilities, the Old County Jail, or any gates or grounds. The City of San Elizario and the San Elizario Church will also have keys to the gates that lead into the park area. A list of individuals with a key or sets of keys to the Los Portales Museum, the Old County Jail, and related facilities is included in **Exhibit E** and will be reviewed and revised, if needed, at the time of inventory upon renewal or expiration of this Agreement. Duplication of any keys or sets of keys, or changing of any locks is strictly prohibited. Any replacement keys or sets of keys must be requested formally through Economic Development Staff and shall not be provided by anyone other than Economic Development Staff.
12. **AVAILABILITY OF FUNDS.** Contractor understands and agrees that this Agreement is not binding on the County unless and until the funds to be paid by the County under this Agreement are included in and available for expenditure from the annual operating budget of the County. This fact may be certified by the El Paso County Auditor pursuant to Texas Local Government Code Section 111.093(c).
13. **LAW GOVERNING CONTRACT.** For the purpose of determining the place of the Agreement and the law governing the same, it is agreed that the Agreement is entered into in the County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas.
14. **TERMINATION.** Either Party may terminate this Agreement upon sixty (60) days written notice.
15. **FORCE MAJEURE.**
  - a. Neither party shall be liable, other than to make payments due under

this Agreement for failure or delay in performing the terms of this Agreement when caused by strike, lockout, riot, war, Act of God, insurrection, fire, storm, epidemic, interference by a government authority, or inability to obtain critical raw material. Any party must promptly deliver written notice of its inability to perform its obligations under this Agreement, and that notice must state all particulars of the force majeure. Any party availing itself of this provision shall also deliver prompt notice when the force majeure condition ends.

- b. The performance of any obligation suspended due to force majeure shall resume as soon as reasonably possible after the force majeure ends, and the duration of suspension shall not be considered as time expended for performance of any obligation under this Agreement.

- 16. **COMPLETE AGREEMENT.** This Agreement, constitutes and expresses the entire Agreement between the Parties hereto in reference to any of the matters herein provided for, all promises, representations, and understandings relative thereto herein being merged.

- 17. **ATTACHMENTS.**

**Exhibit A:** Organizational Budget

**Exhibit B:** Contractor's Agreement Line-Item Budget

**Exhibit C:** Scope of Services

**Exhibit D:** Performance Measures

**Exhibit E:** Los Portales Museum Curation Policy

**Exhibit F:** County and Los Portales Museum Staff: Facility Keys

**Exhibit G:** Old County Jail Monthly Operation Cost

- 18. **NOTICE.** Any notices required under this Agreement shall be sufficient if sent by Certified Mail, Return Receipt Requested, at the following addresses:

COUNTY: El Paso County Economic Development  
Director El Paso County Courthouse  
500 E. San Antonio,  
Ste. 312 El Paso,  
Texas 79901

CONTRACTOR: Lillian Trujillo, Board President  
San Elizario Genealogy and Historical Society  
P.O. Box 1090  
San Elizario, Texas 79849

IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT ON  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

COUNTY OF EL PASO

\_\_\_\_\_  
Ricardo Samaniego  
County Judge

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT

\_\_\_\_\_  
Roberto Ransom  
Director  
Economic Development Department

\_\_\_\_\_  
Date

SAN ELIZARIO GENEALOGY AND HISTORICAL SOCIETY

\_\_\_\_\_  
By: Lillian Trujillo  
President  
San Elizario Genealogy and Historical Society

\_\_\_\_\_  
Date



## **Exhibit A**

### **ORGANIZATION BUDGET**

**San Elizario Genealogy & Historical Society**  
1521 San Elizario Road, San Elizario, TX 79849

<b>Organization Financial Snapshot &amp; Forecast</b>	
	<b>Fiscal Year 2025 Budget</b>
<b>Revenue</b>	<b>\$144,477.00</b>
<b>Expenses</b>	<b>\$136,977.00</b>
<b>Projected Net</b>	<b>\$7,500.00</b>
<b>REVENUE:</b>	
	-
Earned Income	\$5,500.00
Grants & Fundraising	\$20,000.00
El Paso County Services Contract	\$112,477.00
<b>Subtotal</b>	<b>\$137,977.00</b>
Veterans Museum	\$6,500.00
<b>Total Revenue</b>	<b>\$144,477.00</b>
<b>EXPENSES:</b>	
	-
Los Portales/OC Jail: <ul style="list-style-type: none"><li>• Advertising</li><li>• Insurance</li><li>• Maintenance</li><li>• Personnel</li><li>• Supplies</li></ul>	\$112,477.00
Annual Conference	\$3,000.00
Founders Luncheon	\$1,500.00
Luminaria/Posada Festival	\$500.00
Student Scholarships	\$4,000.00
Cemetery	\$800.00
Gift Shop Supplies	\$2,000.00
Other Grant Expense	\$3,400.00
Office Equipment & Supplies	\$2,000.00
Miscellaneous	\$2,000.00
<b>Subtotal</b>	<b>\$131,677.00</b>
Veterans Museum	\$5,300.00
<b>Total Expenses</b>	<b>\$136,977.00</b>

## Exhibit B

### CONTRACTOR AGREEMENT LINE-ITEM BUDGET



#### San Elizario Genealogy & Historical Society

P.O. Box 1090  
(1521 San Elizario Rd.)  
San Elizario, Texas 79849

November 20, 2024

El Paso County Courthouse  
500 E San Antonio, Ste. 312  
El Paso, Texas 79901

Re: Annual Cost Projection to operate Los Portales and Jail Museums in San Elizario, Texas

The museum hours of operation are Mondays, Tuesdays, Thursdays, Fridays, Saturdays and Sundays from 11am to 5pm, closed on Wednesdays. The museums follow the holiday schedule of the County of El Paso.

a. Salaries - see breakdown below			\$	88,900.00
b. Supplies			\$	6,000.00
c. Postage			\$	800.00
d. Advertising			\$	10,000.00
e. Liability Insurance			\$	777.00
f. Maintenance & Repair			\$	6,000.00
<b>Total</b>				<b>\$ 112,477.00</b>
<b>(a) Salaries: All employees are part-time with no benefits</b>				
	<b>rate</b>	<b>hours/wk</b>		
Director	\$ 18.00	24	\$	22,500.00
Asst. Director	\$ 17.00	24	\$	21,500.00
Docent - Portales	\$ 14.00	20	\$	14,600.00
Docent - Jail	\$ 14.00	20	\$	14,600.00
Docent - split to cover both Portales & Jail	\$ 13.00	20	\$	13,500.00
*Special Events: Not to exceed			\$	2,200.00
<b>Total for Salaries</b>				<b>\$ 88,900.00</b>

\*Covers Museum events such as participating in the History Conference, Founders Day Luncheon, Ghost Tours, two fiestas per year, Veterans Parade & Ceremony, Christmas Luminaria Event, after hours meetings & other museum events

**(b) Supplies:** Covers items such as printer ink, printer paper, foam boards for displays, spray glue for displays, chains to hang displays, exhibit material, flags, batteries

**(c) Postage:** Covers P.O. Box rental and stamps for mailing of newsletters and special events, such as conferences

**(d) Advertising:** Covers telephone and WIFI for both Portales and Jail, giveaway items to tourists such as pencils, Facebook ads, brochures for tourists, web site,

**(e) Liability Insurance:** Building insurance

**(f) Maintenance & Repair:** Covers cleaning lady for Portales & Jail plus Janitorial supplies

## **Exhibit C**

### **SCOPE OF SERVICES**

The San Elizario Genealogy and Historical Society (SEGHS) oversees the Old County Jail and a Tourist/Genealogy/Historical Information Center at the Los Portales Museum. These facilities convey a deeper understanding of the historical significance of San Elizario and instill local pride and encourage the preservation of historical buildings and sites. As part of the general operations, the San Elizario Genealogy and Historical Society aims to:

1. Maintain and enhance genealogy and historical exhibits at the Los Portales and Old County Jail museums and equip our facilities with period furnishings and appropriate exhibit collections.
2. Engage in an annual evaluation and strategic planning with community partners and Museum Advisory Group for the purpose of establishing short term and long-term goals and objectives for continued growth and expansion of Los Portales Museum and Old County Jail operations and programming. Evaluation should be formatted to ensure maximum impact and community engagement.
3. Create new and intriguing exhibits that will attract diverse visitors. These exhibits will focus on the San Elizario community and history and will be thoroughly researched by a team of qualified personnel and UTEP History interns.
4. Present diverse stories and invite the community to participate in the preservation of family, cultural and architectural history.
5. Provide information and conduct tours of the San Elizario Historic District, as designated by the National Park Service.
6. Open Los Portales Museum and Old County Jail museums Tuesday through Sunday, and during large scale special events, using staff and community volunteers, and in compliance with Section 9 of the Agreement. Establish general hours of operation for both sites including weekdays and weekends as approved by the Economic Development Department. In the event a change in dates or hours of operation is requested by the Contractor, a request in writing shall be made and submitted to the El Paso County Economic Development Department and granted at the sole discretion of the El Paso County Economic Development Department's director and an amendment signed by the Chief Administrator for the County.
7. Host and promote monthly programming that will foment San Elizario's historical and heritage appreciation. Our events will include but not be limited to:

- Historical lectures by professional historians and museum professionals.
  - Oral history workshops, to be held once every 6 months on average.
  - Events that will bring in revenue, such as adobe and art workshops focused on local heritage.
  - Special museum hours tied in with events that will promote Los Portales Museum and Old County Jail and appeal to new demographics. (i.e., Museum after hours events, ghost tours)
  - Culturally relevant events, such as Dia de Los Muertos, Christmas Luminaria festival and other community outreach programs.
8. Provide genealogical research services for the local families, including the collecting and archiving of oral histories, family tree information, and historical pictures. Make research readily available to the community by digitizing the information. The purpose of which will help support the mission of the San Elizario Genealogy and Historical Society.
  9. Continue developing the oral history program established in 2021 which include planning, recording, and archiving of oral histories provided by members of the San Elizario community. The oral histories collected will be used for historical and genealogical research by community members and for the enrichment of the Los Portales Museum and Old County Jail public history programming.
  10. Promote historic preservation through the appreciation of San Elizario's adobe architecture and cultural sites.
  11. Work in collaboration with municipalities, non-profit organizations, and Historical Commissions to promote historical and cultural sites in San Elizario and contiguous areas for the purpose of developing and sustaining heritage tourism.
  12. Partner with higher educational institutions as well as public and private school districts to provide guided tours, field trips, and activities to students. This will be marketed to communities within El Paso County and throughout the region.
  13. Provide volunteer, community service and internship opportunities to members of the San Elizario Community and El Paso County area.
  14. Utilize the advertising budget to advertise, market and promote the Old County Jail and Los Portales Museum. All advertising must take place outside the boundaries of El Paso County to directly enhance and promote tourism and the convention and hotel industry, pursuant to Texas Tax Code, Section 352.1015(e)
  15. Budget Amendment - A budget amendment is required in writing and with accompanying documentation to justify the request if SEGHS desires to reallocate to or from any line

item in the approved budget more than five percent (5%). The request should be made to El Paso County Economic Development Department for consideration and approval by the department head. A request greater than five percent (5%) will require approval by the full El Paso County Commissioners Court via a contract amendment.

## **Exhibit D**

### **PERFORMANCE MEASURES**

#### **SAN ELIZARIO GENEALOGY AND HISTORICAL SOCIETY PROGRESS REPORT FORM**

Reporting Period: October 1, 2024 - September 30, 2025. One report per facility is due at the end of each three-month period, totaling four times per fiscal year. First report should include a list of a minimum of three achievable goals or objectives for the year-outside of the general scope of work and expectations. Final report should include the outcomes or progress made towards the goals and/or objectives.

Please be sure to attach the following:

- Samples of any digital or print marketing campaign ads, newsletters, local media articles or interviews, event programs, educational materials, and brochures capturing activity and developments taking place during the reporting period.
- Tourism tracking spreadsheet reflecting visitation by zip code. Include year to date totals.
- Special event attendance. Include both events organized by SEGHS and those organized by the community. Include local and out of town audience attendance as possible.

Goals:

- Social media engagement will be tracked to reach a goal of 1,000 Facebook Likes and 1,000 Instagram Followers by the end of the 2023 - 2024 fiscal year.
- Website engagement will be monitored to reach a goal of 2,000 hits by the end of the 2023-2024 Fiscal Year.
- Establish an online store marketing the Museums through our official website and secure a total of 50 orders by the end of the 2023-2024 Fiscal Year.

<b>Performance Measure</b>	<b>Number</b>	<b>Noteworthy Details or Description</b>
Number of Volunteers		
Total Volunteer Hours		
Total Number of days and hours of operation		
Number of local tourists		
Number of out-of-town tourists		
Number of tours		
Number of revenue generating proposals, events, and fundraisers		List of events and Proposals:
Community partnerships and leveraging of resources		Please provide examples:

## **Exhibit E**

### **LOS PORTALES MUSEUM CURATION POLICY**

Any and all items procured, gifted, obtained, donated or in any way acquired for Los Portales or the Old County Jail Museums and Visitors Center remain the property of the Museums (the County)

A process for curation, conservation, and inventory will be established by the County within 30 days of the execution of this Agreement and followed by the Contractor. The County has provided some examples of curation policies but is not limited to these examples.

Examples:

MET Museum, NY

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.metmuseum.org/-/media/files/about-the-met/policies-and-documents/collections-management-policy/Collections-Management-Policy-3.2.2021.pdf

American Alliance of Museums:

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.aam-us.org/wp-content/uploads/2018/01/developing-a-cmp-final.pdf

https://www.aam-us.org/programs/ethics-standards-and-professional-practices/collections-management-policy/

Getty Museum:

Chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.getty.edu/about/governance/pdf/acquisitions\_policy.pdf

Museum of the City of New York:

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.mcny.org/sites/default/files/2020-07/MCNYCollectionsManagementPolicy2020.pdf



## **Exhibit F**

### **COUNTY AND LOS PORTALES MUSEUM STAFF: FACILITY KEYS**

#### **HISTORIC DISTRICT GROUNDS**

##### **GATES**

- County Staff
  - Economic Development
  - Facilities
  - Parks
  - Public Works
- Los Portales Museum Staff
  - Museum Director
  - Museum Assistant Director

#### **KITCHEN AND COURTYARD**

- County Staff
  - Economic Development
  - Facilities
  - Parks
  - Public Works
- Los Portales Museum Staff
  - Museum Director
  - Museum Assistant Director
  - Lillian Trujillo, President of the San Elizario Genealogy and Historical Society

#### **RESTROOM FACILITIES**

- County Staff
  - Economic Development
  - Facilities
  - Parks
  - Public Works
- Los Portales Museum Staff
  - Museum Director
  - Museum Assistant Director
  - Lillian Trujillo, President of the San Elizario Genealogy and

## Historical Society

### LOS PORTALES MUSEUM

- County Staff
  - Economic Development
  - Facilities
  - Parks
  - Public Works
- Los Portales Museum Staff
  - Museum Director
  - Museum Assistant Director
  - Lillian Trujillo, President of the San Elizario Genealogy and Historical Society

### OLD COUNTY JAIL

- County Staff
  - Economic Development
  - Facilities
  - Parks
  - Public Works
- Los Portales Museum Staff
  - Museum Director
  - Museum Assistant Director
  - Lillian Trujillo, President of the San Elizario Genealogy and Historical Society

## Exhibit G

### OLD COUNTY JAIL MONTHLY OPERATIONAL COST

Addition to Budget Line Item Monthly cost of Jail Museum-2024	
<b>Museum Personnel:</b>	
• Salary for Split Docent - Old County Jail	\$1,125.80
• Payroll taxes related to salary <i>(\$13/hr. X 20 hours per week = \$260 x 4.33 = \$1,125.80 month)</i>	\$100.00
• Maintenance <i>.....(40 wk. x 4.33 = \$173.20)</i>	\$173.20
• Advertising <i>AT&amp;T Internet for jail \$53.76</i>	\$53.76
<b>TOTAL:</b>	<b>\$1,452.76</b>