Renard U. Johnson
Mayor

Dionne Mack
City Manager

CITY COUNCIL
Alejandra Chávez, District 1
Josh Acevedo, District 2
Deanna Maldonado-Rocha, District 3
Cynthia Boyar Trejo, District 4
Ivan Niño, District 5
Art Fierro, District 6
Lily Limón, District 7
Chris Canales, District 8

NOTICE OF WORK SESSION OF THE EL PASO CITY COUNCIL

October 12, 2026
COUNCIL CHAMBERS, CITY HALL, 300 N. CAMPBELL AND VIRTUALLY
9:00 AM

Teleconference phone number 1-915-213-4096
Toll free number: 1-833-664-9267
Conference ID: 907-118-23#

Notice is hereby given that a Work Session of the City Council of the City of El Paso will be conducted on October 12, 2026 at 9:00 A.M. Members of the public may view the meeting via the following means:

Via the City's website. http://www.elpasotexas.gov/videos
Via television on City15,
YouTube: https://www.youtube.com/user/cityofelpasotx/videos

Attention: The Council will take a lunch break at approximately 12:30 p.m. - 1:00 p.m. unless otherwise decided by the Council.

In compliance with the requirement that the City provide two-way communication for members of the public, members of the public may communicate with Council regarding agenda items by calling the following number:

1-915-213-4096 or Toll free number: 1-833-664-9267

At the prompt please enter the corresponding Conference ID: 907-118-23#

The public is strongly encouraged to sign up to speak on items on this agenda before the start of this meeting on the following link:

https://app.smartsheet.com/b/form/7086be5f4ed44a239290caa6185d0bdb

The following members of City Council will be present via video conference:

Josh Acevedo

A quorum of City Council must participate in the meeting.

AGENDA

1. Discussion and action on a Resolution of the City Council of the City of El Paso, Texas, adopting the El Paso Museum of Art's "Frontera Forward: Bridging Art & Community at the Border" Strategic Plan for FY 2027-FY 2031; providing for implementation and periodic adjustments; and providing an effective date. **26-1101**

All Districts
Museums and Cultural Affairs, Ben Fyffe, (915) 212-0110
Museums and Cultural Affairs, Edward Hayes, (915) 212-0301

2. Discussion and action on a Resolution of the City Council of the City of El Paso, Texas, approving the Collections Care and Management Policy for the City of El Paso Museum Collections; providing for purpose and authority; and providing for an effective date of October 12, 2026. **26-1102**

All Districts
Museums and Cultural Affairs, Ben Fyffe, (915) 212-0110
Museums and Cultural Affairs, Edward Hayes, (915) 212-0301

3. Presentation, discussion, and action on the American Rescue Plan Act (ARPA) - Coronavirus State and Local Fiscal Recovery Fund (CSLFRF). **26-1119**

All Districts
Office of Management and Budget, Sasho Andonoski, (915) 212-1092

4. Discussion regarding the presentation of the 2026 Animal Shelter Advisory Committee (ASAC) Annual Report to City Council. **26-1093**

All Districts
Animal Services Department, Michael D. Wachsmann, (915) 212-8472
Animal Services Department, Carmen Melgosa, (915) 212-5449

EXECUTIVE SESSION

The City Council of the City of El Paso may retire into EXECUTIVE SESSION pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Chapter 551, Subchapter D, to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the City Council of the City of El Paso may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act and the Rules of City Council.) The City Council will return to open session to take any final action and may also, at any time during the meeting, bring forward any of the following items for public discussion, as appropriate.

Section 551.071	CONSULTATION WITH ATTORNEY
Section 551.072	DELIBERATION REGARDING REAL PROPERTY
Section 551.073	DELIBERATION REGARDING PROSPECTIVE GIFTS
Section 551.074	PERSONNEL MATTERS
Section 551.076	DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS

Section 551.087 DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS
Section 551.089 DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; CLOSED MEETING

Discussion and action on the following:

EX1. Patricia Alvarez and Padel Ranch Health and Wellness (551.071) **26-1124**

City Attorney's Office, Carlos Armendariz, (915) 212-0033
City Attorney's Office, Carlos Gomez Baca, (915) 212-0033

EX2. Ysleta Del Sur Pueblo v. City of El Paso; Cause No:EP-23-CV-132-DCG (551.071) **26-1125**

City Attorney's Office, Evan D. Reed, (915) 212-0033

EX3. Real Estate Division Update, HQ#25-5035 (551.072) **26-1126**

Real Estate Division, Mary Lou Espinoza, (915) 212-0825

EX4. Legal advice regarding the grant application to Meta Platforms, Inc. through the Future is for Everyone Fund requesting $4,000,000.00 in grant funds, with no match required from the City of El Paso, for the El Paso Climate Action Implementation Program (551.071) **26-1129**

City Attorney's Office, Josette Flores, (915) 212-0033
City Attorney's Office, Russell Abeln, (915) 212-0033

ADJOURN

NOTICE TO THE PUBLIC:

Sign Language interpreters are provided for City Council Meetings. If you need Spanish Interpretation Services, please email CityClerk@elpasotexas.gov by 12:00 p.m. on the Friday before the meeting.

Si usted necesita servicios de interpretación en español, favor de enviar un correo electrónico a CityClerk@elpasotexas.gov a mas tardar a las 12:00 p.m. del viernes previo a la fecha de la junta.

File #: 26-1101, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

DISTRICT, DEPARTMENT, CONTACT INFORMATION:

Please choose District and Department from drop down menu. Please post exactly as example below.
No Title's, No emails. Please use ARIAL 10 Font.

All Districts
Museums and Cultural Affairs, Ben Fyffe, (915) 212-0110
Museums and Cultural Affairs, Edward Hayes, (915) 212-0301

AGENDA LANGUAGE:

This is the language that will be posted to the agenda. Please use ARIAL 11 Font.

Discussion and action on a Resolution of the City Council of the City of El Paso, Texas, adopting the El Paso Museum of Art's "Frontera Forward: Bridging Art & Community at the Border" Strategic Plan for FY 2027-FY 2031; providing for implementation and periodic adjustments; and providing an effective date.

City of El Paso Agenda Summary Form

City Clerk

Submitted On:
Sep 29, 2026, 11:36AM EDT

Add Image	
Department / Council Office	Museums and Cultural Affairs
Agenda Date	October 12, 2026
Public Hearing Date	
Email of User Submitting Form	FloresSS2@elpasotexas.gov
Contact Person	Ben Fyffe 915-212-0110
2nd Contact Person	Edward Hayes, Jr. 915-212-0301
District(s) Affected	All Districts
Agenda Item	A Resolution of the City Council of the City of El Paso, Texas, adopting the El Paso Museum of Art's “Frontera Forward: Bridging Art & Community at the Border” Strategic Plan for FY 2027–FY 2031; providing for implementation and periodic adjustments; and providing an effective date.
Issue Statement	This is one of three core documents requiring Council approval for the El Paso Museum of Art’s (EPMA) preliminary reaccreditation packet due in November. EPMA's accreditation not only highlights operating at highest possible standard, but allows the museum to borrow artwork and exhibitions from major American and international museums and institutions, like the recent Frida Kahlo photo exhibition.
Background	An updated and Council-approved strategic plan is one of several core documents needed for EPMA's preliminary reaccreditation packet to be submitted to the American Alliance of Museums. EPMA has been accredited since the 1970s, and as currently the only accredited museum within a 200-mile radius.
Council Options	Council will be asked to approve plan. Postponing beyond the next meeting would not be advised, as preliminary application packet needs to be submitted in November.
Committee Review and/or Recommendation	This item already approved by the Board of the El Paso Museum of Art Foundation (the 501(c)3 supporting organization of the Museum) and the Council-appointed Museums and Cultural Affairs Advisory Board on September 17, 2026.
Community and Stakeholder Outreach (if applicable, as an attachment) – please include	Strategic planning process included outreach and listening sessions with multiple stakeholders including, EPMA Foundation, local artists, partnering entities within cultural community, EPMA staff and public.

Related City Policies	The Museum of Art’s Strategic Plan was informed by Council's most recent Strategic Plan to ensure alignment.
Prior Council Action	Council previously approved former strategic plan for the Art Museum during last reaccreditation process. On June 23, 2026, Council approved another core document for the application packet, which was the Museum's Code of Ethics.
The City Attorney’s Office has reviewed the documents and signed off on the necessary forms	Yes
Amount and Source of Funding	N/A
Enter the elected official's name followed by the amount donated.	N/A
For More Information	Ben Fyffe 915-212-0110 FyffeBE@elpasotexas.gov

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO, TEXAS, ADOPTING THE EL PASO MUSEUM OF ART'S "FRONTERA FORWARD: BRIDGING ART & COMMUNITY AT THE BORDER" STRATEGIC PLAN FOR FY 2027–FY 2031; PROVIDING FOR IMPLEMENTATION AND PERIODIC ADJUSTMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the El Paso Museum of Art ("EPMA") is a division of the City of El Paso's Museums and Cultural Affairs Department ("MCAD") and serves as a cultural and educational resource for El Paso and the surrounding region; and

WHEREAS, the EPMA Strategic Plan, entitled "Frontera Forward: Bridging Art & Community at the Border," ("Strategic Plan") dated September 9, 2026, establishes an institutional roadmap for FY 2027 through FY 2031, with periodic adjustments, and was developed through community input, professional knowledge, and City management; and

WHEREAS, the Strategic Plan is aligned with the City of El Paso's Comprehensive Plan and its Quality of Life and Good Governance strategic pillars, including strategies concerning welcoming spaces, community offerings, discovery, enjoyment, connection, community input, and engagement; and

WHEREAS, the Strategic Plan advances the Museum's mission to collect, preserve, interpret, and exhibit works of art that support and illuminate its permanent collection of American, European, and Mexican art, and its vision that the El Paso Museum of Art bridges borders through art; and

WHEREAS, the Strategic Plan identifies four desired outcomes: "An Institution that Embodies El Paso," "Expanded Frontiers through Art," "A Destination for All to Enjoy," and "Juntos, Adelante / Moving Forward Together"; and

WHEREAS, the Strategic Plan identifies initiatives including strengthening community partnerships; enhancing the Museum's role within the Downtown Arts District; expanding institutional loans and exhibitions; supporting local, emerging, established, international, and experimental artists; enriching collections; expanding arts education; improving visitor experiences; strengthening bilingual communications; increasing fundraising capacity; assessing facility needs; cultivating collectors; engaging visitors across demographics; supporting professional development; and developing satellite projects to promote accessibility to the arts; and

WHEREAS, the Museums and Cultural Affairs Advisory Board and the El Paso Museum of Art have reviewed and recommend that City Council approve and adopt the Strategic Plan as a guiding document for the Museum's activities and institutional priorities for FY 2027 through FY 2031 as required for reaccreditation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. The City Council hereby adopts and approves the El Paso Museum of Art's "Frontera Forward: Bridging Art & Community at the Border" Strategic Plan for FY 2027 through FY 2031, dated September 9, 2026, attached hereto as Exhibit "A" and incorporated herein by reference.

2. EPMA shall monitor implementation and may make periodic administrative or operational adjustments consistent with the adopted Strategic Plan, applicable law, City policies, and available resources. Any substantive amendment requiring City Council approval shall be presented to the City Council for consideration.

3. The City Manager, or designee, is authorized to execute documents and take administrative actions necessary to implement this Resolution and the Strategic Plan, provided such actions are consistent with this Resolution, applicable law, and the City's adopted budget.

4. This Resolution shall take effect immediately upon adoption.

APPROVED this _____ day of _____, 2026.

CITY OF EL PASO

_____

Renard U. Johnson
Mayor

ATTEST:

_____

Laura D. Prine
City Clerk

APPROVED AS TO FORM:

Robert Aguinaga

Robert Aguinaga
Assistant City Attorney

APPROVED AS TO CONTENT:

Ben Fyffe, Managing Director
Quality of Life

EXHIBIT "A"

Frontera Forward: Bridging Art & Community at the Border
EPMA Strategic Plan FY 2027–FY 2031

Frontera Forward

Bridging Art & Community
at the Border

STRATEGIC PLAN

FY 2027 - FY 2031
with periodic adjustments

GRAPHIC DESIGN FORTHCOMING

November 1, 2026

A Word from Our Director

¡*Saludos*!

Thanks to the unwavering support of the El Paso Museum of Art Foundation, we are pleased to present the Museum's strategic plan, *Frontera Forward: Bridging Art and Community at the Border*. This institutional roadmap is designed to help us chart the course of the El Paso Museum of Art over the next five years.

During my tenure at EPMA since 2023, I have been humbled to work alongside the most dedicated staff serving a community that loves its museum, supports local artists, and merits a world-class art museum experience. *Frontera Forward* reflects over six months of feedback from EPMA and Museums and Cultural Affairs Department staff, EPMA Foundation Board, as well as numerous community members and City of El Paso partners. We appreciate the perspectives of the over 100 individuals across three listening sessions and a community survey which have together contributed to making this planning process and its resulting plan a success. We would also like to thank strategists Juliana Baldwin-Muñoz and Aimee Olivas from the City Manager's Office as well as Daniel Ronan of Resilient Heritage for shepherding this plan to completion.

We present this guiding document on the heels of yet another year of extraordinary museum attendance. Thanks to the good work of Museum staff, and the interest and support from countless *paseños*, the Museum surpassed last year's attendance numbers by nearly 20%, welcoming over 75,000 visitors from around the world. This accomplishment occurred in light of a necessary four-month closure for our $3.5 million HVAC building upgrade, underscoring the need for the arts in El Paso and the Museum's ability to meet the public need in exceptional ways.

It is because of your participation that EPMA is thriving post-reopening. This spring, we witnessed record attendance during our *Frida Kahlo–Sus Fotos* and *Suzi Davidoff*: *Wander* exhibitions (over 32,500 visitors welcomed, 30% from outside the region) and in August 2026, EPMA earned the designation of Top 5 Museum in Texas from the editors at Glasstire for serving our region with diverse and relevant offerings. EPMA joined the Modern Art Museum of Fort Worth, Menil Collection, Museum of Fine Arts, Houston, and Nasher Sculpture Center, in this recognition.

These latest accomplishments propel the Museum into our next chapter, one that is not fully realized without your input and involvement. If you would like to

partner in moving this plan forward, please let us know. The Museum has always benefited from active community participation, which makes the El Paso Museum of Art not just a home for art, but a home for everyone in our borderland community.

Sincerely,

Edward R. Hayes Jr., Director
The El Paso Museum of Art

The City of El Paso Strategic Planning Process to EPMA's Strategic Plan

The El Paso Museum of Art presents the following strategic plan aligned with the City of El Paso's "Quality of Life" and "Good Governance" strategic plan core pillars that comprise the recently adopted City of El Paso Comprehensive Plan.

A goal of the Quality of Life pillar is to "enhance the environments that make daily life livable and enjoyable through welcoming spaces, accessible human services, and experiences that support well being." The El Paso Museum of Art is a key cultural institution in the City's Quality of Life portfolio, and it delivers on the pillar's core strategy of "spotlighting current community offerings and amenities that invite discovery, enjoyment, and connection."

The Museum's Frontera Forward Strategic Plan also supports the City Strategic Plan Good Governance pillar to "reinforce good governance practices focused on reliable approaches, so workforce, residents, and partners feel heard, informed, and part of the City's direction." The Museum's plan supports the City plan's core strategy of "creating clear, accessible pathways for community input and engagement." The Museum's plan outlines specific ways in which the Museum will communicate with, and engage, museumgoers over the course of the next five years through its exhibitions and programs.

While the City Strategic Plan is intended for FY 2027 to FY 2029, this expanded strategic planning document seeks to further reflect the goals and aspirations of the Museum with specific industry expertise and considerations, in line with the institution's reaccreditation process to be completed in 2027.

Community input, professional knowledge, and City management all have informed this document which will serve the Museum for the next five years, FY 2027 to FY 2031. Fitting within the broader City of El Paso Comprehensive Plan adopted this past summer, the El Paso Museum of Art aligns its strategies to support quality of life through museum experiences that center the bi-cultural and transnational community the Museum ultimately reflects.

What is *Frontera Forward*?

Named after a 2023 arts and cultural initiative created by EPMA, *Frontera Forward* seeks to explore and elevate the bi-cultural and transnational identity between the City of El Paso, Texas where the Museum is located, and the adjacent communities of Ciudad Juárez, Chihuahua, México, Southeastern New Mexico and Far West Texas. The Museum has designed the initiative to broaden the understanding and appreciation of borderland culture through art and programs that center and elevate artists and other creatives within our region. As EPMA continues to reflect the cultural identity of the borderlands, the same ethos encapsulated by this initiative's name likewise serves as a fitting concept for the Museum's everyday work, and subsequently a fitting title for this strategic plan.

The El Paso Museum of Art

Mission
The mission of the El Paso Museum of Art is to collect, preserve, interpret, and exhibit works of art that support and illuminate the Museum's permanent collection of American, European, and Mexican art.

Vision
El Paso Museum of Art bridges borders through art.

Values
The Museum shares the following values adopted by the City of El Paso: Integrity, Respect, Excellence, Accountability, and People.

History & Mission in Practice
The El Paso Museum of Art was established as a department within the City of El Paso by the City Council in 1959, and opened to the public in 1960. Today the Museum is a division of the City of El Paso's Museums and Cultural Affairs Department (MCAD). It receives annual funding from the City for facility operations and security, and staff salaries for those who manage the facility and grounds, the permanent collection, and community program

services. This governing role does not allow the City to approve or disapprove of collection accessions or to select program content.

The El Paso Museum of Art celebrates the region's diverse cultures through exhibitions and acquisitions, as well as educational programs dedicated to scholarship and providing a stimulating and inspiring environment for all audiences. EPMA mounts 10-15 temporary exhibitions per year, presenting original, permanent collection, and traveling shows, and annually grows its collection through acquisitions and gifts. Using its collection and exhibitions as a foundation, EPMA organizes lectures with regional, national, and international scholars, trains volunteer docents to lead free gallery and exhibition tours, offers classes and workshops in its Art School, and shares its collection internationally by loaning artworks to institutions, organizing traveling exhibitions, and continuing to digitize its collection.

El Paso Museum of Art's Art School

EPMA's Art School has been an integral part of the Museum since the institution relocated to its current location in 1998. Housed within the Museum, prominently located on EPMA's first floor with the main doors accessed from the Museum's grand lobby, the Art School consists of four studio classrooms. At 6,500 square feet, the Art School occupies a significant footprint in the Museum. The Art School is the only program of its kind in the region, offering classes that combine both art making with the study of original works on view in the Museum's galleries for children and adults. EPMA's Art School prioritizes the highest quality experiences in accessible studio classrooms, supportive training for teaching artists, utilizing professional grade tools and materials.

Year-round classes are offered for children ages 6–13, teens, and adults, with camps now available throughout the year during Fall, Winter, Spring, and Summer, providing families with consistent opportunities for creative learning and engagement. Grants have also expanded the School's commitment to accessibility and inclusion by offering free focused art classes for neurodivergent and differently abled children, and ceramics classes for older adults.

Today, the Art School serves a growing need for arts-based education in the community, which has experienced cuts to arts curricula across El Paso schools. The Arts School hosts over 500 registrants annually; the last full cycle of offerings served 578 registrations in FY 2025. The success of the Art

School incites the Museum to consider enhancing capacity to accommodate more students.

Unique Museum, Diverse Audience

EPMA is the only American Alliance of Museums-accredited art museum within a 200-mile radius, one of the only accredited museums in all of West Texas, and serves as a major cultural and educational resource for West Texas, New Mexico, and Northern Mexico. The demographic characteristics of this region are diverse and unique among large cities in the United States because of the nature of its fluid, binational population which sees inhabitants commuting across international and state borders on a daily basis. El Paso and its sister city Ciudad Juárez, Mexico share three international bridges that bring 75,000 people from Juárez to El Paso each day (Bureau of Transportation Statistics, 2016). According to Customs and Border Protection, 600 to 1,000 children legally cross the Paso del Norte bridge to go to school every day. Moreover, over 80% of residents identify as Mexican, Hispanic, or Mexican-American.

The Museum recognizes its region's diverse cultures through exhibitions, acquisitions, educational programs, and staff and board representation. Examples of curatorial attention to bilingual accessibility are multifold. The majority of labels in the galleries, for example, are offered in English and Spanish. EPMA's bilingual exhibition catalogues received critical acclaim in a 2017 Texas Commission on the Arts grant examiner's assessment. EPMA is also participating in a current MCAD museum-wide assessment of exhibition didactics, to ensure the presentation of our bilingual labels and texts panels are accessible to all visitors.

The El Paso Museum of Art Foundation

Founded in 1998, the El Paso Museum of Art Foundation's (EPMAF) mission is to support the El Paso Museum of Art and its exhibitions, programming and outreach by raising funds for its permanent endowment. In 2022, EPMAF and the City of El Paso formally codified its relationship, roles and responsibilities enabling more efficient operations for both entities, minimizing liabilities and ensuring cohesive collaboration.

While EPMA is municipally funded and under the jurisdiction of the City of El Paso, Texas, over 7% percent of its financial support comes from the

Foundation and independent initiatives, directly supporting exhibitions, programming, and special initiatives

The Border Biennial

Inaugurated in 2008, the Border Biennial celebrates contemporary art from the U.S./Mexico border. The Biennial allows visitors to engage with, experience, and challenge the narratives commonly associated with the borderlands. The Biennial presents the work of artists living and working along the El Paso/Juárez border in exhibitions across the region's two institutions less than ten miles apart: the Museo de Arte de Ciudad Juárez and the El Paso Museum of Art. Note: Due to COVID-19 and institutional transitions, the Border Biennial was paused between 2019 and 2023.

The Downtown El Paso Arts District

Designated in 2011 by the Texas State Legislature, the Downtown El Paso Arts District encompasses the El Paso Museum of Art in addition to the El Paso Museum of History, El Paso Mexican American Cultural Center, and La Nube STEAM Discovery Center, among other cultural institutions, public art installations, greenspaces and theatres. Over the first ten years of its designation, the District catalyzed over $370 million of private development, with arts organizations and their audience generating over half a billion dollars in spending into the El Paso economy. As the District further matures, opportunities for increased EPMA partnerships and cross pollination with sister institutions will continue to propel the Museum and the District's continued arts-centered impact that reaches over two million people annually.

Building Towards Reaccreditation

In the lead-up to the El Paso Museum of Art's anticipated reaccreditation in 2027, the institution has taken additional formal steps in solidifying its reputation as one participant called it, the "biggest, baddest museum on the border." With City Council-approved Code of Ethics informed by American Alliance of Museum and International Council of Museums best practices and standards, as well as an updated Collections Care and Management Policy, the Museum is further primed to deliver on its reputation of trustworthy and high-quality museum curation and programming.

Building from the Previous Strategic Plan (2017-2022)

The Museum's prior Strategic Plan established four goals: 1) Increase Museum Participation, 2) Improve the Visitor Experience, 3) Increase Revenue and Income, and 4) Raise the Profile of EPMA, in Community and beyond.

Goal 1. Increase Museum Participation

It should be noted the previous plan was interrupted by the global pandemic in 2020. Post 2023, the Museum is restoring to pre-pandemic attendance figures, observing a 12.5% increase in from FY 2023 to FY 2024. Virtual reach has also grown; EPMA reached the milestone of 20,000 Instagram followers in 2025, and in 2027 it anticipates having 25,000 followers. A new check-in system at the Museum entrance now asks visitors to scan a QR code to capture zip codes. This metric was instrumental in helping the Museum understand that, of the 32,500 visitors who came to see Spring 2026 exhibitions, over 30% registered zip codes outside of the El Paso/Juárez metro area.

Goal 2. Improve the Visitor Experience

Key additions since 2022 include a new Low Sensory Room, and $3.5 million overhaul of the HVAC system. New hires in Curatorial and Education support the museum's capacity to host more tours and provide better customer service. Surveys and other assessment tools are needed to capture qualitative feedback from visitors.

Goal 3. Increase Revenue and Income

Since 2023, EPMA has secured transformative grants from Mellon Foundation, Terra Foundation of American Art, and Art Bridges, among other private, state, and federal grantors. A recent grant includes a $50,000 award from Art Bridges for the Museum's Art + Wellness program. Currently, an Art School naming opportunity of $500,000 exists to help transform classroom space to accommodate more classes, which would lead to more revenue opportunities.

Goal 4. Raise the Profile of EPMA, in Community and beyond

This goal prioritized planning blockbuster exhibitions and elevating the EPMA Store as a shopping destination. Since 2020, the Store is no longer in operation.

In 2017, Congressman Beto O'Rourke nominated EPMA for the National Medal for Museum and Library Service for its service to the community in providing world-class art experiences and for promoting community

cohesion. In 2018, the Institute of Museum and Library Services announced EPMA as one of ten winners for this award, the nation's highest honor for museum and library service.

A Spring 2026 traveling Frida Kahlo photography exhibition organized by Casa Azul (Frida's childhood home) has elevated the museum's profile in the region, bringing in record attendance and increasing awareness of the Museum. Other exhibitions including the 2024 Border Biennial have received national acclaim; the Biennial was featured on the front page of the April 2024 New York Times Museums section.

Since 2017, the Museum acquired over 352 works of art through annual Members Choice purchases as well as gifts to the Collection notably from the Estate of Linneas Hooper Lorette, among other donors. The Museum collection now totals over 7,000 works of art.

THE PLAN

The following plan is forged by the El Paso community and visitors of the El Paso Museum of Art. Over the course of the past six months, City of El Paso Strategy Office strategists facilitated listening sessions with Staff, the EPMA Foundation, and community partners including Museum docents, EPMA Art School teaching artists, local exhibiting artists, and event vendors including DJs and caterers. Between in-person listening sessions, and responses to an online survey that was distributed broadly to Museum members and supporters, over 225 total feedback points inform this plan. Over the next five years, with ongoing community feedback and staff monitoring, museum leadership will implement this plan to better serve EPMA's community and arrive at the following desired outcomes. In attaining these outcomes, the El Paso Museum of Art will achieve its vision of "bridging borders through art."

<u>An Institution that Embodies El Paso</u>

Create a place that reflects the beauty and shared love for El Paso

- Attract and engage community partners to solidify the El Paso Museum of Art as the cultural hub of the region;
- Introduce art that enhances the visual and cultural identity of the Museum, including interior and exterior art installations;
- Promote the Museum as anchor of the Downtown Arts District, made stronger by its sister institutions; align operational hours, promotional activities, and programs with key partners in the Downtown Arts District; and

- Solicit continued feedback from El Pasoans, visitors, and peer institutions.

Expanded Frontiers through Art

Expand the sightlines of the museum to increase the Museum's network

The EPMA will:

- Continue to expand institutional loan programs with partner museums and cultural organizations;
- Continue to offer balanced exhibition curation and programming including local and emerging artists, well-known established artists, and international and experimental artists;
- Further enrich Museum collections through increased art acquisitions;
- Build a traveling exhibitions program from staff-curated exhibitions;
- Preserve cultural heritage through curatorial and programmatic collaborations;
- Provide and expand the Museum as a platform for contemporary art;
- Further commit to organizing the Border Biennial as a signature initiative of the EPMA in partnership with the Museo de Arte de Ciudad Juárez; and
- Position the institution as a regional art museum leader in the Southwest.

A Destination for All to Enjoy

Foster a more full-service museum facility and experience

The EPMA will:

- Provide a visitor-first, welcoming experience for all guests;
- Build a corps of volunteers and docents who can expand museum offerings and assist with donor cultivation;
- Expand the El Paso Museum of Art Art School to enhance arts education;
- Create self-guided tools and opportunities for museum interactivity for a diverse array of visitors;
- Bolster communications, social media, earned media in English and Spanish speaking communities and publications;
- Embolden its fundraising capacity in partnership with the El Paso Museum of Art Foundation, including corporate sponsorships, foundation grants, and individual and planned giving;
- Proactively monitor building needs and assess possibilities for enhancements with City of El Paso Capital Improvement and Facilities Departments; work with EPMA Foundation to bolster planning and funding options; and
- Leverage long-range building improvements, with entrepreneurial enhancements, e.g. museum retail opportunities, food and beverage opportunities.

***Juntos, Adelante* / Moving Forward Together**

Welcome all to participate and enjoy in the arts as a right of being in El Paso
The EPMA will:

- Cultivate art collectors by developing *El Paso Collects*, an initiative to identify, gather, and support collectors in their patronage and advocacy for mission-related art and artists;
- Continue to engage visitors from across demographics, including youth and older adults;
- Promote Leo Villareal's *Star Ceiling El Paso* outdoor work as a community gathering space, public touchpoint, and rentable special event space;
- Continue hiring professional staff with qualified expertise, enriching its organizational culture and the museum experience;
- Enrich professional staff with extended professional development and leadership opportunities;
- Inspire city and region-wide participation through civic-centered leadership; and
- Develop satellite projects that promote accessibility to the arts and engagement for all El Pasoans.

How the El Paso Museum of Art will Implement *Frontera Forward*

The four desired outcomes as outlined in this plan, **An Institution that Embodies El Paso, Expanded Frontiers through Art, A Destination for All to Enjoy, and *Juntos, Adelante*/Moving Forward Together,** the Museum is primed to further foster the arts community and its home city as a premier cultural leader in the Southwest, nationally, and globally. Considerations that may impact the implementation of this plan include three guiding questions:

- ***What stories does the Museum tell to help further our mission?***

- ***How does the museum continue to be relevant in the community, nationally, and globally?***

- ***What sets EPMA apart from other art museums?***

This plan is the first step in finding answers to these important questions, assisting the Museum's ongoing transformation into an institution that both reflects and also leverages the cultural richness of the El Paso border region, its art, and its people.

Acknowledgments

The El Paso Museum of Art is grateful for the support of the EPMA Foundation, with special thanks to Board Chair Stacey Hunt for support of this plan developed by Resilient Heritage in coordination with City of El Paso Strategy Office strategists Juliana Baldwin-Muñoz and Aimee Olivas. The Museum is also grateful to the current Museums and Cultural Affairs Advisory Board and El Paso City Council, whose review and adoption of this plan allow EPMA to grow in lockstep with larger cultural and municipal planning. Special thanks also to Ben Fyffe, Managing Director, Quality of Life, for his leadership and support in overseeing all museums in the Museums and Cultural Affairs Department portfolio.

STRATEGIC PLAN BIOGRAPHIES

Edward R. Hayes, Jr., Director, El Paso Museum of Art
Edward R. Hayes Jr. is a bilingual museum professional with two decades of experience working as a curator, exhibitions manager, director of traveling exhibitions, and art museum director.

From 2020-2023, Hayes was Exhibitions Senior Manager for the McNay Art Museum in his hometown of San Antonio, Texas, where he managed the museum's robust exhibitions program, spearheaded traveling projects, and co-organized select exhibitions. Prior to returning to Texas, Hayes was Director of Traveling Exhibition Service at International Arts & Artists in Washington D.C., a nonprofit arts organization dedicated to increasing cross-cultural understanding and access to the arts internationally. Hayes managed a portfolio of over 25 exhibitions touring annually and launched ten new exhibitions into the marketplace including *Cultural Encounters: Art of the Asian Diasporas in Latin America & The Caribbean*; *Blurring Boundaries: The Women of American Abstract Artists, 1936—Present*; among others.

From 2013-2018, Hayes was Curator of Exhibitions for the Museum of Latin American Art (MOLAA) in Long Beach, California. At MOLAA, he organized over 50 exhibitions of modern and contemporary art. He was curator of MOLAA's first solo exhibitions of Chicano art including *Dreamland: A Frank Romero Retrospective* (2017) and *Judithe Hernández: A Dream is the Shadow of Something Real* (2018). In 2015, Hayes represented MOLAA at the inaugural Reimagining the Museum conference in Buenos Aires organized by the American Alliance of Museums and Fundación TyPA.

Hayes holds a BFA from The School of the Art Institute of Chicago (2006) and an MA in Art History from The University of Texas at San Antonio (2010). He is a Member of the American Alliance of Museums, and a recent Peer Reviewer. Hayes is also a

member of the Texas Association of Museums and is an Advisory Board Member for the Wittliff Collections at Texas State University in San Marcos.

Juliana Baldwin-Muñoz, Chief Strategy Officer, City of El Paso
A homegrown professional, Juliana (Julie) is a local government innovator and strategist who has spent the last two decades in a variety of leadership roles focused on building community-centered strategies through engagement, program administration, and organizational alignment. She has led several high-impact cross-functional teams that tackle complex policy issues and performance excellence criteria to create systems that support meaningful data-informed change.

She holds a Master of Public Administration with a concentration in Urban and Regional Planning and a Bachelor of Arts in Organizational and Corporate Communication/Psychology. She recently completed the Bloomberg Harvard Leadership Initiative as the Performance Management Lead and previously co-introduced the Stanford d. School's *Designing for Social Systems* approach applying human-centered design techniques to City programs.

Aimee Olivas, Strategic Initiatives Manager, City of El Paso
Aimee Olivas is a dynamic leader and strategic visionary at the City of El Paso's Strategy Office. She currently holds the role of Strategic Initiatives Manager and serves as a key champion in the city's strategic planning process. Aimee has held various roles at the City of El Paso over her ten years with the organization, including Socioeconomic Compliance Officer for the Purchasing & Strategic Sourcing Department and Business Retention and Expansion Specialist for the Economic Development Department. Aimee is a third-year law student at Vermont Law and Graduate School. She is a Certified Contract Administrator (CCA) from the American Contract Compliance Association. She holds a Master's Degree in Business Administration and a Bachelor's Degree in Political Science, both from the University of Texas at El Paso. She also holds a certificate in Human-Centered Design from Stanford's d.school.

Resilient Heritage, Principal Daniel Ronan - ResilientHeritage.org
Resilient Heritage collaborates at the crossroads between and among arts, culture, and heritage. Its Principal, Daniel Ronan, has worked among non-profits, community organizations, philanthropy, and the government sector. Resilient Heritage builds value and relationships that in turn strengthen organizations to fulfill mission-critical work through fundraising, strategic planning, interim leadership, public engagement, tax credits, and advocacy.

File #: 26-1102, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

DISTRICT, DEPARTMENT, CONTACT INFORMATION:

Please choose District and Department from drop down menu. Please post exactly as example below.
No Title's, No emails. Please use ARIAL 10 Font.

All Districts
Museums and Cultural Affairs, Ben Fyffe, (915) 212-0110
Museums and Cultural Affairs, Edward Hayes, (915) 212-0301

AGENDA LANGUAGE:

This is the language that will be posted to the agenda. Please use ARIAL 11 Font.

Discussion and action on a Resolution of the City Council of the City of El Paso, Texas, approving the Collections Care and Management Policy for the City of El Paso Museum Collections; providing for purpose and authority; and providing for an effective date of October 12, 2026.

City of El Paso Agenda Summary Form

City Clerk

Submitted On:
Sep 29, 2026, 11:54AM EDT

Add Image	
Department / Council Office	Museums and Cultural Affairs
Agenda Date	October 12, 2026
Public Hearing Date	
Email of User Submitting Form	FloresSS2@elpasotexas.gov
Contact Person	Ben Fyffe 915-212-0110
2nd Contact Person	Edward Hayes, Jr. 915-212-0301
District(s) Affected	All Districts
Agenda Item	A Resolution of the City Council of the City of El Paso, Texas, approving the Collections Care and Management Policy for the City of El Paso Museum Collections; providing for purpose and authority; and providing for an effective date of October 12, 2026.
Issue Statement	Revisions to policy affect one of three core documents requiring Council approval for the El Paso Museum of Art's (EPMA) preliminary reaccreditation packet due in November. EPMA's accreditation not only highlights operating at highest possible standard, but allows the museum to borrow artwork and exhibitions from major American and international museums and institutions, like the recent Frida Kahlo photo exhibition.
Background	An updated and Council-approved Collections Care and Management Policy is one of several core documents needed for EPMA's preliminary reaccreditation packet to be submitted to the American Alliance of Museums. EPMA has been accredited since the 1970s, and as currently the only accredited museum within a 200-mile radius.
Council Options	1. Approve the El Paso Museum of Art Collection Care and Management Policy as presented. Postponing beyond the next meeting would not be advised, as preliminary application packet needs to be submitted in November.
Committee Review and/or Recommendation	The Collection Care and Management Policy was approved by the Museums & Cultural Affairs Advisory Committee on September 17, 2026.
Community and Stakeholder Outreach (if applicable, as an attachment) – please include	Minor updates to the Collections Care and Management Policy have been recommended by the Museum's Registrar to reflect current

	museum standards and best practices, as well as to align the policy with the City of El Paso's Purchasing Policy and Procedures.
Related City Policies	The current Collections Care and Management Policy has been in place since the Museum's last reaccrediation approximately 10 years ago.
Prior Council Action	Council previously approved former strategic plan for the Art Museum during last reaccreditation process. On June 23, 2026, Council approved another core document for the application packet, which was the Museum's Code of Ethics.
The City Attorney's Office has reviewed the documents and signed off on the necessary forms	Yes
Amount and Source of Funding	N/A
Enter the elected official's name followed by the amount donated.	N/A
For More Information	Ben Fyffe 915-212-0110 FyffeBE@elpasotexas.gov

RECEIVED
By City Clerk's Office at 2:19 pm, Oct 06, 2026

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO, TEXAS, APPROVING THE COLLECTIONS CARE AND MANAGEMENT POLICY FOR THE CITY OF EL PASO MUSEUM COLLECTIONS; PROVIDING FOR PURPOSE AND AUTHORITY; AND PROVIDING FOR AN EFFECTIVE DATE OF OCTOBER 12, 2026.

WHEREAS, the City of El Paso, Texas (the "City"), through its Museums and Cultural Affairs Department ("MCAD"), is responsible for the stewardship, preservation, protection, documentation, management, and appropriate use of the City's museum collections; and

WHEREAS, the care and protection of the City's museum collections which significant cultural, historical, artistic, and constitute a significant public purpose; and

WHEREAS, the Collections Care and Management Policy (the "Policy"), attached hereto as Exhibit A and incorporated herein by reference, establishes guidelines for the professional stewardship and management of the City's museum collections and is intended to support the City's mission to preserve and make accessible its cultural resources; and

WHEREAS, the Museums and Cultural Affairs Department and Museums and Cultural Affairs Advisory Board have both reviewed and recommended the adoption of the Policy;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO, TEXAS:

THAT the City Council of El Paso Texas hereby approves and adopts the Collections Care and Management Policy, attached hereto as Exhibit A and incorporated herein by reference, as the policy governing the care and management of the City's museum collections; and

THAT the Director of the Museums and Cultural Affairs Department, or designee, is authorized to administer and implement the Policy and to take such administrative actions as are necessary or appropriate to carry out the Policy, provided such actions are consistent with applicable law and the authority granted by the City Council.

APPROVED and ADOPTED this _____ day of _____, 2026.

CITY OF EL PASO

_____
Renard U. Johnson
Mayor

ATTEST:

Laura D. Prine
City Clerk

APPROVED AS TO FORM:

Robert Aguinaga
Robert Aguinaga
Assistant City Attorney

APPROVED AS TO CONTENT:

Ben Fyffe, Managing Director
Quality of Life

EXHIBIT A
COLLECTIONS CARE AND MANAGEMENT POLICY

COLLECTIONS CARE & MANAGEMENT POLICY

Effective (enter approval date here), approved by the El Paso City Council and the El Paso Museums and Cultural Affairs Advisory Board (**MCAAB**)
Previously approved versions of policies contained herein shall be obsolete.

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I. Introduction

The purpose of this policy is to provide guidelines for the acquisition, exhibition, preservation and management of owned and borrowed art collections. The El Paso Museum of Art is committed to the stewardship of the Museum collections and loans entrusted to its care. The Collections Care and Management Policy will identify the duties and responsibilities of the Museum staff and the governing authority in accordance with the mission of the Museum, which states:

The mission of the El Paso Museum of Art is to collect, preserve, interpret, and exhibit works of art that support and illuminate the Museum's permanent collection of American, European, and Mexican art. The Museum celebrates the region's diverse cultures through exhibitions, acquisitions, and educational programs and is dedicated to scholarship while providing a stimulating and inspiring environment for all audiences.

II. Authority

The El Paso Museum of Art was established as a department within the City of El Paso by the City Council in 1959, and opened to the public in 1960. Today the Museum is a division of the City of El Paso's Museums and Cultural Affairs Department (MCAD). It receives annual funding from the City for facility operations and security, and to provide staff salaries to those who manage the facility and grounds, the permanent collection, and community program services. This governing role does not allow the City to approve or disapprove of collection accessions or to select program content.

The purchase of artworks is exempt from the City of El Paso's Purchasing Guidelines. However, because the City does oversee the Museum's budget for any expenditure, including any purchase over $3,501, art purchases valued at over this threshold must be approved by the Deputy City Manager for Quality of Life or a similar City office who oversees MCAD or their delegate. Furthermore, Museum policy requires the approval of each accession by the Museums and Cultural Affairs Advisory Board (**MCAAB**). Gift offers with values over $49,999.99, which are not transferred by the pre-approved Deed of Gift form, will need to be approved by City Council.

The responsibility for day-to-day management of the Museum as it pertains to contracts is delegated to the Director by Section 13 of Ordinance No. 016015 dated September 16, 2024, and by subsequent memo from the Managing Director, Quality of Life, City of El Paso Museums & Cultural Affairs Department and further to the Managing Director OMB & Purchasing and Strategic Sourcing Department on April 11, 2023.

III. Scope of Collections

The El Paso Museum of Art celebrates the region's diverse cultures through exhibitions and acquisitions, as well as educational programs dedicated to scholarship and providing a stimulating and inspiring environment for all audiences. EPMA mounts approximately twelve temporary exhibitions per year, presenting original, permanent collection, and traveling shows, and annually grows its collection through acquisitions and gifts. Using its collection and exhibitions as a foundation, EPMA organizes lectures with regional, national, and international scholars, trains volunteer docents to lead free gallery and exhibition tours, offers classes and workshops in its Art School, and shares its collection internationally by loaning artworks to institutions and traveling exhibitions and continuing to digitize its collection.

The mission of EPMA is to collect, preserve, interpret, and exhibit works of art that support and illuminate its permanent collection of American, European, and Mexican art. To align with our mission The El Paso Museum of Art designates the following galleries display predominantly works of art from the EPMA permanent collection:

1. Tom Lea Gallery
    - Texas art
    - Contemporary art
    - Artwork on paper
2. Richard and Frances Mithoff Gallery
    - American artwork
3. Dorrance and Olga Roderick Gallery
    - Retablo collection
4. Isha Rogers Sculpture Gallery
    - 3D artwork
5. European Galleries
    - Samuel H. Kress collection

The permanent collection spans nearly one thousand years of global history, from the thirteenth century to the present day, and encompasses more than seven thousand objects. Its strengths include European paintings and prints spanning the thirteenth through nineteenth centuries; Latin American art from Mexico spanning the seventeenth through twentieth centuries with particular strengths in Spanish Colonial era art and *retablos*; and American art spanning the eighteenth through twenty-first centuries with particular strengths in American Impressionism, early Texas art, contemporary art, and works on paper. EPMA's philosophy of collecting is to continually strengthen and broaden its collection areas while simultaneously responding to the changing demographics of the communities it serves. As the El Paso Museum of Art endeavors to balance its exhibitions between historical and contemporary, so too does it endeavor to balance its collecting.

IV. Categories of Collections

A. Permanent Collection – This is the Museum's primary collection and is the core that fulfills the Museum's mission. Objects entering the Permanent Collection must fully adhere to the conditions and terms set forth in all sections of this policy. Works in this collection are maintained at the highest standards and require the most complete documentation and staff accountability. Accessions to the Permanent Collection are intended to be in the Museum's care, held in public trust, for the near future. When not on exhibition, works from this collection are stored in the main art storage room.

B. Study Collection – Works in the Study Collection may be handled and exhibited under less rigorous standards and require less documentation than those in the Permanent Collection, although **Collections Staff** will manage access to these works. Works may come into this collection as gifts (designated on their Deed of Gift as Study Collection), purchases, or transfers of deaccessioned items from the permanent collection. The accession and deaccession processes as noted in this policy are not necessary for objects in this category although objects will be monitored and tracked as museum assets. Study Collection objects are primarily used as

auxiliary supporting material to the permanent collection. These works may be stored in the art storage room or in other secured spaces within the Museum. This group contains works of good quality, which may fit one or several of the following descriptions:

1. They may not fulfill the mission of the Museum.

2. They may have minimal documentation.

3. They may have minor condition problems.

4. They may be unsolicited gifts to the Museum or staff.

5. They may be non-original works from large editions.

6. They may be duplicates of works in the Permanent Collection.

7. They may be intended only for research.

C. Ancillary Collection – Works in the Ancillary Collection are not accessioned, require minimal documentation, and may be handled and exhibited under much less rigorous standards than those in the Permanent or Study Collections. These objects may be displayed in non-gallery spaces (such as classrooms or Museum administrative offices), or off-site (at City Hall or other City buildings), and may be stored in a separate space from the Permanent and Study Collections. However, works from this collection are housed and exhibited in secure areas, and are managed and inventoried by Museum staff. Objects in this collection may have entered the inventory in a variety of ways:

1. Transfer from other City of El Paso Departments.

2. Transfer from other museums.

3. As abandoned property.

4. Purchased for office décor only.

V. Acquisitions - To acquire shall include acquisitions completed through purchase, gift, bequest, or exchange. All potential acquisitions must be evaluated first by Museum staff in light of the objectives and purposes of the Museum as outlined in the Mission Statement.

A. All potential acquisitions must be evaluated in terms of:

1. Documentation as to origin, previous ownership and use.

2. Whether the work fills a gap in the collection.

3. Whether the work possesses potential for research and scholarship.

4. Whether the work is desired for exhibition purposes.

5. Whether the work's condition is such that it can be preserved and maintained properly by the Museum.

6. Whether the Museum has adequate facilities for storing the work.

7. Whether the gift presents a possible violation of legal or ethical standards regarding possession and use.

B. All acquisitions shall have permanency in the collections as long as they retain their physical integrity, their identity, and their authenticity, and as long as they remain useful within the mission, objectives and purposes of the Museum.

C. Objects collected by the Museum should be accompanied by a valid legal title. The Museum will consider only those objects for acquisition when it has been determined with reasonable certainty by the Museum's Curatorial and Administrative Staff together with their technical associates that the object under consideration has not been stolen or derived from illicit trade, the destruction of sites, or in violation of national export laws.

D. The Museum may acquire an ancient work of art only after research proves that the object was either outside the country where it most likely was discovered before 1970, or was legally exported from its probable country of discovery after 1970. That is the year that UNESCO ratified a landmark convention prohibiting the trafficking of illicit antiquities, and it is widely accepted that objects that appear on the market without historical documentation are likely to have been stolen, illegally excavated, or smuggled out of their country of origin.

E. "Country of origin" shall mean both "country of ultimate origin," when the object has been recently transported across several international boundaries, or also "country of intermediate origin," when applied to an object formerly transported and then deposited in an archaeological or historical context, i.e. the provenance of the object.

F. Adequate accession records shall be obtained and maintained in a central location, documenting the provenance and circumstances of the origin of each object acquired by the Museum and the history of the object in the Museum's collections.

G. Acquisitions through purchase, gift, bequest, or exchange shall be made so that title to all objects acquired for the collections shall be obtained free and clear, without restrictions as to use or future disposition. An instrument of conveyance or transfer (Deed of Gift) must be signed by the donor. Offers of gifts are considered by the Director upon the recommendation of the appropriate Curator(s). Gift offers with values over $49,999.99 which are not transferred by the pre-approved Deed of Gift form (which is part of this policy) will need to be approved by City Council.

H. A promised gift is made when a donor signs an irrevocable agreement pledging to make a gift of a work of art to the museum at a future time, which may be any time prior to or at the donor's death. A promised gift allows the museum to count on receiving the work, while allowing the donor to continue to enjoy the use of the work of art.

I. It is the policy of the Museum not to make appraisals of donated or bequeathed works of art. It is a conflict of interest for the Museum to directly recommend an appraiser to a donor. The American Society of Appraisers has a searchable website which can be recommended.

J. All vendors and donors are required to warrant that the work(s) they sell or gift to the Museum are authentic, free of all liens and encumbrances, and are exported from their country of origin legally and imported into the United States legally. As the El Paso Museum Collection Policy aligns with **Public Law No. 101-601** Native American Graves Protection and **Public Law No. 114-308** Holocaust Expropriated Art Recovery Act December 16, 2016.

K. All vendors and donors are required to warrant that they are the owners or agents of the work(s) of art and are competent to make the sale and to transfer full legal and equitable title to such work(s) of art to the Museum.

VI. Accessions – An accession is an acquisition that a museum formally adds to its collection, is held in public trust, and is administered according to this policy.

A. Acceptance of works shall be in accordance with the Acquisition Policy and Mission Statement of the Museum.

B. Works being considered as gifts, bequests, or exchanges to the Museum will be evaluated by the Director and Curator(s), who will provide their recommendation to **MCAAB** for final approval. This group is scheduled to convene ten times per year and ratifies or denies the recommendations of Museum staff.

C. The purchase of artworks is exempt from the City of El Paso's Purchasing Guidelines. However, because the City does oversee the Museum's budget for any expenditure, including any purchase over $3,501, art purchases valued at over this threshold must be approved by the Deputy City Manager for Quality of Life or a similar City office who oversees MCAD or their delegate.

VII. Deaccessions - To deaccession is to remove permanently from the collections any given object or objects. Additionally, deaccessioning is defined as the formal adjustment of records to reflect the removal of a work of art from the Museum's permanent collection.

A. Criteria for Deaccessioning - Objects in the collections will be retained permanently in the Museum as long as they continue to serve the objectives and purposes of the Museum and as long as the objects can be maintained, preserved, and used. Deaccessioning of objects may, in some cases, be considered when these conditions can no longer be met or in the interest of improving the collections in furthering the objectives, purposes, and scope of the Museum's activities. There are a number of reasons why deaccessioning might be contemplated, primary among these are:

    1. The work is of poor quality and lacks value for exhibition or study purposes.

    2. The work is a duplicate that has no value as part of a series. An example would be two prints of the same state, in which case the Museum shall retain the superior example. Redundant works include objects that are either duplicates, or similar

variants, they also include works closely related in subject and style by the same artist or school by varying in quality or condition.

3. The Museum's possession of the work may not be consistent with applicable law, e.g. the work may have been stolen or illegally imported in violation of applicable lays of the jurisdiction in which the Museum is located or the work may be subject to other legal claims.

4. The authenticity or attribution of the work is determined to be false or fraudulent and the object lacks sufficient aesthetic merit or art historical importance to warrant retention. In disposing of or retaining a presumed forgery, the Museum shall consider all related ethical issues including the consequences of returning the work to the market.

5. The physical condition of the work is so poor that restoration is not practicable or would compromise the work's integrity or the artist's intent. Works damaged beyond reasonable repair that are not of use for study purposes may be destroyed.

B. Method - Objects in the collections shall be deaccessioned only upon the recommendation of the appropriate Curator(s) and the Director, followed by the approval of **MCAAB**. A deaccession worksheet containing the reasons for the proposed deaccession will be prepared by the Registrar in conjunction with the appropriate Curator(s) and submitted by the Director to **MCAAB**. This documentation will contain a recommendation for the method of disposal as well as a statement of what is intended for any funds realized from the sale of the work.

C. Restrictions - Before objects in the collections are disposed of, reasonable effort will be made to ascertain that the Museum has clear title to the objects. If restrictions exist as to the use or disposal of the object under question, the Museum shall observe these conditions strictly, unless deviation from the restrictions is authorized by a court of competent jurisdiction. Reasonable effort will be made to comply with all conditions set forth in prefatory restrictions on acquisitions. When necessary the Museum shall seek the advice of the City Attorney's Office in actions involving restrictions.

D. Manner of Disposal - Disposal is defined as the transfer of ownership by the Museum after a work has been deaccessioned. The manner chosen for disposal of objects shall represent the best interest of the Museum, the public it serves, the public trust it represents in maintaining and preserving the collections, the scholarly community it represents, and the object. Primary consideration will be given to placing removed objects, through gift, exchange, or sale within another tax-exempt public institution wherein they may serve a valid purpose in research, exhibition, education, or public service. If objects are offered for sale, consideration will be given for sale at advertised public auction or the public marketplace in a manner that will best protect the objective, purpose, activities, and legal status of the Museum. In the case of false or fraudulent works, or works that have been irreparably damaged and cannot practically be restored, removal from the collection and disposal is determined by the Museum and may include destruction of the work. Objects will not be deaccessioned directly or indirectly or in any manner that would personally benefit Museum or City employees, officers and members of Advisory Boards, or of the Mayor or City Council. Ethical considerations prohibit the acquisition

of deaccessioned objects by the Museum or City employees, officers and members of Advisory Boards, and the Mayor or City Council.

E. Proceeds - All proceeds realized from sales of objects removed from the collections shall be allocated solely for the acquisition of additional works of art for the collections. This will include costs associated with the acquisitions and deaccessioning processes, including framing, mounting, photography, conservation, staffing, packing, transportation, evaluation, sales fees, and processing costs. Works of art purchased with deaccession funds will be publicly credited to the original donor(s) as follows: "Gift of (donor's original credit) by exchange" or "Through prior gift of (donor's original credit)." Funds received from the disposal of a deaccessioned work shall not be used for operations or capital expenses.

F. Notice to donors (and heirs) and living artists - If the work proposed for deaccession has been given or bequeathed to the Museum, a reasonable attempt will be made to contact the donor(s) or heir(s) to advise them as a courtesy of the deaccession. Documentation shall include information on attempts made to contact donors, testators, or their heirs. Such action shall not be construed as a request for permission to deaccession or as an attempt to return the object. A reasonable effort to contact a donor, whose gift occurred within twenty years of the deaccession date, may include but is not limited to an internet search, a review of obituary records, or telephone records. If a deaccessioned object was given to the Museum more than twenty years prior, one attempt to contact or located the donor or their immediate heir is sufficient (e.g. internet search). When a work by a living artist is deaccessioned, consideration must be given to notifying the artist.

G. Documentation – The Registrar will document the deaccession in the permanent files, accession card files, and in the collection management database. A photograph must be on record prior to an objects disposal. A completed Deaccession Form (including the amount realized in the event of a sale) will become part of the object's permanent historical file. The list of deaccessions and funds realized by any sales will be made available to the public upon request.

H. Prioritized List - A list of works currently under consideration to be recommended for deaccessioning is managed by the Registrar in conjunction with the Curator(s).

I. Exceptions - Works that are lost, stolen, or destroyed shall not be deaccessioned. The record on these works is maintained with appropriate comment as to the disposal, condition, or absence of the object.

VIII. Outgoing Loans - The Museum, in keeping with its educational mission, loans objects from its permanent collection on short- and long-term basis for a maximum of one-year (which may be annually renewable). Outgoing loans are made to museums, libraries, galleries, and other institutions, which are engaged in non-profit, educational, cultural, or scholarly purposes under the condition they follow professional collections care guidelines. The general mission and activities of the borrowing organization must be consistent with those of this Museum.

A. Requests - Loans must be requested by an official representative of the borrowing agency and be addressed to the Director or Senior Curator of the Museum. The request must include

the name of the institution and the exhibition, the location of the exhibition, the loan period, the dates of exhibition, as well as any other conditions of the loan.

1. Loan requests for domestic venues must be received at least six months in advance of the exhibition opening date. All supplementary materials for any domestic request (facility reports, environmental readings, etc.) must be received no later than four months in advance of the exhibition opening date in order for the request to be considered.

2. For loan requests to foreign venues, the schedule expands to nine and seven months respectively in advance of the exhibition opening date.

3. After a loan has been approved by the Museum and authorized by the Managing Director, Quality of Life, City of El Paso Museums & Cultural Affairs Department or in absence of the Managing Director the Museums & Cultural Affairs Assistant Director may authorize, it is required that any additional venues requested for a borrowed object or an exhibition tour be submitted for review at least three months in advance of the opening date of the exhibition. This subsequent request must follow the same protocol as the initial request.

4. Requests for loan renewal should be made in writing to the Director and/or Registrar, who will maintain the requisite paperwork.

5. Exceptions to the timelines described above may be made at the discretion of the Director in consultation with the Registrar and Curator(s).

B. Facilities Report - Borrowers must provide a completed AAM General Facility Report for evaluation or must make available a report that responds to all required information found in the AAM General Facility Report. The Museum does not lend objects to facilities that lack adequate security, environmental controls, storage facilities, safety procedures, staff training, etc.

C. Staff Review - In reviewing loan requests, the protection of objects and the integrity of the permanent collection are of foremost consideration. Loan requests must be evaluated in light of their scholarly value and importance to the museum community. The Registrar and **Curatorial Staff** review objects requested for conservation and preservation concerns, any legal restrictions, general object stability, and the ability to withstand travel or handling. The Museum does not lend objects that are actively unstable or unable to withstand the rigors of travel and exhibition.

D. Approval Process – All loan requests meeting the previous requirements are presented to the Managing Director, Quality of Life, City of El Paso Museums & Cultural Affairs Department or in absence of the Managing Director the Museums & Cultural Affairs Assistant Director may authorize, for approval. A PowerPoint containing all relevant information should be prepared by Curatorial staff for presentation by the Director, Curator(s) or Registrar. The Museum's Registrar informs the borrower in writing as to the approval/rejection of its loan request, noting any conservation requirements, installation restrictions, fees, or other conditions of the loan.

E. Financial Responsibilities - Borrowers are responsible for all fees and costs involved with the loan including, but not limited to, any conservation treatment, appraisals, framing, copyright clearances, photography, packing, crating, courier costs, transportation, insurance, loan fees, etc. Furthermore, copies of publications and/or research regarding said loan object(s) are requested by the Museum.

F. Loan Fees - Objects on outgoing loan are subject to a one-time loan fee determined by the Fees Schedule approved annually by the City of El Paso Mayor and Council during annual budget hearings, and reviewed annually by the Museum staff. This is a one-time set fee designed to offset costs involved in the processing, preparing, and handling of the loan request.

G. Documentation – All paperwork must be completed, signed and returned to the Museum prior to object shipment. Documentation for all outgoing loans must include: the Museum loan agreement and/or Borrower loan agreement (content and form approved by the Director and City Attorney's Office), the Museum outgoing receipt with condition report, and a certificate of insurance from the borrowing institution naming the El Paso Museum of Art as additional insured (if applicable).

H. Insurance - The collections of the Museum are required to be insured in transit and off-site while in the custody of borrowing institutions. Although as a matter of policy insurance is requested of all borrowing institutions, if the borrowing institution is unable to provide insurance coverage, the Museum will insure and may invoice the borrower for all applicable premium costs.

I. Credit Line - All loan objects must be displayed with the object's proper credit line, crediting the El Paso Museum of Art, as well as the name of the donor and/or purchase fund.

J. Photography - Museum objects on outgoing loan may be photographed by the public or borrower without flash for educational, promotional, or other use to be determined at Museum discretion. General, overall gallery installation photographs are permitted without flash. All individual images for publication must be purchased from the Museum. Reproductions of copyrighted materials used by borrowing institutions or individuals must obtain release from the Museum. The borrowing institution must also secure releases for any copyrights not held by the Museum.

K. Return/Retrieval of Loans - The Registrar, in consultation with Museum staff, may recall any object on outgoing loan if terms of the loan contract have been violated.

L. Loan Administration - All loans will be administered by the Registrar's office. The Registrar will be responsible for the creation and maintenance of all loan-related files and for insuring compliance with all loan terms and restrictions. All conservation, packing, shipping, and other procedures will be scheduled by the Registrar or the above authorized by the Registrar should the borrowing institution prefer to arrange for those services. Requests for loan renewal or

extension should be made in writing to the Director and/or Registrar and will be reviewed and processed by the Registrar.

M. Courier Policy – If deemed necessary by the Director, Registrar or Curator(s), the borrower will assume all travel-related expenses (transportation, lodging, per diem) for a designated Museum courier(s) to accompany the loan. Some objects may require more than one courier.

1. Determination – The decision to assign a courier to travel with a particular work will be made by the Registrar in conjunction with the Director and Curator(s). The Museum will require that a courier accompany works from the Permanent collection that have special handling or installation requirements; that are of fragile nature or of extreme value; or are objects that will travel on routes that may prove dangerous due to natural or human hazards.

2. Selection - If a courier is deemed necessary, the Director or a member of the **Collections Staff** who is familiar with the object(s) will be selected to accompany the loan.

3. Qualifications – Selected couriers must be experienced in art handling techniques, must be able to make accurate and complete condition reports, and must be familiar with shippers, brokers, customs agents, as well as surface or air transportation vendors and procedures.

4. Requirements – Designated couriers must stay with the shipment at all times, must supervise the shipment's loading and unloading, must know how the shipment is packed, must be knowledgeable about any special handling requirements, must be familiar with all applicable custom clearance procedures, and must communicate with Museum management regarding any delays and the status of the shipment.

N. Other City Departments - Loans may be made to other Departments within the City of El Paso or other museums within MCAD. For these situations a Memo of Understanding (MOU) between departments or museums will be the official document outlining the requirements of the loan. Loan approval for these situations will be determined by the Director.

IX. Incoming Loans – The Museum may borrow works for exhibition, research, and consideration for acquisition. Objects accepted for loan must meet the same criteria as objects accepted into the Museum's collections. The purpose for incoming loans is to enhance the collection or an exhibition, not to provide free storage to private or institutional lenders. Incoming loans may also be from other Departments in the City of El Paso.

A. Time Period - All loans to the Museum must be made for a specific period. The Museum Director may approve all incoming loans and may sign all agreements and documents necessary to obtain these loans. Approval of loan agreements originating with the lender (i.e. not using the

pre-approved Incoming Loan Agreement which is attached to this policy) must be reviewed by the City Attorney's Office.

B. Care and Maintenance - The Museum will give the same professional care to incoming loan objects that it gives to objects in its Permanent Collection. Objects will not be unframed, removed from mats, mounts, or bases, cleaned, repaired, or otherwise altered in any way without prior written permission from the lender.

C. Insurance - Incoming loan objects will be insured under the Museum's fine arts insurance policy while the loan object is on Museum premises. If the lender wishes to maintain its own insurance, the Museum must receive a certificate of insurance listing the City of El Paso and the El Paso Museum of Art as additional insured prior to shipment of the lent object. Insurance coverage for loaned objects during transportation will be determined by the Museum in conjunction with the Lender and detailed on the Museum loan agreement or the Lender loan agreement.

D. Documentation – All paperwork must be complete, signed, and returned to the Museum before the shipment of any incoming loan. Documentation includes: the Museum's pre-approved Incoming Loan Agreement (which is attached to this policy) or Lender's loan agreement which has been reviewed and approved by the City Attorney's Office, an up-to-date condition report, as well as a certificate of insurance (if applicable).

E. Photography – As a minimum requirement, all Lender agreements must authorize Museum staff to photograph loan objects for record keeping purposes.

F. Return/Retrieval of Loans - Unless the Museum is notified in writing to the contrary, all incoming loans will be returned to the original lender at the address designated under the Museum loan agreement or the Lender Agreement. Any deviations from this policy may result in charges billed to the lender. The Museum will require at least one-month notice in the event the lender should wish to recall the loan. In the event that the lender wishes to recall their property with less than one-month notice, the lender will be responsible for all packing, shipping, and additional insurance costs.

G. Loan Administration - All loans will be administered by the Registrar's office. The Registrar will be responsible for the creation and maintenance of all loan related files and for insuring compliance with all loan terms and restrictions. All conservation, packing, shipping and other procedures will be scheduled through the Registrar's office.

H. Unclaimed loans or abandoned property – Occasionally Museum staff may find objects in the Museum that it does not own or cannot prove that it owns. Generally, these are objects that were loaned to the Museum in the distant past and are left unclaimed by the owner over a long period. Sometimes these are donated objects that lack proper documentation. Abandoned property is any object for which formal documentation does not exist.

1. The Museum is guided in managing such objects by Texas Property Code, Title 6A - Property Loaned to Museums, Chapter 80 - Ownership, Conservation, and Disposition of Property Loaned to Museum.

2. In order for the Museum to terminate a loan or assume title to an object, the Museum must make a good faith effort to contact the lender, if known, and to officially notify the lender by certified mail or by notice in a local newspaper.

3. Any property on loan to the Museum for 15 years or more, and to which no person has made claim according to the records of the Museum is considered abandoned and becomes the property of the Museum if the Museum has given the lender the appropriate notice, and after following due diligence and Texas Property Code, Title 6A, Section 80.004.

4. The Museum is also guided by Texas Property Code Chapter 72, Section 72.101, as it relates to the definition of Personal Property Presumed Abandoned and the requirements of government agencies to follow due diligence with the public.

X. Collections Care – The staff of the El Paso Museum of Art is committed to and responsible for the care of the Permanent Collection and borrowed objects on behalf of the City of El Paso and the public. The inevitable physical deterioration of all objects may be mitigated by careful handling, and by storage in a clean and stable environment.

A. Movement of artwork

1. Staff responsibility – Artwork that is part of the Permanent Collection or on loan to the Museum must always be moved under the supervision of a trained member of the **Collections Staff**. All movement and location changes of artwork should be reported immediately to the Registrar. The Registrar will record changes to temporary and permanent locations of objects.

2. Emergency situations – Any artwork installed in the galleries or located in storage areas may be moved in the event of damage (or perceived potential damage) to the object that could be further aggravated by remaining in its current location. A member of the **Collections Staff** must be consulted, and should be present if possible, when moving damaged works. Damage must be reported immediately to a member of the Curatorial Staff and a damage report must be completed and shared with the Registrar, the Director and the lender (if applicable).

3. Training – All those with permission to assist the **Collections Staff** with art handling must be trained in the appropriate handling methods. Informal training will be provided on a case-by-case basis as needed by members of the **Collections Staff**.

4. Packing and shipping – The Registrar is responsible for managing the shipping arrangements for works in the Permanent Collection and works on loan to the Museum. Packing and shipping will be executed in accordance with professional standards, in a consistent manner, to provide the maximum protection for objects.

B. Preventative conservation

1. Environmental conditions – The El Paso Museum of Art is committed to the maintenance of a stable and appropriate environment, both in exhibition galleries and collection storage spaces, for all works in the permanent collections including works on

loan to the Museum. Guidelines for the use of Museum spaces will be provided to all staff members. These standards will also apply when works are stored or loaned outside of the building at One Arts Festival Plaza.

a. To ensure appropriate levels, temperature and humidity will be constantly monitored via computer by building operations staff during operating hours. Additionally, the Registrar will monitor and record the conditions in the galleries and storage areas via HOBO data logger software. Temperature in all galleries should be set to 68-72 degrees Fahrenheit. The seasonal target range for relative humidity in the second floor galleries and storage during the spring, summer, and autumn months should be set to 48-52%. The seasonal target range for relative humidity in the second floor galleries and in storage during the winter months should be set to 43-48%. In the event of a drastic change in temperature (more than +/- 5 degrees) or humidity (+/- 5%), curatorial and operations staff must be alerted. If the temperature or RH ever exceeds the range +/- 5 degrees or +/- 5%, the reason for the occurrence should be noted and explained along with the readings when at all possible.

b. In conjunction with the Registrar, **Collections Staff** is responsible for ensuring that light levels are appropriate for all works. Correct requirements for the amount and type of light are crucial for different types of artwork. No outside commercial lighting shall be allowed without the approval of the Registrar.

c. Smoking shall not be permitted in the building.

d. Food and drink will be limited to designated spaces within the Museum to be determined by the Director, Curator(s) and Registrar.

e. The use of open flames shall be limited to designated spaces within the Museum to be determined by the Director, Curator(s) and Registrar.

f. The use of cut flowers and live and dried plants shall be limited to designated spaces within the Museum to be determined by the Director, Curator(s) and Registrar. Flowers and plants should arrive pre-treated from a florist or other reputable outlet.

g. Live animals shall not be permitted in the Museum other than living-assistance animals.

h. No balloons will be allowed in the public spaces or galleries of the Museum.

i. Sketching, with pencil only, is permitted in the Permanent Collection galleries of the El Paso Museum of Art without supervision. Generally speaking, sketching of works on loan to EPMA is also permitted, with a few exceptions. The use of ballpoint pens, ink, markers, watercolors, paint, easels, or sketchpads larger than 9 x 12" is not permitted in the galleries at any time, without the supervision of a full-time member of the Museum staff. Students enrolled in Museum studio art classes should be supervised by the instructor at all times.

With advance clearance, special permission may be given to professional artists, stationed at designated areas with contained materials at an easel desk. All others should check in at the Visitor Service and Security desk upon arrival, be instructed of the rules in advance, and be monitored by Museum staff in person and by video at all times.

2. Archival materials - The El Paso Museum of Art is committed to the consistent use of proper archival support materials and storage equipment for all works whenever feasible. All procedures used shall be reversible, and all materials will be non-reactive and stable. Through research and training, **Collections Staff** will stay informed of current materials and practices.

3. Condition reporting – The condition of all works will be monitored by **Collections Staff**. The Registrar is responsible for the completion of condition reports in a timely manner. Condition reports will be permanently stored in the object file along with proper photographic documentation. Condition reports will be completed for works in the Permanent Collection or on loan to the Museum:

a. Whenever a change occurs to an object's condition.

b. Whenever an object leaves the Museum.

c. Whenever an object arrives at the Museum.

d. When an object enters the collections.

4. Conservation treatment – the **Curatorial staff** will stay informed of current practices in conservation treatment. Curatorial staff, in conjunction with the Registrar, is responsible for the maintenance of an up-to-date and prioritized listing of works which are in need of conservation treatment. This list shall be reviewed on a regular basis. When necessary, treatment should be performed by conservators who are certified by a professional association. Final approval of treatment, conservation and the conservator is by the Director upon recommendation of the Senior Curator and Registrar. When repair work is completed by living artists, an artist release form must be completed. No changes to the structure, make-up or concept of the artwork will be allowed.

5. Cleaning – Surface cleaning of the artwork and exhibition components will be the responsibility of the **Curatorial staff**. General cleaning and sweeping of the galleries and storage spaces will be completed by Museum staff members who have received training from the **Curatorial staff**. Cleaning of all other spaces may be undertaken by contract janitorial services under strict adherence to Curatorial guidelines regarding artwork installed in those spaces.

XI. **Risk Management** – The El Paso Museum of Art assumes the responsibility to identify and minimize potential risks in order to ensure the preservation of the collections, as well as the safety of visitors and staff members. A periodic review of risks should be conducted by the appropriate staff members, including Operations Staff and **Curatorial Staff** in conjunction with the Fire Department, Police

Department, and Homeland Security. These risks may be related to infrastructure, systems, natural disasters, human error, or security.

A. Insurance – The Museum assumes the responsibility to provide fine art insurance coverage for the Permanent Collection and other collections on site or off premises and in transit; the policy also covers all works on loan to the Museum while on Museum premises and at designated times, in transit.

1. Staff responsibility – In conjunction with the **Curatorial staff** of the Museum, a designated member of the Risk Management division of the City of El Paso will be responsible for the negotiation and purchase of insurance coverage from an approved fine art insurance carrier. The Registrar shall keep records of the objects in the collections and on loan to the Museum and act as the contact for the Museum's insurance agent.

2. Permanent Collection - The coverage for the Permanent Collection will be based on a value not less than the value of the top 500 works, and will aim for coverage for a maximum probable loss. Loss or damage of an object from the Permanent Collection must be reported immediately to the Registrar or a member of the **Curatorial staff**.

3. Incoming Loans - Coverage for incoming loans will be for fair market value on a "wall to wall" basis. Current fair market values for incoming loans should be provided by the lender and recorded on the loan agreement. The borrower is typically responsible for insurances costs. Loss of or damage to an object must be reported immediately to the Registrar or a member of the **Curatorial Staff**. In the case of an incoming loan, the lender is also notified within 48 hours.

4. Outgoing Loans - The collections of the Museum are required to be insured in transit and off-site while in the custody of borrowing institutions. Although as a matter of policy insurance is requested of all borrowing institutions, if the borrowing institution is unable to provide insurance coverage, the Museum will insure and may invoice the borrower for all applicable premium costs.

B. Emergency preparedness and disaster planning – Museum staff, in consultation with representatives from the Police Department, Fire Department, and Homeland Security will determine which hazards and/or natural disasters are most likely to affect the collections; from this information, Curatorial Staff will maintain an emergency preparedness plan (**dplan**) with the assistance of **dplan.org**. This plan outlines the procedures to be implemented during and after an emergency.

1. Staff responsibility - Annual review and revision of the **dplan** will be the responsibility of the Registrar and Curator(s). A committee of staff and volunteers will be formed to address specific issues as needed.

2. Training - All staff members should become familiar with the **dplan**. Disaster response training will be offered periodically in conjunction with Collections Care and Management training.

C. Integrated pest management – The El Paso Museum of Art devotes the staff time and resources necessary to prevent pests from reaching the collections.

1. Overall guidelines:

a. Food residues, pest carcasses, and mold will be removed so as not to attract pests.

b. Suitable environmental conditions will be maintained to discourage pests

c. All objects entering the Museum will be inspected for signs of infestation and quarantined as necessary.

d. Pest activity will be monitored by visual inspection and sticky pest traps.

e. Areas where pests may potentially enter the building will be controlled.

f. Chemical pesticides may be used but will be discouraged in areas where collections and staff members are present. This treatment will take place in common areas once a month.
g. If an infestation occurs, material will be isolated, treated and cleaned.

2. Staff responsibility – Inspection and maintenance of all public spaces will be the responsibility of the Operations staff. Inspection of gallery spaces, art storage, and works of art will be the responsibility of the Registrar and **Collections Staff**. Treatment of objects will be supervised by the Registrar and **Curatorial Staff**.

D. Security program – It is the responsibility of all El Paso Museum of Art staff to keep the collections safe from vandalism and theft, and they must identify potential security risks. The **Collections Staff** is responsible for the direct, hands-on care of the collections. Rules regarding access to the collections are determined by the Registrar and are included in the access section of this policy. Artwork shall not be removed from the building unless under the supervision of a member of the **Collections Staff.**

1. Training – General security information is provided to all employees on a periodic basis along with Collections Care and Management training. Specialized training is provided to Operations and **Collections Staff** at the beginning of their term of employment with the Museum.

2. Physical defense and alarms – The Museum is outfitted with magnetic contact sensors, break glass sensors, passive infrared motion detectors, closed circuit TV, and water detection devices. The security system is monitored by the Operations staff on a daily basis and the system is tested annually by the contract provider.

3. Fire detection and suppression – The Museum is equipped with fixed-temperature heat, humidity, and photoelectric smoke detectors throughout the building. The fire suppression equipment consists of a pre-action dry pipe system in the main galleries; and a wet pipe system in the Dede Rogers Special Events Gallery, public reception areas,

the lobby, and the fabrication shop. The fire detection and suppression systems are tested annually by the contractor and certified by the Fire Department.

4. Permanent workers – The City of El Paso has a thorough screening process which includes background checks for all incoming permanent and full-time contract employees, and all volunteers.

5. Non-permanent workers

a. Contract employees - Repeat contract employees such as janitorial, security, and pest control workers must be trained and supervised by Operations staff when in non-public areas where artwork is present.

b. Vendors – One-time vendors with the El Paso Museum of Art (i.e. photographers, caterers, musicians, equipment maintenance, etc.) should be supervised by a member of the appropriate Museum department at all times when in non-public areas where artwork is present.

c. Volunteers – All volunteers must be authorized by the City of El Paso Human Resources Department and must be supervised by a member of the appropriate Museum staff at all times when in non-public areas where artwork is present.

XII. Access to and Use of the Collections – The El Paso Museum of Art will provide public access to its collections and the associated records, while ensuring the safety and security of the collections and records. Access to and use of the collections should not compromise collections care or security.

A. Access to galleries- The Museum allows open access to galleries and other public spaces during regular visitor hours. Staff reserves the right to deny access to anyone behaving in a disorderly manner or whose actions threaten the safety of the public or the collections. Special permission is required for the instances listed below.

1. Museum events – The use of second floor gallery spaces for receptions and special events is limited to Museum sponsored events and shall be held in accordance with the rules set within the Risk Management section of this policy.

2. Rentals - All public spaces are available for rental to departments of the City of El Paso, outside non-profit and for-profit organizations, and members of the general public in accordance with the rules set within the Risk Management section of this policy and for a fee annually approved by City Council during annual budget hearings.

3. Commercial usage – The use of Museum spaces for commercial purposes should be controlled and monitored closely by **Collections Staff.** Requests for commercial use must be accompanied by a written request and the appropriate completed form (i.e. Photography/Video Request or Access to Collections and/or Registration Materials). The request may be subject to fees as determined by the **Curatorial Staff.**

4. Installation periods - For the safety and security of artwork not yet installed, access to gallery spaces during the installation period between exhibitions is limited to members

of the **Collections Staff**. Other staff members or guests who wish to enter the gallery may do so under the supervision of a member of the **Collections Staff.**

B. Access to storage areas and the Registration office - The Museum does not allow open, unsupervised access to storage areas or the Registration office, however, under specific circumstances access will be allowed. Permission to access collections in storage areas shall follow the course of action as described in this section, as well as all rules of collections care as described in this policy or by **Collections Staff.**

1. Staff responsibility – It is the responsibility of the Registrar and **Collections Staff** to ensure that access to art storage or the Registration office is monitored and controlled. Outside contractors, building and equipment inspectors, and researchers must be supervised at all times when in art storage areas or the Registration office.

2. Requests for access - Appointments to view collections or Registration files for the purposes of research and other educational uses must be made with the Registrar at least one week in advance. An application for access to collections and/or Registration files must be completed by the researcher and approved by a member of the **Curatorial Staff.** Requests made by students, scholars, researchers, and donors will be considered. Researchers may be required to submit a description of the project and a resume.

3. Behind the scenes tours - Access to art storage and other non-public spaces should be requested at least two weeks in advance. Final approval will be made by the Director. In order to safeguard the collections, tour group sizes will be limited, and groups will be supervised by at least one member of the **Collections Staff** in addition to a second member of the professional staff.

C. Collection records –All requests for information will be handled in accordance with the City of El Paso's Open Records Procedures. To the extent allowed by law, original records must not leave the premises where such records are stored and may only be handled by authorized Museum staff.

D. Artwork in staff offices – No artwork from the Permanent Collection will be installed in Museum staff offices, with the exception of public spaces such as the Director's office, the main hallway of administration, and the conference room.

E. In order to provide the best professional standards of care for the artwork which is managed by the Museum in the public trust, artwork from the Permanent Collection is not available for installation at City Hall or in any office occupied by City staff, City Council or the Mayor. The Museum reserves the right to remove works on loan at any time if needed for exhibition, loan or other Museum use; or if the safety or condition of the artwork is in question. No objects will be moved, cleaned, or repaired unless the Registrar or a member of the staff is notified and present. The Director of EPMA and the Director of MCAD must approve exceptions to any of the above guidelines.

XIII. Intellectual Property – The El Paso Museum of Art complies with U.S. Copyright Law in its photographic services and practices. Under the provision of Fair Use, the Museum may use the image of a copyrighted object, or the object itself, for scholarship, teaching, and exhibition.

A. Non-exclusive copyright transfer for collections – The Museum will use due diligence in determining the copyright status of objects brought into the collections through gift, transfer, purchase, exchange or long-term loan. The Museum will request the transfer of non-exclusive copyright for all objects which enter the collections, through the use of the Deed of Gift or the Non-Exclusive Copyright Agreement.

B. Image requests – Use of images of works in the collections must be formally requested to the Registrar. All images will be provided by the Registrar, and fees will be assessed based on a fee schedule approved by the Mayor and City Council.

C. Publication requests - Images of the collections intended for publication must be approved by the Registrar. A Reproduction Agreement must be completed and signed by both the applicant and either the Director, the Registrar, or a Curator. The Registrar will ensure that reproductions of collection objects are assembled in compliance with intellectual property right restrictions. Fees for reproduction rights will be assessed based on a fee schedule approved by the Mayor and City Council.

D. Employees - The Museum will own the copyright to all material (i.e. educational programs, Museum publications, label copy, etc.) produced by its staff members as part of their job responsibilities as employees of the Museum. It also retains the copyright of ownership. Copyright of the artists' names, their oeuvre, and when appropriate of the subject matter, cannot be granted by the El Paso Museum of Art under any circumstance.

XIV. Photography

A. Personal Use - Personal use photography is allowed in public spaces and Permanent Collection galleries. This includes cell phones, handheld cameras and video cameras that are set to take non-flash photos. Flash photography and tripods are prohibited without special permission obtained in writing in advance from the Registrar. While personal use photography is encouraged at the Museum, it must be conducted without disruption to Museum operations or visitors and with the safety of the art collections in mind. Photographs may not be published, sold, or otherwise distributed for commercial purposes. Visitors may post images from their visit on personal social media sites, so long as they are not used for profit.

B. Media - Members of the media must be escorted by a member of EPMA or MCAD staff. All organized photo shoots inside the Museum, whether for news coverage, school projects, or tourism programs, will require an escort and must be scheduled in advance. Unscheduled photo shoots that cannot be properly supervised will be declined. Members of the press will be provided with a copy of the guidelines and may be required to sign an acknowledgment. Failure to abide by the guidelines or sign the acknowledgment may result in the member of the press being asked to stop photographing and/or filming

C. Commercial Use - Photo shoots for commercial purposes (advertising, music videos, training videos, etc.) must be approved and scheduled in advance by the Office of the Registrar. Inquiries for commercial and professional photography should be made to the Office of the Registrar at least one month in advance. Approval for commercial and professional photography will be made on a case by case basis. A fee may be charged for the use of facilities and staff time.

D. Collection Images - Images of objects in the collections are available for commercial and publishing uses through the Office of the Registrar. Requests will follow the procedure and fee schedule in place for rights and reproduction. The Museum requests a copy of any publication featuring reproduction of a work from its Permanent Collection. Unauthorized reproduction is an infringement of United States Copyright Law.

E. Permission - The Museum reserves the right to withhold or withdraw permission to photograph on the premises. Museum staff has the authority to approach and verify the intent of photography, and to enforce the Photography Policy.

XV. Appraisal – An appraisal is a judgment of what something is worth. Appraisals often are necessary to establish value for insurance purposes, for an object going out on loan, for a damaged object, for a potential purchase, or to advise a donor about the tax deductibility of a donation.

A. The Museum is prohibited from making, arranging or paying for appraisals of tax-deductible donations. Appraisals are the responsibility of the donor.

B. Should a donor wish to request a tax deduction for a donation, the IRS (Internal Revenue Service) requires that donations valued as more than $5,000 be appraised by a "qualified appraiser" no more than 60 days before the date on the Deed of Gift, but before the due date of the tax return on which the deduction is being claimed.

C. Museum staff may not make appraisals (written or verbal) for any outside party, even those who are not donating to the Museum. When requested, staff may refer donors and other interested parties to the International Society of Appraisers (http://www.isa-appraisers.org/) or the American Society of Appraisers (http://www.appraisers.org/). Information on authenticity and quality may be offered to members of the public, other museums, and the business sector. Such objects may not be left in the care of the Museum.

D. Internal appraisals are necessary for day-to-day management and to ensure proper stewardship of the collections. Internal valuation may be undertaken by the appropriate Curator(s) when: the value of an object is in question; when two or more appraisals of the same object vary widely; or, in order to determine the value of an object for loan purposes.

E. A percentage of the Permanent Collection should be reevaluated and reappraised as needed to ensure that overall insurance coverage is adequate. A designated qualified appraiser should be an accredited member of one of the major appraisal associations. A written contract between the City, the Museum, and the selected appraiser should govern the scope of service. The Director is authorized to execute the contract with the appraiser provided that the contract meets all procurement policies of the City.

XVI. Inventory - The El Paso Museum of Art is responsible for knowledge of the collections whereabouts and condition. A full inventory will take place every ten years. Documentation, reconciliation and location updates will be the responsibility of the Registrar and the **Collections Staff**.

XVII. Code of Ethics

A. In all matters dealing with the collections, the staff will adhere to the standard policies set forth by the Museum's Code of Ethics, the City of El Paso Code of Ethics and those expressed by the American Alliance of Museums (AAM) and the American Alliance of Museum Directors (AAMD):

1. Staff members shall not use their positions for personal gain.

2. Staff member shall not appraise or attempt to set value on objects/artifacts for any purpose.

3. Staff members involved with the collections must disclose their personal collecting interests to the Director, and in the case of the Director to the Director of the Department.

B. In all matters dealing with the collections, the City Staff and Volunteers will adhere to the standard policies set forth by the Museum's Code of Ethics, City of El Paso Code of Ethics, and those expressed by AAM and AAMD:

1. City staff and volunteers that collect in the areas of the Museum's own collecting areas must abide by any restrictions placed on such collecting as specified in the Museum's Code of Ethics.

2. No member of the staff of the Museum nor their immediate families or representatives shall acquire objects through the deaccessioning process.

XVIII. Policy Review – This policy will be continuously monitored by the Registrar and Curator(s), and updated as necessary when it is no longer appropriate or when professional standards change. At a minimum, the Director, Registrar, and Curator(s) will review the policy once every five years. All changes to this policy must be approved by the Museums and Cultural Affairs Advisory Board and City Council before taking effect.

XIX. Legal Review- This policy recognizes that every transaction is different. As such, the City Attorney's Office is authorized to revise all form documents attached to this policy as necessary, and without City Council approval, to secure the City's and the Museum's interests in relation to this policy.

XX. Authority to Execute Attached Forms- Provided there is no conflict with any laws or City policies and provided the forms have been approved by the City Attorney's Office, the Director of the Museum of Art is authorized to execute, without further Council approval, the forms attached to this policy. The Registrar is authorized to sign the following forms: Request for Access to Collections and/or Registration Materials, Reproduction Permission Agreement, and the Photography/Video Permission Request

XXI. Definitions – For the purposes of this policy, the following definitions are provided:

A. **Curatorial Staff** shall include all Curators and Registrars.

B. **Collections Staff** shall include all Curators, Registrars, Preparators, Art Handlers, and Operations Staff who have been trained to care for the collections.

C. **Museums and Cultural Affairs Advisory Board (MCAAB**) is made up of citizens of El Paso who are appointed by City Council representatives. This group meets 10 times per year.

D. **American Alliance of Museums (AAM),** formerly the American Association of Museums, is a non-profit association that has brought museums together since founding in 1906, helping develop standards and best practices, gathering and sharing knowledge, and advocating on issues of concern to the museum community. AAM is the governing body which grants accreditation to institutions within the museum field.

E. **dplan** is the Museum's disaster preparedness plan and was made from an online template that was prepared by the Northeast Document Conservation Center and the Massachusetts Board of Library Commissioners. This plan was designed to prevent or mitigate disasters, prepare for the most likely emergencies, respond quickly to minimize damage if disaster strikes, and recover effectively from disaster while continuing to provide services to the community.

RESOURCES

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Powell, Brent. 2016. *Collection Care: An Illustrated Handbook for the Care and Handling of Cultural Objects.* Rowman & Littlefield, Lanham, Maryland.

Simmons, John E. 2006. *Things Great and Small: Collections Management Policies*. American Association of Museums, Washington D.C.

Appendix A – Standard Registration Forms

1. Deed of Gift
2. Outgoing Loan Agreement
3. Incoming Loan Agreement
4. Request for loans form & Memo of Understanding (regarding loans to and from City departments)
5. Deaccession Worksheet
6. Artwork Repair Agreement
7. Request for Access to Collections and/or Registration Materials
8. Nonexclusive Copyright Transfer Agreement
9. Reproduction Permission Agreement
10. Photography/Video Permission Request

EL PASO MUSEUM OF ART - CITY OF EL PASO
ONE ARTS FESTIVAL PLAZA
EL PASO, TX 79901-1135
Office of the Registrar 915.212.3058

DEED OF GIFT

Donor Name _____
Address _____
_____
Telephone Number _____

NO.	DESCRIPTION	VALUE

Donor represents and warrants that Donor has lawful authority to transfer the items listed above ("Works") and upon the execution of this Document, the Museum will have good and marketable title to the Work. If the Donor is not the owner, the Donor is fully authorized by the owner of the Work to, and on behalf of the owner does, signs this Deed of Gift and accepts all terms and makes all representations, warranties, covenants, certifications, and agreements set forth herein.

I (we), being the sole legal owner(s) of the Property described above, irrevocably give, transfer and assign to the El Paso Museum of Art, Department of Museums and Cultural Affairs, City of El Paso, for its use and benefit by way of gift, all rights, title, and interests (including all copyright, trademark and related interests), without restriction as to use or disposition, the property described above. I (we) affirm that to best of my (our) knowledge, I (we) have good, complete right, title, and interests (including transferred copyright, trademark, and related interests) to give.

I (we) wish my (our) name(s) as donor(s) in connection with this gift to appear as follows in Museum records, publications, and other descriptions:
_____

_____ _____
Donor Date

_____ _____
Donor Date

The EL Paso Museum of Art hereby acknowledges receipt of the above Deed of Gift.

_____ _____
El Paso Museum of Art Director Date

Sign, date, and return designated copy to: El Paso Museum of Art, One Arts Festival Plaza, El Paso, Texas, 79901. Attn: Registrar.

EPMA 08/98 / DEEDGIFT.001

EL PASO MUSEUM OF ART - CITY OF EL PASO
ONE ARTS FESTIVAL PLAZA
EL PASO, TX 79901-1135
Office of the Registrar 915.212.3058

OUTGOING LOAN AGREEMENT

Borrower _____ Loan Period _____
Address _____ Loan Purpose _____
_____ Location _____
Credit Line _____
_____

NO.	DESCRIPTION	VALUE

The Borrower accepts the conditions as outlined on the front and back of this agreement.

Borrower _____ For EPMA _____

Date _____ Date _____

Sign, date and return designated copy to: El Paso Museum of Art, One Arts Festival Plaza, El Paso, Texas 79901, Attn: Registrar

CONDITIONS GOVERNING THE LOAN OF OBJECTS

1. The Borrower agrees to borrow the objects described on the face of this loan agreement from the El Paso Museum of Art for the purpose indicated on the face of this agreement.

2. It is understood that the objects borrowed from the Museum shall remain in the condition in which they were received. They shall not be cleaned, repaired, retouched or altered in any way whatever without written permission of the Museum, except in an emergency situation when the safety of the work makes such action imperative; nor may framing, matting, mounting or glazing be changed without written permission; nor may objects be examined by scientific methods without written permission . Objects must be maintained in a building protected from fire, smoke or flood damage, under 24-hour security and protected from extreme temperatures and humidity; excessive light; and from insects, vermin, or dirt or other environmental hazards. Objects must be handled only by experienced personnel. The Borrower agrees to meet any special requirements for installation and handling as noted or referenced on the face of this agreement.

3. Damages, whether in transit or on the borrower's premises and regardless of who may be responsible, shall be reported to the Museum immediately, followed by a written report and including photographs, if necessary. If damage occurs in transit, the Borrower will also notify the carrier and will save all packing materials for inspection.

4. The Museum will specify the method of packing and will provide any special instructions for unpacking and repacking. Objects shall be returned packed in the same or similar materials by experienced personnel. Objects will arrive and be returned in the manner of shipment mutually agreed upon by the Borrower and the Museum.

5. Objects shall be insured by the Borrower during the period of the loan, including transit, for the value stated on the face of this agreement under an all risk wall-to-wall policy subject to the following generally accepted standard exclusions against damage or loss resulting from insects or vermin, wear and tear, gradual deterioration, or inherent vice; repairing, restoration, or retouching processes; hostile or warlike action, insurrection or rebellion; and/or nuclear reaction, nuclear radiation or radioactive contamination., The Borrower must provide the Museum with either a certificate of insurance or a copy of the policy made out in favor of the City of El Paso prior to shipment of the objects. The Museum Registrar must be notified in writing 20 days prior to any cancellation or meaningful change in the Borrower's policy. Any lapses in coverage, any failure to secure insurance and/or inaction by the Museum regarding notice will not release the Borrower from liability for loss or damage. Insurance value may be reviewed periodically and the Museum reserves the right to increase coverage if reasonably justified. In the event of loss or damage, the borrower's maximum liability will be limited to the insurance value then in effect. **THE BORROWER AGREES TO INDEMNIFY THE MUSEUM FOR ANY AND ALL LOSS OR DAMAGE TO THE OBJECTS OCCURRING DURING THE COURSE OF THE LOAN, EXCEPT FOR LOSS OR DAMAGE RESULTING FROM WEAR AND TEAR, GRADUAL DETERIORATION, INHERENT VICE, WAR AND NUCLEAR RISK.**

6. Each object shall be labeled and credited to the Museum in the exact format provided on the face of this agreement, both for display labels and publication credits. The Borrower may photograph the objects only for record and publicity purposes and for reproduction in an exhibition catalogue for uses related to the stated purposes of the loan. Photography for commercial purposes is prohibited.

7. Unless otherwise noted on the face of this agreement, all costs of packing, transportation, couriers, insurance and other loan-related expenses will be borne by the Borrower. The estimated costs must be agreed upon by both parties.

8. The Museum reserves the right to recall the objects from loan or cancel the loan for good cause at any time, and will make every effort to give reasonable notice thereof. Objects lent must be returned to the Museum by the return date. An extension of the loan period must be approved in writing by the Museum Director or his designate and covered by written parallel extension of the insurance coverage.

9. In the event of any conflict between this agreement and any forms of the Borrower, the terms of this agreement shall be controlling. For loans to borrowers within the United States, this agreement shall be construed in accordance with the law of the State of Texas and venue for any disputes regarding this Agreement shall lie exclusively in El Paso County, Texas.

EPMA 10/93 / CONDLOAN.001

EL PASO MUSEUM OF ART - CITY OF EL PASO
ONE ARTS FESTIVAL PLAZA
EL PASO, TX 79901-1135
Office of the Registrar 915.212.3058

INCOMING

LOAN AGREEMENT

This Incoming Loan Agreement ("Agreement") is between the Lender and the City of El Paso ("City") through the City's El Paso Museum of Art. The Parties agree to the following:

Date of Agreement:_____

Loan Period_____ Loan Purpose:_____

Exhibition Title:_____ Exhibition Dates:_____

Lender Name:_____ Lender's Telephone:_____

Lender's Address:_____

Loan Objects Return Address (if different from Lender's Address):_____

Fee amount payable to Lender: _____ Fee payment date: _____

Insured during Loan Period by (if not insured by the City):_____

Insured during transportation by:_____

Credit Line:_____

LOAN OBJECTS DESCRIPTION	LOAN VALUE

Conditions Governing Loans

1. The Lender will lend to the El Paso Museum of Art ("Museum") the objects described on the face of this Agreement ("Loan Objects") for the duration of the Loan Period. The Museum will require at least one month notice in the event the lender should wish to recall the loan. In the event that the lender wishes to recall their property with less than one month notice, the lender will be responsible for all packing, shipping, and additional insurance costs.

2. The Lender may not withdraw the Loan Objects during the Loan Period without the written consent of the Museum. The Lender also agrees that the Museum may perform the following at its sole discretion:

a. Modify the exhibition dates at the Museum's discretion provided that such dates do not extend before or after the Loan Period.
b. Decide not to exhibit the Loan Objects during the Loan Period.
c. Decide the manner and the location within the Museum where the Loan Objects will be exhibited.
d. Cancel the loan and this Agreement provided that the Museum provides lender reasonable notice.

3. The Museum will immediately report to the Lender any damage that occurs to the Loan Objects. The Museum will not clean, repair, or transport in a damaged condition the Loan Objects without the prior written permission of the Lender.

4. The Museum will return the Loan Objects to the Loan Objects Return Address as described on the face of this Agreement. If the Lender wishes to have the Loan Objects shipped back to a different address, then the Lender will provide notice of the new address prior to the shipment of the Loan Objects to the Lender. It is the Lender's responsibility to ensure that the Museum has the correct return address. The Lender agrees to assume any additional expenses that arise out of the Lender's change of the Loan Object's Return Address. The Lender will notify the Museum of any change in ownership of the Loan Objects. The Lender will inform the Museum of any changes in the identity, legal status, or address of the Lender. If the Museum's efforts to return the Loan Objects to the Lender are unsuccessful, then the Museum will maintain the Loan Objects at the Lender's risk and expense for a period not to exceed 3 years. If after the 3 years the Lender has not claimed the Loan Objects, then it will be deemed that the Lender has made an unrestricted gift of the Loan Objects to the museum.

5. The Lender makes the following representations and warranties as of the Date of Agreement.

a. The Loan Objects are in such condition as to withstand ordinary strains of packing, transportation, and handling.
b. The Lender is the legal owner of the Loan Objects or has obtained proper authorization from the legal owner to enter into this Agreement for the loan of the Loan Objects.
c. The Loan Objects do not infringe any copyrights or any other third party rights.
d. The Loan Objects have not been committed to be loaned to another institution.
e. The Legal Owner of the Loan Objects has not entered into an Agreement for the sale of the Loan Objects that would interfere with this Agreement.

THE LENDER WILL INDEMNIFY THE CITY FROM ALL CLAIMS ARISING OUT OF THE LENDER'S BREACH OF THE REPRESENTATIONS AND WARRANTIES MADE IN THIS SECTION.

6. The Lender will assure that the Loan Objects are adequately and securely packed for the type of shipment agreed by the parties, including any special instructions for unpacking and repacking. The Lender agrees that the Museum will return the Loan Objects via the same method of shipment as the items were sent. If the Lender requests that the Loan Objects be returned in a different method, then the Lender will pay for any difference in cost of shipping the Loan Objects via the requested method. Upon return of the Loan Objects to the Lender, the Museum will send the Lender a receipt form. The Lender will sign and return the receipt form ("Receipt Form") to the Museum within 30 calendar days of the postmark date of the receipt form. If the Lender does not return to the City a signed copy of the Receipt form as stated in this Section, then the City will not be responsible for any claims of damage or loss of the Loan Objects.

7. The Lender agrees with, and will abide by, all polices of the Museum, including polices for incoming loans.

8. Lender authorizes the City to photograph the Loan Objects for publicity, record keeping, and educational purposes. Unless otherwise provided in writing by the Lender, the Museum will give credit in any publications as specified on the face of this Agreement.

9. Unless the Lender expressly elects to maintain his/her own insurance coverage, the City will insure the Loan Objects for the values stated on the face of this Agreement under a fine arts policy against damage or loss in transit and while in the Museum's possession. If the Lender fails to indicate an amount, the Museum will set a value for purposes of insurance for the period of the loan. The Lender agrees that they amount payable by insurance secured in accordance to this Agreement is the sole recovery available to the Lender from the Museum in the event of loss or damage to the Loan Objects. It is the responsibility of the Lender to notify in writing the Museum of any changes to the values of the Loan Objects. If the Lender elects to maintain his/her own insurance coverage, then the Lender will provide the Museum, prior to shipping, a certificate of insurance naming the City of El Paso as an additional insured and waiving the right of subrogation. If the Lender elects to maintain his/her own insurance policy and fails to provide the City with such policy, then such action will constitute the agreement of the Lender to release and hold harmless the City and Museum from any liability whatsoever in connection with the Loan Objects and this Agreement. The Museum is not responsible for any error or deficiency in information provided by the Lender to the insurer or for any lapses in coverage

Lender_____For City of El Paso-EPMA_____

Date_____Date_____

Sign, date and return indicated copy to: El Paso Museum of Art, One Arts Festival Plaza, El Paso, Texas 79901. Attn: Registrar

EPMA 2017 / CONDLOAN.004

REQUEST FOR COLLECTIONS LOANS AND/OR ARCHIVAL MATERIALS LOANS

Applicant _____
MCAD Museum _____ **Title** _____
Address _____
Telephone _____

Request is for the following:

_____ Collections _____ Archival Materials

Section 1:
Describe the collections or Archival materials you would wish to see:
_____
_____
_____
_____
_____

Date(s) you wish to obtain access:

Loan Purpose:

Exhibition title:

Exhibition dates:

Loan Period:

Section 2:

Artwork/Archival Materials proposed for loan:
1

2

3

4

5

6

7

REQUIREMENTS AND INFORMATION

The first request for loan should include an AAM General Facility report (2019) with accompanying documents attached.

Section 1: For the purpose of research for a potential loan. Please give at least 8 weeks' notice for an in person visit request to EPMA collections.

Loans should be requested at least 8 weeks' in advance to allow for preparation and condition reporting.

Loan period will be at least one week before the exhibition opening and at least one week after the exhibition to allow flexibility for all staff to complete the return.

Section 2:

Outgoing Loans

A. The EPMA Registrar will complete a condition report that will accompany the objects.
B. The EPMA Registrar will complete an outgoing receipt for a pickup signature.
C. The Lending Registrar is responsible for compiling the Interdepartmental MOU.

Artwork Installation Procedure and Guidelines

A. Hands should be clean when moving artwork, even when using gloves. White cotton or nitrile gloves should be used in all cases, except when they are inappropriate for heavy objects or the surface of certain objects (such as those of material that may snag or become damaged).

B. The appropriate hanging hardware should be selected for each framed artwork based on the weight and materials of the works and the structure of the wall. Works smaller than 20 x 24" which may be near an exit or otherwise susceptible to theft should be secured to the wall with security hardware that is approved by the EPMA Registrar.

Environmental Monitoring Procedure

A. Temperature in all galleries and in the storage room should be set to 70 degrees Fahrenheit with a + or – 5 degrees window of acceptable temperatures.

B. Relative humidity in the galleries and in the storage room should be set to 50% RH in spring and summer and 45% in fall and winter with a + or - 5% range of acceptable relative humidity within a 24 hour period.

C. In the event of a drastic change in temperature (+/- 5 degrees) or humidity (+/- 5%) the EPMA Registrar should be alerted. The reason for any deviation from the ideal conditions should be noted and communicated to the EPMA Registrar.

Works on Paper/Fragile Objects: objects within this category and determined by the EPMA Registrar will be allowed to be on view up to 6 months.

When considering how much and how often an item is to be on display, always keep in mind that light damage is cumulative and irreversible. Recommended installation periods for most works on paper should be 6 months or less followed by 18 months of rest. For items deemed to be more sensitive to light damage, 3-6 months every 5 years should be the maximum installation period allowed. Depending on intellectual property, there will be flexibility to negotiate a possible reproduction of the image to display.

In general, light exposure levels recommended for museum objects are as indicated below. Extremely light sensitive organic materials such as paper or textiles are exhibited at very low light levels for only limited periods of time.

A. for most ceramics, glass and metals - 200 lux (20 footcandles)

B. oil and tempera paintings, undyed leather, lacquer, wood, horn, bone, ivory, stone - 150-200 lux (15-20 footcandles)

C. watercolor paintings, dyes, manuscripts, prints and drawings, vulnerable textiles, photographs - 50 lux (5 footcandles)

Food and Drink Rules

A. As part of the greater plan to protect the Museum's collections, food and drink are not allowed in the galleries or storage spaces where the loaned objects will be held. This rule serves to reduce the risk of spills on or near artworks, and supports pest prevention.

Return of Loans

A. The Borrower will complete and sign the condition report sent with the object before return to EPMA.
B. The Borrower is responsible for their outgoing receipt documentation.

STATE OF TEXAS §
§ **MEMORANDUM OF UNDERSTANDING**
COUNTY OF EL PASO §

TO: _____

FROM: _____
Director of the Museums and Cultural Affairs Department of the City of El Paso

SUBJECT: Loan of _____

DATE: _____

I am writing to confirm our understanding concerning the loan of artwork from _____ _____to the El Paso Museum of Art - El Paso Museums and Cultural Affairs department. _____ _____ by _____ will be exhibited at the El Paso Museum of Art (One Arts Festival Plaza, El Paso, TX 79901) in the exhibition _____ from _____ _____ ("Loan Period"). The Loan Period will be sufficient in order to allow for professional photography for the upcoming publication of the same name. El Paso Museum of Art staff will provide de-installation, packing, transportation to and from the _____ and re-installation upon return.

BY: _____
Director of the Museums and Cultural Affairs Department

I am in agreement that the summary above reflects our understanding.

BY: _____

El Paso Museum of Art

DEACCESSION WORKSHEET

Accession number_____

Artist_____ **Title (date)**_____

Medium_____ Dimensions_____

Method of acquisition: Purchase ☐ Gift ☐ Bequest ☐ Other (specify)_____

Donor name_____ Date of acquisition_____

Address_____

Phone_____ **Email**_____

Donor or donor's family is still in the area yes_____ no_____ notified by / date_____

Current Market Value $_____ **Source**_____

List any restrictions_____

Required conditions to consider deaccessioning
The object is:
_____Free from donor mandated restrictions
_____Free and legally owned by the museum

Status of object:
Overall condition_____
Last exhibited_____

Current value $_____

How determined_____

Criteria for Deaccessioning
Check if applicable:
_____Poor condition: the object has lost its physical integrity, identity or authenticity; or it is beyond practical conservation and therefore of little or no artistic, historical or artistic value; or it endangers the rest of the collections
_____Inappropriate: The object is no longer (or never was) relevant to the mission of the Museum or its collecting plan.
_____Care: The Museum can no longer properly store or care for the object.
_____Use: It is doubtful that the object can be exhibited in the near future and it is inappropriate for study.
_____Redundancy: The Museum has one or more objects similar to or the same as this object. Duplicate(s) have the following number(s):_____
_____Other: (specify)_____

Recommended means of disposal:
_____Exchange
_____Donation
_____Public sale
_____Destruction
*include statement of how funds will be used
_____Accession log updated
_____Remove number from object
_____Disposal completed

Deaccession Checklist
_____Pull all relevant files
_____Prepare curatorial report
_____Request made to Director
_____Request made to MCCAB
_____Object file / card catalog updated
_____Database updated

ARTIST REPAIR AGREEMENT

Artist Name _____

Address _____

Phone _____

Description of artwork(s) to be repaired: _____

_____

Description of repair work to be completed: _____

_____

If work is to be completed off-site, please indicate location: _____

Date of completion: _____

Expense budget: _____(please attach separately)

Not to exceed amount: _____

CONDITIONS GOVERNING CONSERVATION AND REPAIR WORK

1. While in the process of repairing the work, the artist will not change or re-interpret the artwork(s) from what appears in the photograph dated _____ (attached). There should not be significant changes in the structure, make-up or concept of the artwork(s).
2. It is the responsibility of the artist to accurately record the time spent and direct expenses involved in the repair of the artwork(s). Receipts for repair costs and materials will be required from the artist by the City in order for the City to reimburse artist. Payment will be made upon approval of the repairs by the City of El Paso (the "City").
3. Works of art in the collection of the El Paso Museum of Art will be covered under the fine arts insurance policy. The artist will be held responsible to repair or make reparations for any damage to the artwork while in the care of artist or those s/he has designated to restore or repair the work, and during the transportation of the artwork. If the repairs are to be completed off-site, transportation must be handled by the artist. The fully required work must be delivered to EPMA at a time and date agreed by both parties.
4. Repair work will be subject to approval by an authorized representative of the El Paso Museum of Art.
5. Artist will provide a warranty for all repairs and work done under this Agreement for a period of one year from the date of completion as described above. The Artist will promptly repair or replace all defects due to fault material or workmanship, which arise during this warranty period. If any repairs to the Artist's work under this Agreement are done, then the Artist will warrant such repairs for an additional year after the completion of the repairs. The Artist will do all repairs or replacement under this Section at the Artist's sole cost and expense.

I, _____, HEREBY WAIVE, RELEASE AND DISCHARGE ANY AND ALL CLAIMS OR RIGHTS TO CLAIMS FOR DAMAGES FOR DEATH, PERSONAL INJURY OR PROPERTY DAMAGE WHICH I MAY HAVE, OR ACCRUE TO ME, AS A RESULT OF MY PARTICIPATION IN THE REPAIR OF THE ARTWORK KNOWN AS _____.

THIS RELEASE IS INTENDED TO DISCHARGE THE CITY OF EL PASO (THE "CITY"), MUSEUMS AND CULTURAL AFFAIRS DEPARTMENT (MCAD), CITY OFFICIALS (AND THEIR RESPECTIVE AGENTS AND EMPLOYEES), FROM AND AGAINST ANY AND ALL LIABILITY FOR INJURY OR LOSS ARISING OUT OF OR CONNECTED IN ANY WAY WITH MY PARTICIPATION IN THE REPAIR OF SAID ARTWORK, EVEN THOUGH THAT LIABILITY MAY ARISE OUT OF NEGLIGENCE OR CARELESSNESS ON THE PART OF THE CITY OR ITS AGENTS OR EMPLOYEES.

CITY OF EL PASO: _____ Date: _____

Artist: _____ Date: _____

APPROVED AS TO FORM: Assistant City Attorney

Sign, date and return indicated copy to: Office of the Registrar, El Paso Museum of Art, One Arts Festival Plaza, El Paso, Texas 79901.

EL PASO MUSEUM OF ART - CITY OF EL PASO
ONE ARTS FESTIVAL PLAZA
EL PASO, TX 79901-1135
Office of the Registrar 915.212.3058

REQUEST FOR ACCESS TO COLLECTIONS AND/OR REGISTRATION MATERIALS

Applicant _____
Affiliation _____ **Title** _____
Address _____
Telephone _____
Group Size _____

Permission is requested for the following:

_____ Research _____ Art Storage Tour

Describe the collections or registration materials you would wish to see:

_____
_____
_____
_____

Date(s) you wish to obtain access: _____

Describe your project:

_____
_____
_____
_____

Professional references or instructor / project supervisor:

_____
_____

Other forms needed: _____**Photography/Video Request**
_____**Reproduction Agreement**
_____**Other:**_____

I hereby agree that I have read the "CONDITIONS FOR ACCESS TO COLLECTIONS AND/OR REGISTRATION MATERIALS" listed on the reverse and agree to abide by these conditions.

Applicant_____ **Date**_____

Permission is hereby granted for access to collections and/or registration materials mentioned above.

Approved by_____ **Date**_____

Please sign, date and return copies to the attention of the Registrar. A countersigned copy will be returned to you for your files.

CONDITIONS FOR ACCESS TO COLLECTIONS AND/OR REGISTRATION MATERIALS

To ensure the safety of the El Paso Museum of Art collections and records, public access to behind the scenes archives must abide by the following conditions. These conditions are set in place to ensure the safety and security of the collections and records.

1. Requests for access - Appointments to view collections or Registration files for the purposes of research and other educational uses must be made with the **Registrar** at least one week in advance. An application for access to collections and/or Registration files must be completed by the researcher and approved by the **Registrar/Director**. Requests made by students, scholars, researchers, and donors will be considered. Researchers may be required to submit a description of the project and a resume.
    a) Records will be collected for researchers by Curatorial staff.
    b) The researcher will be supervised by a member of Curatorial staff.
    c) If the researcher needs photographic documentation of a file, the researcher will make the request with the supervising Curatorial Staff member.
    d) If additional reproductions of artwork are needed, the researcher will then fill out a Reproduction Permission Agreement.

2. Behind the scenes tours - Access to art storage and other non-public spaces should be requested at least two weeks in advance. Final approval will be made by the Director. In order to safeguard the collections, tour group sizes will be limited to 10-12 visitors at a time, and groups will be supervised by at least one member of the **Collections Staff** in addition to a second member of the professional staff.

    a) Access to and use of the collections should not compromise collections care or security standards, EPMA Staff reserves the right to end access if at any point they feel the collection is at risk.
    b) No bags, drinks, or food are allowed at any time.
    c) Groups will stay together at all times and will not wander off from the group.
    d) Doors to art storage will be closed when all members of the group tour enter. Group members will notify a member of EPMA **Collections Staff** if they need to exit before the end of the tour.
    e) Only **Collections Staff** are allowed to touch storage screens or open any of the storage cabinets. If your group would like to see a specific artwork please include the request on this form.
    f) Participants will stay 1-2 feet away from artwork. UNDER NO CIRCUMSTANCE are group participants allowed to touch the art.
    g) Personal photography of the space is not allowed. Upon request, EPMA Staff will provide 1-2 approved images of the tour to the applicant of this form. Photographs are to be utilized on the group's official social media accounts only with the image credit line provided.

EL PASO MUSEUM OF ART - CITY OF EL PASO
ONE ARTS FESTIVAL PLAZA
EL PASO, TX 79901-1135
Office of the Registrar 915.212.3058

NON-EXCLUSIVE COPYRIGHT TRANSFER AGREEMENT

I, _____, the undersigned, being the owner of the copyright in and to the following original work(s) of art:

in consideration of the acquisition of said work(s) by the El Paso Museum of Art, do hereby authorize the El Paso Museum of Art, and other parties duly authorized by the Museum, to use the above mentioned work(s) for all standard museum purposes including, but not limited to, displaying the work(s), lending the work(s), reproducing the work(s) by methods involving photographic, electronic and mechanical means, and displaying, distributing, selling and transmitting such reproductions or images to the general public. Reproductions and transmissions may be released through media such as but not limited to catalogs, books, brochures, web-site, postcards, posters, invitations, magazines, newspapers, journals, films, television, slides, negatives and prints. All reproductions shall bear a copyright notice as prescribed by the Copyright Law of the United States to read as follows (please complete the blank):

© _____
(as you wish the work(s) to be credited for publication purposes)

The effective date of this nonexclusive license shall coincide with the date of ownership of the work(s) of art itself (themselves) is acquired by the El Paso Museum of Art. This nonexclusive license, which does not transfer ownership of the copyright to the El Paso Museum of Art, shall survive all assignments of copyright.

The undersigned affirms that he/she owns the rights and interest to be granted by this document.

_____ _____
Date Signature of Artist or Copyright holder

EPMA 06/06 / COPYRIGHT.001

EL PASO MUSEUM OF ART - CITY OF EL PASO
ONE ARTS FESTIVAL PLAZA
EL PASO, TX 79901-1135
Office of the Registrar 915.212.3058

REPRODUCTION PERMISSION AGREEMENT

Applicant _____
Address _____
_____
Telephone _____

Permission is requested to reproduce the work of art listed below in the following:
_____Publication _____ Film/Video _____ Website/Social Media _____ Other
_____ Promotional Material _____ Research/Study _____ Museum/Exhibition Related

If for publication, please fill out the following section:

Title _____
Author/Editor _____
Publisher _____
Pub Date _____
Edition size _____
Language

Object Information
Artist _____
Title/date _____
Medium/size _____
Accession no. _____
Credit line _____

I hereby agree that I have read the "Conditions for Reproduction" listed on the reverse and agree to abide by these conditions. I agree to pay all fees as assessed by the El Paso Museum of Art.

Applicant_____ **Date**_____

Permission is hereby granted to reproduce the work of art mentioned above.

Approved by_____ **Date**_____

Please sign, date and return both copies to the attention of the Registrar. A countersigned copy will be returned to you for your files.

CONDITIONS FOR REPRODUCTION

1. Permission is granted only for one usage in one publication, one edition, and in one language. Subsequent revised new editions will require new application and will be subject to additional fees. Photographic material may not be used without the written permission of the El Paso Museum of Art, hereafter referred to as EPMA. Under no circumstances may color transparencies be duplicated.

2. In the case of works by living artists and/or works subject to the 1976 Copyright Act; to which EPMA does not hold copyright, written permission must be secured by the applicant from the artist, their agent or the copyright owner. The publisher agrees for indemnify and hold EPMA harmless from any claims of infringement on behalf of the artist or any other person instituted as a result of the reproduction of this work in question.

3. EPMA assumes no responsibility for royalties or fees claimed by the artist or other third parties.

4. Full credit line, as specified by EPMA, must appear either directly under the reproduction, on the page facing, on the reverse, or in the list of credits at the end of the film or telecast. Caption copy must include the artist's name, title of the work, date, medium, size, and complete credit line exactly as it appears on the face of the agreement. In the case of film, video and other electronic presentations, if not stated on the adjacent frame, the complete credit line must appear at the beginning or the end of the production. In addition, the complete credit line must appear in any accompanying material.

5. Each work of art must be reproduced in its entirety and the reproduction may not be bled off the page or cropped in any way. A specific detail must be approved in advance by EPMA. The reproduction must be full-time black and white or full color and my not be reproduced on colored stock. Nothing may be superimposed on the reproduction (i.e. lettering, tone or another image).

6. In order to ensure faithful reproduction, proofs must be submitted and approved in writing by EPMA before reproduction.

7. Special permission must be obtained if the reproduction is to appear on a dust jacket, record cover, calendar, brochure, or the like. In such cases a layout must be submitted for approval and additional fees may be assessed.

8. In consideration for permission to reproduce works of art belonging to EPMA, one copy of the publication in which the reproduction appears are requested by EPMA at no cost. Any printed material published in conjunction with film, video (VHS or DVD) and other electronic presentations is also requested.

9. In addition to the rental fee, a charge equal to the replacement cost will be made for any color transparencies not returned within three weeks of the due date, or returned in damaged condition.

10. Payment in US dollars can be made through, a check drawn on a US bank, and international postal money order, VISA, Mastercard, or Discover.

11. **APPLICANT WILL INDEMNIFY THE CITY OF EL PASO AND THE EL PASO MUSEUM OF ART AND THEIR RESPECTIVE AGENTS, OFFICIALS, AND EMPLOYEES FROM ALL CLAIMS ARISING OUT OF THE APPLICANTS UNAUTHORIZED REPRODUCTION OF THE WORKS UNDER THIS AGREEMENT.**

EL PASO MUSEUM OF ART - CITY OF EL PASO
ONE ARTS FESTIVAL PLAZA
EL PASO, TX 79901-1135
Office of the Registrar 915.212.3058

PHOTOGRAPHY OR VIDEO PERMISSION REQUEST

Applicant Name: _____

Address: _____

Telephone Number: _____

Subject/Gallery to be photographed/filmed: _____

Date of Project: _____

The applicant requests permission to (description of project - specify number of people, as well as type and amount of equipment): _____

_____

The photographs are to be used as follows: _____

_____

The applicant agrees that permission is subject to the conditions listed on the reverse of this agreement.

_____ _____
Applicant Date

Permission is hereby granted.

_____ _____
Museum Representative Date

CONDITIONS FOR PHOTOGRAPHY OR VIDEO

1. This permit is not a release for the sale, publication or other commercial use of the photography/video. All requests for such use must be approved in writing by the El Paso Museum of Art, hereafter referred to as EPMA.

2. No reproductions of the collections are permitted without prior permission from the EPMA. In the case of loaned works of art, no reproductions are permitted without prior permission from the lender.

3. No physical contact with the works of art is allowed. The works of art may not be touched with hands, body, photo equipment or other instruments.

4. No objects or props other than photographic equipment may be brought into the gallery, unless authorized in writing by EPMA.

5. Gallery light or "available light" must be used. No additional photographic lamps or flash may be used without a written description approved by EPMA.

6. No tripods may be used unless authorized in writing by EPMA.

7. Requests must be submitted at least TWO WEEKS before desired date of photography or video. Galleries may be used only on days closed to the public and staff is available to accommodate.

For EPMA use only.

The following terms are approved by EPMA: _____

_____

Photographer: _____

Gallery: _____

Artist/Exhibition: _____

Equipment: _____

Tripod _____Yes _____No
Flash _____Yes _____No

_____ _____
Museum Representative Date

pho/vid permit 06/00

File #: 26-1119, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

DISTRICT, DEPARTMENT, CONTACT INFORMATION:

Please choose District and Department from drop down menu. Please post exactly as example below.
No Title's, No emails. Please use ARIAL 10 Font.

All Districts
Office of Management and Budget, Sasho Andonoski, (915) 212-1092

AGENDA LANGUAGE:

This is the language that will be posted to the agenda. Please use ARIAL 11 Font.

Presentation, discussion, and action on the American Rescue Plan Act (ARPA) - Coronavirus State and Local Fiscal Recovery Fund (CSLFRF).

City of El Paso Agenda Summary Form

City Clerk

Submitted On:
Sep 30, 2026, 12:45PM EDT

Add Image	
Department / Council Office	Office of Management and Budget
Agenda Date	October 12, 2026
Public Hearing Date	
Email of User Submitting Form	growdenkm@elpasotexas.gov
Contact Person	Sasho Andonoski (915) 212 - 1092
2nd Contact Person	
District(s) Affected	All Districts
Agenda Item	Presentation, discussion, and action on the American Rescue Plan Act (ARPA).
Issue Statement	This item provides City Council with an update on the status of ARPA funds and key projects and, if needed, requests Council action on proposed next steps.
Background	The City received American Rescue Plan Act (ARPA) funding to support eligible projects and services. This presentation provides an update on the status of ARPA funds, key projects, and next steps, with an opportunity for City Council to discuss the information presented and provide direction to staff.
Council Options	Provide direction to staff based on the ARPA update. Suggested motion: “I move to direct staff as discussed.”
Committee Review and/or Recommendation	N/A
Community and Stakeholder Outreach (if applicable, as an attachment) – please include	N/A
Related City Policies	N/A
Prior Council Action	N/A
The City Attorney’s Office has reviewed the documents and signed off on the necessary forms	No
Amount and Source of Funding	N/A
Enter the elected official's name followed by the amount donated.	N/A

For More Information	Sasho Andonoski (915) 212 - 1092 andonoskis@elpasotexas.gov

File #: 26-1093, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

DISTRICT, DEPARTMENT, CONTACT INFORMATION:

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All Districts
Animal Services Department, Michael D. Wachsmann, (915) 212-8472
Animal Services Department, Carmen Melgosa, (915) 212-5449

AGENDA LANGUAGE:

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Discussion regarding the presentation of the 2026 Animal Shelter Advisory Committee (ASAC) Annual Report to City Council.

City of El Paso Agenda Summary Form

City Clerk

Submitted On:
Sep 21, 2026, 04:21PM EDT

Add Image	
Department / Council Office	Animal Services Department
Agenda Date	September 29, 2026
Public Hearing Date	
Email of User Submitting Form	melgosaci@elpasotexas.gov
Contact Person	Carmen Melgosa 915-212-5449
2nd Contact Person	Michael D. Wachsmann 915-212-8742
District(s) Affected	All Districts
Agenda Item	Discussion regarding the presentation of the 2026 Animal Shelter Advisory Committee (ASAC) Annual Report to City Council.
Issue Statement	Animal Services will present the Animal Shelter Advisory Committee's Annual Report for Fiscal Year 2026. The presentation will provide City Council with an overview of the committee's activities, observations, recommendations, and matters related to animal shelter operations and animal welfare. This is an informational item, and no formal Council action is required.
Background	The Animal Shelter Advisory Committee (ASAC) provides guidance and recommendations regarding animal shelter operations, animal welfare, public health, and related community matters. The annual presentation provides City Council and the public with information regarding: The committee's activities during the reporting period; Animal shelter operations, programs, and services reviewed by the committee; Committee recommendations and priorities; and Opportunities to improve services, outcomes, and community engagement. There is no direct financial impact associated with receiving the presentation.
Council Options	Take no action. No MOTION needed.
Committee Review and/or Recommendation	The Animal Shelter Advisory Committee reviewed the Annual Report 9/9/2026. The committee approved the report and recommended that

	the report be presented to City Council.
Community and Stakeholder Outreach (if applicable, as an attachment) – please include	The Animal Shelter Advisory Committee meetings are conducted in accordance with applicable public meeting requirements and provide opportunities for public participation and stakeholder feedback. During the reporting period, the committee received information and feedback from Animal Services staff, committee members, community stakeholders, and members of the public. Relevant concerns, recommendations, and observations are summarized in the attached Annual Report. No separate community or stakeholder outreach was conducted specifically for the City Council presentation.
Related City Policies	Not applicable
Prior Council Action	The Animal Shelter Advisory Committee's report is presented to City Council as part of the committee's recurring reporting responsibilities. No prior Council action is required for the current informational presentation. The previous annual report was presented to City Council on 4/29/2025.
The City Attorney's Office has reviewed the documents and signed off on the necessary forms	No
Amount and Source of Funding	There is no direct fiscal impact associated with this informational presentation. No funding, budget transfer, or additional appropriation is required.
Enter the elected official's name followed by the amount donated.	Not applicable. No contributions or donations to City Council are associated with this item.
For More Information	Chris Canales CanalesJC@elpasotexas.gov (915) 212-1036

File #: 26-1124, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

DISTRICT, DEPARTMENT, CONTACT INFORMATION:

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City Attorney's Office, Carlos Armendariz, (915) 212-0033
City Attorney's Office, Carlos Gomez Baca, (915) 212-0033

AGENDA LANGUAGE:

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Patricia Alvarez and Padel Ranch Health and Wellness (551.071)

File #: 26-1125, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

DISTRICT, DEPARTMENT, CONTACT INFORMATION:

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City Attorney's Office, Evan D. Reed, (915) 212-0033

AGENDA LANGUAGE:

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Ysleta Del Sur Pueblo v. City of El Paso; Cause No:EP-23-CV-132-DCG (551.071)

File #: 26-1126, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

DISTRICT, DEPARTMENT, CONTACT INFORMATION:

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Real Estate Division, Mary Lou Espinoza, (915) 212-0825

AGENDA LANGUAGE:

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Real Estate Division Update, HQ#25-5035 (551.072)

File #: 26-1129, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

DISTRICT, DEPARTMENT, CONTACT INFORMATION:

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City Attorney's Office, Josette Flores, (915) 212-0033
City Attorney's Office, Russell Abeln, (915) 212-0033

AGENDA LANGUAGE:

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Legal advice regarding the grant application to Meta Platforms, Inc. through the Future is for Everyone Fund requesting $4,000,000.00 in grant funds, with no match required from the City of El Paso, for the El Paso Climate Action Implementation Program (551.071)