

PROFESSIONAL SERVICE  
MANAGEMENT AGREEMENT  
FOR THE  
CORPUS CHRISTI MUSEUM OF SCIENCE AND HISTORY  
BETWEEN  
CITY OF CORPUS CHRISTI  
AND  
CCMJV, LLC

|                                                                 |    |
|-----------------------------------------------------------------|----|
| Article 1 .....                                                 | 11 |
| Definitions .....                                               | 11 |
| ARTICLE 2.....                                                  | 16 |
| INTRODUCTION .....                                              | 16 |
| 2.1 Term .....                                                  | 16 |
| 2.2 Grant of Authority.....                                     | 16 |
| 2.3 Nature of Relationship.....                                 | 16 |
| 2.4 Contract Administrator.....                                 | 16 |
| ARTICLE 3.....                                                  | 17 |
| MANAGEMENT AND OPERATION OF PREMISES AND PERSONAL PROPERTY..... | 17 |
| 3.1 Premises.....                                               | 17 |
| 3.2 Personal Property. ....                                     | 17 |
| 3.3 Use of the Premises. ....                                   | 17 |
| (a) Required Use.....                                           | 17 |
| (b) Prohibited Use.....                                         | 17 |
| (c) No Illegal Uses or Nuisances. ....                          | 17 |
| 3.4 Parking Lot Use.....                                        | 17 |
| ARTICLE 4.....                                                  | 18 |
| EXISTING THIRD-PARTY AGREEMENTS.....                            | 18 |
| 4.1 Existing Third-Party Agreements.....                        | 18 |
| ARTICLE 5.....                                                  | 18 |
| Operations.....                                                 | 18 |
| 5.1 CCMJV Responsibility.....                                   | 18 |
| 5.2 Museum Mission. ....                                        | 18 |
| (a) Internal Strategic Objectives.....                          | 18 |
| 5.3 City Operations Support Payments. ....                      | 19 |
| (a) Operations Account. ....                                    | 19 |
| (b) Operation Support Payment.....                              | 19 |
| (c) Advancing of Funds for Operation Support.....               | 19 |
| (d) Over Budgeted Expenses. ....                                | 20 |
| (e) Unbudgeted and Under Budgeted Expenses.....                 | 20 |
| 5.4 City Paid Expenses.....                                     | 20 |

|                                                            |                                                                    |    |
|------------------------------------------------------------|--------------------------------------------------------------------|----|
| (a)                                                        | City Provided Services.....                                        | 20 |
| (1)                                                        | Informational Technology Services. ....                            | 20 |
| (2)                                                        | Building Maintenance Service. ....                                 | 20 |
| (3)                                                        | Mail Service. ....                                                 | 20 |
| (b)                                                        | Electricity.....                                                   | 20 |
| 5.5                                                        | City Procurements. ....                                            | 20 |
| (a)                                                        | Computers Procurement.....                                         | 21 |
| (b)                                                        | Multifunction Copier Procurement. ....                             | 21 |
| (c)                                                        | Elevator Maintenance Procurement .....                             | 21 |
| 5.6                                                        | Water, Gas, and Waste Water.....                                   | 21 |
| 5.7                                                        | Proportionate Year. ....                                           | 21 |
| ARTICLE 6.....                                             |                                                                    | 21 |
| ACCREDITATION, CERTIFICATION, LICENSING, AND PERMITS ..... |                                                                    | 21 |
| 6.1                                                        | Required Accreditation and Certification.....                      | 21 |
| 6.2                                                        | Licenses and Permits .....                                         | 21 |
| 6.3                                                        | City Representations.....                                          | 22 |
| ARTICLE 7.....                                             |                                                                    | 22 |
| MUSEUM COLLECTION MANAGEMENT .....                         |                                                                    | 22 |
| 7.1                                                        | Collection Inventory.....                                          | 22 |
| 7.2                                                        | Collection Management Policy. ....                                 | 22 |
| 7.3                                                        | Deaccession of Collection. ....                                    | 22 |
| 7.4                                                        | Deaccessioned Objects. ....                                        | 23 |
| (a)                                                        | Disposal by Sale.....                                              | 23 |
| (b)                                                        | Disposal by Exchange or Donation.....                              | 23 |
| (c)                                                        | Disposal by Transfer. ....                                         | 23 |
| (d)                                                        | Donor Notification. ....                                           | 23 |
| 7.5                                                        | Acquisitions, Loans, and Destructive Analysis of Collections. .... | 24 |
| ARTICLE 8.....                                             |                                                                    | 24 |
| NEW FACILITIES OPERATING AND MAINTENANCE COSTS .....       |                                                                    | 24 |
| 8.1                                                        | New Facilities Operating and Maintenance Costs.....                | 24 |
| ARTICLE 9.....                                             |                                                                    | 24 |
| ADMISSIONS .....                                           |                                                                    | 24 |
| 9.1                                                        | Admissions. ....                                                   | 24 |

|      |                                                                 |    |
|------|-----------------------------------------------------------------|----|
| 9.2  | Access.....                                                     | 24 |
| 9.3  | Admissions Tax.....                                             | 25 |
|      | ARTICLE 10.....                                                 | 25 |
|      | PURCHASES OF SUPPLIES AND SERVICES.....                         | 25 |
| 10.1 | Purchase of Supplies and Services. ....                         | 25 |
| 10.2 | Contacting Historically Underutilized Businesses. ....          | 25 |
| 10.3 | Expenditures in Excess of Ten Thousand Dollars (\$10,000). .... | 25 |
| 10.4 | CCMJV Municipality Status. ....                                 | 26 |
|      | ARTICLE 11.....                                                 | 26 |
|      | FACILITY IMPROVEMENTS AND ALTERATIONS.....                      | 26 |
| 11.1 | Facility Improvements and Alterations ....                      | 26 |
| 11.4 | Approved Facility Improvements and Alterations. ....            | 26 |
| 11.5 | Title to Improvements. ....                                     | 26 |
| 11.6 | CCMJV's Personal Property.....                                  | 26 |
|      | ARTICLE 12.....                                                 | 26 |
|      | ENGINEERING, STRUCTURAL AND LAYOUT STUDIES.....                 | 26 |
| 12.1 | Studies. ....                                                   | 26 |
|      | ARTICLE 13.....                                                 | 26 |
|      | ADVERTISING.....                                                | 26 |
| 13.1 | Museum Advertisement.....                                       | 27 |
| 13.2 | Advertisement Reimbursement ....                                | 27 |
| 13.3 | Use of Hotel Occupancy Tax Funds. :.....                        | 27 |
|      | ARTICLE 14.....                                                 | 28 |
|      | NAMING RIGHTS.....                                              | 28 |
| 14.1 | Museum Name. ....                                               | 28 |
| 14.2 | Donation Acknowledgement.....                                   | 28 |
|      | ARTICLE 15.....                                                 | 28 |
|      | MAINTENANCE .....                                               | 28 |
| 15.1 | General Maintenance.....                                        | 28 |
| 15.2 | Random Inspection.....                                          | 28 |
| 15.3 | In-Kind Maintenance.....                                        | 28 |
| 15.4 | Contractor Insurance .....                                      | 28 |
|      | ARTICLE 16.....                                                 | 29 |

|                                                                        |    |
|------------------------------------------------------------------------|----|
| STAFFING AND EMPLOYEES .....                                           | 29 |
| 16.1 Employees. ....                                                   | 29 |
| 16.2 Payroll and Taxation. ....                                        | 29 |
| (a) CCMJV Payroll.....                                                 | 29 |
| ARTICLE 17.....                                                        | 29 |
| GOVERNANCE .....                                                       | 29 |
| 17.1 Governance.....                                                   | 29 |
| ARTICLE 18.....                                                        | 29 |
| ROLES.....                                                             | 29 |
| 18.1 Advisory Board. ....                                              | 29 |
| 18.2 Museum Executive Director.....                                    | 29 |
| 18.3 Museum Collection Manager. ....                                   | 30 |
| 18.4 Museum Registrar. ....                                            | 30 |
| 18.5 Museum Educator Director. ....                                    | 30 |
| 18.6 Exhibit Manager.....                                              | 30 |
| ARTICLE 19.....                                                        | 30 |
| PROFESSIONAL STAFF .....                                               | 30 |
| 19.1 Minimum Professional Staff.....                                   | 31 |
| 19.2 Modification of Minimum Professional Staff. ....                  | 31 |
| 19.3 Minimum Qualification and Experience for Professional Staff. .... | 31 |
| (a) Museum Executive Director’s Minimum Qualifications.....            | 31 |
| (b) Museum Collection Manager Minimum Qualifications. ....             | 31 |
| (c) Museum Registrar Minimum Qualifications. ....                      | 31 |
| (d) Museum Educator Minimum Qualifications.....                        | 31 |
| (e) Museum Educator Assistant Minimum Qualifications. ....             | 31 |
| (f) Exhibit Manager Minimum Qualifications. ....                       | 32 |
| 19.4 Waiver of Minimum Qualifications. ....                            | 32 |
| ARTICLE 20.....                                                        | 32 |
| FISCAL MATTERS .....                                                   | 32 |
| 20.1 Capital Campaign. ....                                            | 32 |
| 20.2 Miscellaneous Fees and Prices. ....                               | 32 |
| 20.3 Franchises or Concessions.....                                    | 32 |
| 20.4 Solicitation of Private and Public Funding.....                   | 32 |

|      |                                                       |    |
|------|-------------------------------------------------------|----|
| 20.5 | Grant Funding.....                                    | 33 |
|      | ARTICLE 21.....                                       | 33 |
|      | PROHIBITED TRANSACTIONS AND BENEFITS .....            | 33 |
| 21.1 | Benefits to Individuals.....                          | 33 |
|      | ARTICLE 22.....                                       | 33 |
|      | REVENUE.....                                          | 33 |
| 22.1 | Revenue Account. ....                                 | 33 |
| 22.2 | Proportionate Year .....                              | 33 |
|      | ARTICLE 23.....                                       | 33 |
|      | ADMINISTRATIVE & MANAGEMENT FEE .....                 | 33 |
| 23.1 | Administrative Fee .....                              | 33 |
|      | ARTICLE 24.....                                       | 34 |
|      | REPORTING OBLIGATIONS .....                           | 34 |
| 24.1 | Annual Reporting Requirements .....                   | 34 |
| 24.2 | Quarterly Reporting Requirements.....                 | 34 |
| 24.3 | Monthly Reporting Requirements. ....                  | 34 |
|      | ARTICLE 25.....                                       | 34 |
|      | BOOKS AND RECORDS.....                                | 34 |
| 25.1 | Financial Records.....                                | 35 |
| 25.2 | City Audit Participation.....                         | 35 |
|      | ARTICLE 26.....                                       | 35 |
|      | CCMJV CODE OF ETHICS .....                            | 35 |
| 26.1 | CCMJV Code of Ethics.....                             | 35 |
| 26.2 | Ethics Report.....                                    | 35 |
|      | ARTICLE 27.....                                       | 35 |
|      | INSURANCE.....                                        | 35 |
| 27.1 | Liability Insurance.....                              | 35 |
| (a)  | Commercial General Liability Insurance.....           | 35 |
| (b)  | Business Automobile Liability Insurance. ....         | 36 |
| (c)  | Crime and Fidelity Coverage .....                     | 36 |
| (d)  | Workers' Compensation and Employers' Liability.....   | 36 |
| 27.2 | Policy Rating and Primary Insurance Requirements..... | 36 |
| 27.3 | Policy Requirements.....                              | 36 |

|       |                                                   |    |
|-------|---------------------------------------------------|----|
| 27.4  | Proof of Policy.....                              | 36 |
| 27.5  | Request of Policy.....                            | 37 |
| 27.6  | Commencement of Work. ....                        | 37 |
| 27.7  | Primary Insurance.....                            | 37 |
| 27.8  | Liability Insurance Modification. ....            | 37 |
| 27.9  | Policy Renewal.....                               | 38 |
| 27.10 | Failure to Insure.....                            | 38 |
| 27.11 | Property Insurance.....                           | 38 |
| 27.12 | Business Interruption Insurance. ....             | 38 |
| 27.13 | Waiver of Subrogation. ....                       | 38 |
| 27.14 | Payment of Damages.....                           | 38 |
| 27.15 | Report of Accident. ....                          | 38 |
| 27.16 | Proceeds of Casualty Insurance.....               | 38 |
|       | ARTICLE 28.....                                   | 39 |
|       | REPRESENTATIONS AND WARRANTIES.....               | 39 |
| 28.1  | Representations and Warranties. ....              | 39 |
| (a)   | Mission. ....                                     | 39 |
| (b)   | Formation. ....                                   | 39 |
| (c)   | Authority. ....                                   | 39 |
| (d)   | Conflicts and Consents.....                       | 39 |
| (e)   | Conflict with Orders, etc. ....                   | 40 |
| (f)   | Litigation. ....                                  | 40 |
|       | ARTICLE 29.....                                   | 40 |
|       | FORCE MAJEURE .....                               | 40 |
| 29.1  | Force Majeure.....                                | 40 |
|       | ARTICLE 30.....                                   | 40 |
|       | INDEMNITY .....                                   | 40 |
| 30.1  | <i>Indemnification and Hold Harmless</i> .....    | 40 |
| 30.2  | Relationship to Insurance Obligations.....        | 42 |
|       | ARTICLE 31.....                                   | 42 |
|       | DEFAULT; TERMINATION OF AGREEMENT; REMEDIES ..... | 42 |
| 31.1  | Termination by City. ....                         | 42 |
| 31.2  | Termination by CCMJV.....                         | 42 |

|                                                                |    |
|----------------------------------------------------------------|----|
| ARTICLE 32.....                                                | 42 |
| SURRENDER OF PREMISES.....                                     | 42 |
| 32.1 Surrender of Premises; Transition. ....                   | 43 |
| ARTICLE 33.....                                                | 43 |
| HAZARDOUS MATERIALS .....                                      | 43 |
| 33.1 Definitions.....                                          | 43 |
| (a) “Environmental Laws” .....                                 | 43 |
| (b) “Hazardous Material” .....                                 | 43 |
| (c) “Release”.....                                             | 44 |
| 33.2 No Hazardous Materials.....                               | 44 |
| 33.3 CCMJV's Environmental Indemnity. ....                     | 44 |
| ARTICLE 34.....                                                | 44 |
| ASSIGNMENTS; SUBCONTRACTING .....                              | 44 |
| 34.1 Assignments; Subcontracting. ....                         | 44 |
| ARTICLE 35.....                                                | 45 |
| NOTICES.....                                                   | 45 |
| 35.1 Notices.....                                              | 45 |
| ARTICLE 36.....                                                | 45 |
| COMPLIANCE WITH LAWS.....                                      | 45 |
| 36.1 Generally. ....                                           | 45 |
| 36.2 Preexisting Conditions. ....                              | 45 |
| 36.3 Americans with Disabilities Act.....                      | 46 |
| 36.4 Non-Discrimination Ordinances.....                        | 46 |
| ARTICLE 37.....                                                | 46 |
| TAXES, ASSESSMENTS, LICENSES, PERMIT FEES, AND LIENS .....     | 46 |
| 37.1 Taxes, Assessments, Licenses, Permit Fees, and Liens..... | 46 |
| 37.2 Sales Tax. ....                                           | 47 |
| 37.3 Unpaid taxes. ....                                        | 47 |
| ARTICLE 38.....                                                | 47 |
| MISCELLANEOUS .....                                            | 47 |
| 38.1 Liability of the City .....                               | 47 |
| 38.2 Liability of CCMJV.....                                   | 47 |
| 38.3 Liens. ....                                               | 47 |

|       |                                                         |    |
|-------|---------------------------------------------------------|----|
| 38.4  | Parties and Their Agents. ....                          | 47 |
| 38.5  | Dispute Resolution. ....                                | 47 |
| 38.6  | No Implied Waiver. ....                                 | 48 |
| 38.7  | Headings and Subheadings. ....                          | 48 |
| 38.8  | Successors and Assigns. ....                            | 48 |
| 38.9  | Access to Museum. ....                                  | 48 |
| 38.10 | Relationship of Parties. ....                           | 48 |
| 38.11 | Agreement Made in Texas. ....                           | 48 |
| 38.12 | Integrated Agreement; Modification. ....                | 48 |
| 38.13 | Counterparts. ....                                      | 49 |
| 38.14 | Exhibits. ....                                          | 49 |
| 38.15 | Non-Liability of Officials, Employees, and Agents. .... | 49 |
| 38.16 | Time of Essence. ....                                   | 49 |
| 38.17 | Survival of Indemnities. ....                           | 49 |
| 38.18 | Good Faith Dealings. ....                               | 49 |
| 38.19 | Severability. ....                                      | 49 |
| 38.20 | Non-Appropriation. ....                                 | 50 |
| 38.21 | Certificate of Interested Parties. ....                 | 50 |
| 38.22 | Conflict of Interest. ....                              | 50 |
| 38.23 | Failure to Appropriate Funds. ....                      | 50 |
| 38.24 | Verification Regarding Israel. ....                     | 51 |

## EXHIBITS

- Exhibit A - Museum Premises
- Exhibit B - Museum Parking Lot Diagram
- Exhibit C - Current Accreditation and Certification
- Exhibit D - Licenses and Permits
- Exhibit E - Collection Management Policy
- Exhibit F - Museum Deaccession Process
- Exhibit G - Admission Fees

- Exhibit H - Governance
- Exhibit I - Museum Value for City Insurance Policy Coverage
- Exhibit J - Facility Use Policy
- Exhibit K – Facility Maintenance

## CORPUS CHRISTI MUSEUM OF SCIENCE AND HISTORY PROFESSIONAL SERVICE MANAGEMENT AGREEMENT

This Corpus Christi Museum of Science and History Professional Service Management Agreement (the "Agreement") is entered into as of the 1st day of May, 2018 between the CITY OF CORPUS CHRISTI, a Texas home rule municipal corporation (the "City") and CCMJV, LLC, a Texas limited liability company ("CCMJV").

### RECITALS

I. The City, acting through its duly authorized City Manager ("City Manager"), currently owns the Corpus Christi Museum of Science and History (the "Museum"), together with all facilities, machinery, attachments, appurtenance, collections, artifacts, and exhibits, located in the City of Corpus Christi. The Museum is located at 1900 N. Chaparral Street and described in greater detail in Exhibit "A", which is attached; and

II. CCMJV is an organization whose principals have substantial experience and expertise in the management, operation, and marketing of amusement services; and

III. It is the City's intention that the Museum be operated in a First-Class and fiscally responsible manner with the objectives of creating a modern edutainment Museum that will appeal to both children and adults while maintaining the established history and science mission of the Museum, as well as the certification and accreditation; minimizing financial operating requirements required from public funds; and, in general, maximizing the utilization of the Museum for the benefit of the City, while minimizing, to the extent practical, the net cost to the City.

NOW, THEREFORE, in consideration of the mutual promises and undertakings set forth and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

### AGREEMENT

#### ARTICLE 1 DEFINITIONS

As used in this Agreement, the following terms shall have the following meanings:

**"Advisory Board"** shall mean the Corpus Christi Museum of Science and History Advisory Board assembled under the authority of City Ordinance 2-90. The Advisory Board is assembled to serve as an advisor to the Museum department and to the City Council in matters of support and development of the Museum. The board may adopt comprehensive policies relating to the management of collections, acquisitions for the collections, disposition and the deacquisition of objects in and for the collection, and use of Museum facilities.

**"Affiliate"** shall mean with respect to any corporation, partnership or other entity, any other such entity which is and at all times remains Controlled (as hereinafter defined) by, under

common Control with or which Controls the first such entity, and (ii) "Control" means direct or indirect ownership of not less than 10% of all the voting stock of a corporation or not less than 10% of the legal and equitable interest in a partnership or other entity or the ability to direct management, operations or policy decisions of such corporation, partnership or other entity.

**"Annual Report"** shall mean the annual report prepared by CCMJV setting forth a summary of the operations of the Museum and the services provided by CCMJV for the preceding year, along with information regarding plans for the upcoming report year, as further described in 27.1 below.

**"AAM"** shall mean the American Association of Museums or its successor as the nationally recognized agency for accrediting Museums.

**"Business Day"** shall mean any day on which banks in the State of Texas are open for business, excluding Saturdays and Sundays.

**"Capital Campaign"** shall mean an intensive fund raising effort designed to raise a specified sum of money within a defined time period for facility improvement to the Museum. These facility improvements can include the construction of new buildings, renovation or enlargement of existing buildings, purchase or improvement of land, acquisition of furnishings or equipment, and additions to endowment.

**"Code"** shall mean the City of Corpus Christi Municipal Code, as it may be amended from time to time.

**"City"** shall mean the City of Corpus Christi, Texas and all of its boards, commissions, departments, agencies and other subdivisions.

**"City Council"** shall mean the City Council of the City of Corpus Christi, Texas.

**"City Documents"** shall mean City-created records and City-owned records pertaining to operation and management of the Museum that, on the Effective Date of this Agreement are in the City's custody.

**"City Manager"** shall mean the City Manager of the City of Corpus Christi or the City Manager's designee.

**"Collection Committee"** shall mean the committee responsible for accession and deaccession of Museum Collections. The Collection Committee is made up of the Museum Collection Manager, Museum Librarian, Museum Registrar and the Museum Director, or as modified by Article 7 and Article 19 of this Agreement.

**"Collection Fund"** shall mean an account which funds are only available for the purchase of Museum Collection objects.

**“Depository”** shall mean the place agreed to by the City and CCMJV, in which the bank accounts for the funds required to be maintained under this Agreement are to be deposited.

**“Effective Date”** shall mean May 1, 2018.

**“Emergency Expenditure”** shall mean any expenditure to the extent not included within an approved budget and not expected by CCMJV to be incurred but which is necessary to correct any condition that poses an imminent threat to public safety or material damage to the Museum. The parties agree that all costs to determine the source of, plans for, including remediation and correction of the interior moisture issue for the Museum Premises will be considered Emergency Expenditures.

**“First-Class”** shall mean quality of the best; the finest; the highest class, grade, or rank; and highest distinction with respect to the operation, management, marketing, and promotion of the Museum, including but not limited to: professional promotion and marketing efforts; service-oriented guest and tenant services; premium food and beverage services; timely repairs, maintenance, and cleaning of building, equipment, and grounds; positive, safe and secure Museum for patrons and employees.

**“Fiscal Year”** shall mean a 12-month period beginning on October 1 of each calendar year and ending on September 30 of the following calendar year. The City may change its Fiscal Year in which case the city must notify CCMJV of the change in writing at least 120 days before the end of the Fiscal Year in which the change will occur and the definition of Fiscal Year in this Agreement shall automatically change to reflect the new definition of the City’s Fiscal Year.

**“Friends of the Museum”** shall mean the Friends of the Corpus Christi Museum, an incorporated non-profit profit organization that is organized to support and aid the Corpus Christi Museum of Science and History.

**“Gross Revenue”** shall mean all revenues excluding sales tax, from whatever source, received by CCMJV or the City from or in respect of the operation of the Museum and from any income generating activity associated with the Museum, including but not limited to the following:

- a) All revenues received from admission fees, concessions, rental events, and fees and charges for all other goods and services provided to the public at the Museum;
- b) membership fees received by CCMJV;
- c) all revenue from vending machines and the selling price of all merchandise sold in, on, about or from the Museum in the ordinary course of business; provided, however, that, with respect to revenue and sales of merchandise by vending machines not owned by or leased to CCMJV, only the amount paid to CCMJV on account of such sales shall be included;
- d) all other charges of any character made by CCMJV for the rendering of any service or goods or work of any kind conducted in, on, about or from the Museum including services rendered in exchange for donation. Except for “basic” membership fees, as set forth in subsection (b) above, “Gross Revenue” shall not include contributions, donations, pledges, or other gifts made by third parties to the Museum or CCMJV that are not derived directly from the

services provided by CCMJV related to the Museum. "Gross revenue" shall not include funds received by CCMJV from the City including Operational Support Payments.; and

- e) Gross Revenue does not include grants or donations received by CCMJV, Camp Program Revenue or Gift Shop Revenue.

**"Internal Strategic Objectives"** shall mean the thoughtfully constructed plan employed to achieve the Museum's Mission.

**"Management Fees"** shall mean those fees payable to CCMJV under Article 23 in consideration for management services provided.

**"Museum"** shall mean the Museum of Science and History and related facilities operated on the Premises, which is the subject of this Agreement.

**"Museum Collection"** shall mean objects that form the core of the Museums activities for exhibitions, education, research, etc. All objects in the Museum Collection are included in the Museum Inventory referenced in Article 7.

**"Museum Collection Manager"** shall mean the Museum employee responsible for supervising all aspects of collection care and collection inventories including managing acquisitions, accessions, and standardization of the collection catalogue.

**"Museum Department"** shall mean City's Department of Museum.

**"Museum Executive Director"** shall mean the director of the Museum, being a museum professional, maintains the mission of the Museum, as well as the certification and accreditation.

**"Museum's Mission"** is defined in Article 5.2.

**"Museum Purposes"** shall mean all purposes related to Museum operations and development either on the Premises or elsewhere, including but not limited to charitable, scientific, educational, archeology programs, activities, events, grounds, gardens, parks, exhibits, and research.

**"Operating Expenses"** shall mean all operating and maintenance expenses incurred by CCMJV in the operation of the Museum, including without limitation the following:

- a) salaries, payroll taxes, and other payroll expenses;
- b) charges for utility services;
- c) expenses for repair and maintenance of equipment and furnishings;
- d) expenses for maintenance and repair and for cleaning of the Museum, including but not limited to expenses related to vandalism or other damage to gates, equipment, supplies, or the Museum Premises or Property;
- e) the cost of supplies, equipment, and animals;
- f) the cost attributable to noncapital replacement of equipment and animals;

- g) license and permit fees;
- h) the cost of insurance attributable to insuring CCMJV against liability relating to the management and operation of the Museum; the cost of Workers' Compensation Insurance for employees of CCMJV;
- i) deductible amounts required and actually spent under any insurance policies;
- j) amounts paid by CCMJV in reasonable settlement of claims against CCMJV that are not paid by insurance carriers;
- k) maintenance and repair of grounds, gardens, and adjacent parks and landscape areas approved by the City Manager and CCMJV;
- l) any other expense approved by the City Manager and agreed to by CCMJV; and
- m) Operating Expenses do not include landscaping services which will be provided by the City.

**"Operations Manual"** shall mean a document developed by CCMJV which contains terms regarding the management and operation of the Museum, including detailed policies and procedures to be implemented in operating the Museum, as agreed upon by both the City and CCMJV. The parties acknowledge that to the extent that such manual contains any proprietary information of CCMJV (e.g., CCMJV-wide (not Museum-specific) operating policies, procedures and/or software); such information shall remain the property of CCMJV and shall not be kept at the Museum after the expiration or termination of this Agreement.

**"Operating Support Payment"** shall mean all funding to be provided by the City to CCMJV pursuant to Article 5 of this Agreement in consideration for operation support provided to the Museum by CCMJV.

**"Outside Caterers"** shall mean any caterer entering into an Outside Catering Agreement to provide catering services at the Museum for a single event. CCMJV will establish minimum commissions and/or fees, insurance and security deposits required in order for an Outside Caterer to operate at the Museum. Outside Caterer will pay CCMJV immediately following their catering event based on the Outside Catering Agreement with that Outside Caterer and CCMJV.

**"Outside Catering Agreement"** shall mean the written agreement between CCMJV and an Outside Caterer for a single event to be held at the Museum.

**"Parking Lots"** shall mean any and all existing and future parking facilities that serve the Museum as shown in Exhibit "B" which the parties may amend from time to time.

**"Personal Property"** shall mean the personal property described in Article 3.2 below.

**"Personal Property Expenditures"** shall mean all expenditures for additional or replacement furniture, fixtures, machinery or equipment which are not a permanent fixture to the Museum.

**“Preexisting Condition”** shall mean any condition of disrepair, structural weakness, latent defect or other fault of any part of the Property, or any noncompliance of any part of the Property with any applicable local, state or federal law, that existed on or before the Effective Date of this Agreement, except that such condition or noncompliance is not a pre-existing condition if either party knew of its existence on or before the Effective Date of this Agreement. The definition does not apply to the MOISTURE PROBLEM at the Museum Premises.

**“Premises”** shall mean the real property and improvements described in Article 3 below.

**“Property”** shall mean the Premises and the Personal Property, collectively.

**“Routine Repair and Maintenance”** shall mean all ordinary maintenance and repair of the Museum facilities and equipment, and replacement of supplies that are normally performed on a day-to-day, periodic, or routine basis to keep such facilities and equipment in a good, clean, efficient, and safe condition. “Routine Repair and Maintenance” shall include such minor improvements to the grounds, gardens, adjacent parks and landscaped area, the buildings, structures, equipment, and facilities of the Museum as are necessary in the reasonable discretion of CCMJV to improve appearance and management. However, Routine Repairs does not apply to the City’s duty to maintain the building and fixtures, or City expenses to be provided under Section 5.4(a)

**“THC”** shall mean the Texas Historical Commission or its successor as the state agency for historic preservation.

## **ARTICLE 2 INTRODUCTION**

**2.1 Term.** The term of this Agreement (the “Term”) begins on May 1, 2018 (the “Effective Date”) and ends on September 30, 2018 (the “Termination Date”), unless sooner terminated as provided in this Agreement.

**2.2 Grant of Authority.** To enable CCMJV to perform its obligations under this Agreement, the City hereby grants to CCMJV, and CCMJV hereby accepts, the exclusive right and obligation subject to the provisions of this Agreement, in its own name, as an independent contractor and not as an agent of the City, to manage and operate the Museum.

**2.3 Nature of Relationship.** The parties agree that the only relationship created by this Agreement is that between the City, as owner, and CCMJV, as an independent contractor, for management and operating services and that CCMJV is an independent contractor, not an agent, employee, joint venturer or partner of the City.

**2.4 Contract Administrator.** Each party must appoint a Contract Administrator who shall monitor such party's compliance with the terms of this Agreement. CCMJV's Contract Administrator shall be its Museum Executive Director at the Museum, unless CCMJV notifies City of a substitute Contract Administrator in writing. City Manager shall notify CCMJV of the name of its Contract Administrator within thirty (30) days of execution hereof. Any and all

references in this Agreement requiring CCMJV or City participation or approval shall mean the participation or approval of such party's Contract Administrator.

### **ARTICLE 3**

#### **MANAGEMENT AND OPERATION OF PREMISES AND PERSONAL PROPERTY**

**3.1 Premises.** Subject to the terms, covenants, and conditions set forth in this Agreement, CCMJV shall exclusively manage and operate the Museum, comprising (a) Museum and all facilities as described in Exhibit A ("Current Museum Premises"), and (b) the parking lot as described in Exhibit B. Together the Current Museum Premises and the parking lot shall be referred to collectively in this Agreement as the "Premises."

**3.2 Personal Property.** Subject to the terms, covenants, and conditions set forth in this Agreement, the City agrees to provide, at no cost to CCMJV, use of personal property located at the Museum necessary to the operation and maintenance of the Museum. CCMJV shall maintain all such Personal Property in good condition and repair, subject to Preexisting Conditions, and shall replace with items of good quality any of the Personal Property that becomes inoperable or unusable if such item is necessary for the operation of the Museum in CCMJV's reasonable discretion. The City will provide CCMJV with a video inventory of the Personal Property located at the Museum. Transferred Personal Property shall remain property of the City.

**3.3 Use of the Premises.**

- (a) **Required Use.** CCMJV shall use and continuously occupy the Property during the Term of this Agreement for the operation of a public museum and related and incidental purposes and programs, including but not limited to conservation, education, enterprise operations, and visitor services, in accordance with this Agreement, the Museum's Mission and the Long-Range Plan. Notwithstanding the above, the parties intend that the Museum can also be used as an event space for catered groups, weddings, business meetings, and similar high margin events.
- (b) **Prohibited Use.** The Museum may not be used in any way prohibited by policy adopted by Advisory Board and approved by the City Manager. Current policy is shown in Exhibit J and is subject to change. Any dispute concerning prohibited use will be resolved by decision of the City Manager.
- (c) **No Illegal Uses or Nuisances.** CCMJV shall not use or occupy any of the Premises, and shall not permit the use or occupancy of it, in any unlawful manner or for any illegal purpose, and shall not permit to be carried on any activity that would constitute an actionable nuisance under the laws of the State of Texas. CCMJV shall take all reasonable precautions to eliminate any nuisances or hazards relating to its activities on or about the Premises, except as to Preexisting Conditions.

**3.4 Parking Lot Use.** CCMJV shall have exclusive use of primary parking lots 25 and 26 identified in Exhibit B. Secondary lots 1,2,3,5, & 10 identified in Exhibit B are for exclusive use of the American Bank Center. Secondary lots identified in Exhibit B may be used with consent

of the entity with control of the parking lots. CCMJV shall not be responsible for existing violations of the Code or any other local laws regarding the Museum Parking Lot.

#### **ARTICLE 4 EXISTING THIRD-PARTY AGREEMENTS**

**4.1 Existing Third-Party Agreements.** The Parties specifically acknowledge that there are existing leases, agreements, and arrangements between the City and third parties for the Museum or between CCMJV and third parties. CCMJV shall not interfere with non-assignable existing leases, agreements, and arrangements known to CCMJV between the City and third parties without written consent from the City. The City shall assign all such assignable leases, agreements, and arrangements affecting the Museum to CCMJV and CCMJV shall have the exclusive option (if the City had such option) of renewing such leases, agreements, and arrangements that expire during the term of this Agreement and any extensions, CCMJV is released from its obligation to make payments due after the effective date of this agreement or termination date of this agreement for assumed leases. City shall give CCMJV written notice of existing leases, agreements, and arrangements.

#### **ARTICLE 5 OPERATIONS**

**5.1 CCMJV Responsibility.** CCMJV shall manage and operate the Museum as a museum, consistent with the Museum's Mission and Long-Range Plan, with emphasis on the Museum's scientific and educational purposes and programs. Management and operation of the Museum includes selection of new inter-active displays, reconfiguration of certain exhibits for presentations to the public, redesigning of floor layouts, devising a higher and best use for outdoor events, and designing special event spaces for both indoor and outdoor use.

**5.2 Museum Mission.** The mission of the Corpus Christi Museum of Science and History is to present the story of the cultural crossroads of the New World. With a unique confluence of natural history, science, people and environments, the South Texas area has served as a stage for the ongoing discovery of the Americas. Through innovative programs in history, culture, and science, the Museum is committed to enlarging a shared understanding of our history and heritage as well as the impact and importance of science to our lives. By telling this story, the Museum will inspire a thirst for knowledge, context, and understanding.

**(a) Internal Strategic Objectives.** The following strategic objectives are used to operationalize the Museum Mission:

- (1)** Corpus Christi Museum of Science and History will build programs around three basic themes: Humans, the Environment, and Science.
  - (i) How has human migration, cultural encounters, and interactions shaped the unique human character of South Texas and, in turn, how has South Texas influenced the world?

- (ii) How have environmental features and resources been linked to the human migrations, settlements, and physical exploitation of South Texas resources?
  - (iii) What does science tell us about the unique natural world of South Texas and how can we best conserve our unique resources?
- (2) The Museum will collect and preserve unique specimens, artifacts, and ephemera which illuminate our three basic themes and support innovative programming.
  - (3) To create new knowledge, Museum Collections and resources will be shared with the public and researchers.
  - (4) The Museum will promote an open and inclusive atmosphere of learning by encouraging the use of its physical facilities for special events, meetings, and other community gatherings.
  - (5) The Museum will commit itself to sharing knowledge with the next generation by actively promoting programming and field trip policies which encourage participation by K-16 school groups.

### **5.3 City Operations Support Payments.**

- (a) **Operations Account.** All Operation Support Payments shall be deposited in an account maintained in the Depository in the name of the City. CCMJV shall have the authority to withdraw from the Operations Account. Any balance shall be retained in the Operations Account as for reserve for payment of future Operating Expenses. If at the termination of the Agreement there shall be a balance in the Operations Account, CCMJV shall disburse such excess to the City on or before the fifteenth (15) day of such month.
- (b) **Operation Support Payment.** The City shall pay CCMJV an Operation Support Payment for consideration of CCMJV providing operating services to the Museum. Operation Support Payments are to be used only to pay Operating Expenses. After the Effective Date, the City shall transfer to CCMJV an annual operations payment (the "Operations Support") equal to \$936,321 for each Fiscal Year of this Agreement. The Operations Support Payment shall be paid to CCMJV in quarterly installments on or before the fifteenth (15<sup>th</sup>) day of each quarterly month.
- (c) **Advancing of Funds for Operation Support.** If at any time during a particular quarter, the amount of monies on deposit in the Operation Support Payment and available for that purpose shall be insufficient for the payment of Operating Expenses then due or budgeted to become due during such quarter, CCMJV may present to the City Manager a request to advance the amount of such insufficiency from the approved budgeted payment scheduled to be paid in the succeeding quarter. If the City Manager approves the request, the advancement will be made. This advanced amount will then be subtracted from the scheduled Operation Support Payment for the succeeding quarter. If the City Manager disapproves, no advancement shall be made.

**(d) Over Budgeted Expenses.** The City may request CCMJV's authorization to reduce the amount of Operational Support Payment due under the terms of this Agreement for Over Budgeted Expenses. CCMJV shall have the right to approve or deny the reduction of Operational Support Payment.

**(e) Unbudgeted and Under Budgeted Expenses.** CCMJV shall be responsible for Unbudgeted and Under Budgeted Expenses. CCMJV may present any Unbudgeted or Under Budgeted Expense to the City Manager for additional funds. The City Manager shall have the option to approve or deny increasing Operational Support Payment for Unbudgeted or Under Budgeted Expenses. Unbudgeted and Under Budgeted Expenses does not apply to the MOISTURE PROBLEM at the Museum Premises, or the City's obligations to maintain the Museum Premises and fixtures.

#### **5.4 City Paid Expenses**

**(a) City Provided Services.** The City will provide Information Technology Services Facility Maintenance Service, and Mail Service.

**(1) Informational Technology Services.** The City Informational Technology (IT) Department shall assist in the delivery of quality products and services by managing the enterprise data centers and by providing connectivity & customer services that will allow for the optimum usage of enterprise data as well as effective and efficient data, voice and video communications at the Museum.

**(2) Building Maintenance Service.** The City Facilities and Property Management Department shall provide the labor for routine repairs and preventive maintenance for the Facility as identified in Exhibit K. CCMJV shall be responsible for maintenance as identified in Exhibit K

**(3) Mail Service.** The City will provide mail service and postage up to \$1,060 per fiscal year. For Postage Cost that exceeds \$1,060 in a fiscal year, the City will bill CCMJV for reimbursement.

**(b) Electricity.** The City shall pay the energy provider for Electricity provided to the Museum up to \$230,088 per fiscal year. For the Electricity cost that exceed \$230,088 in a fiscal year, the City shall bill CCMJV for reimbursement. The City and CCMJV agree that within three (3) months, the City will have adjusted the Museum's Thermal Energy Storage System costs to reflect actual usage and the amount of the City Paid Expenses and City Operating Support Payment will also be adjusted accordingly in an addendum to this agreement.

#### **5.5 City Procurements.**

- (a) **Computers Procurement.** The City is a party to an Agreement for computers for the Museum. The City shall procure computers for the Museum during the term of this Agreement. The procurement includes eleven laptop computers with work station, five desk top work stations, three switches, and one router. CCMJV will have full use to the computers provided under the Agreement. The City shall bill CCMJV monthly for reimbursement for the procurement expense.
- (b) **Multifunction Copier Procurement.** The City is a party to an Agreement for a multifunction copier. The City shall procure a multifunction copier for the Museum during the term of this Agreement. CCMJV will have full use to the multifunction copier provided under the Agreement. CCMJV will pay the vender directly for service. The City shall bill CCMJV monthly for reimbursement if CCMJV fails to pay vender..
- (c) **Elevator Maintenance Procurement.** The City is a party to Agreement for Elevator Maintenance and Permitting. The City shall procure elevator maintenance and permitting for the Museum during the term of this agreement. The Museum elevators will be maintained during CCMJV operation of the Museum by the City.

**5.6     Water, Gas, and Waste Water.** The City shall provide the Water, Gas, and Waste Water to the Museum. CCMJV is not responsible for Water, Gas, and Waste Water.

**5.7     Proportionate Year.** This section shall apply to the fiscal year 2017-2018. All the conditions of Article 5 shall be prorated for fiscal year 2017-2018, beginning on the effective date of this agreement.

## **ARTICLE 6**

### **ACCREDITATION, CERTIFICATION, LICENSING, AND PERMITS**

**6.1     Required Accreditation and Certification.** Throughout the Term (including any extensions), CCMJV shall cause the Museum to be at all times (a) accredited by the AAM; and (b) certified as an Archeological Repository by the THC. In addition, CCMJV shall be responsible for any reaccreditation and recertification that may be required during the term of this agreement. Any failure on the part of CCMJV to comply with this article shall constitute a material breach of this Agreement. Current accreditation and certification are shown in Exhibit C.

**6.2     Licenses and Permits.** All licenses and permits currently held by the City in connection with the operation of the Museum are shown in Exhibit D. Subject to any necessary approvals, the City agrees to transfer all such licenses and permits to CCMJV, and CCMJV and the City shall use their best efforts to either have those licenses and permits legally transferred to CCMJV or to have them canceled upon CCMJV's obtaining replacement permits or licenses in its name if transfer is not possible except that certain licenses and permits shall remain in the possession of the City and under the City's name, and CCMJV shall be authorized as the agent of the City to perform such services under such licenses and permits as are required in the operation of the

Museum to the extent permitted by applicable law, if such licenses or permits are required to be held by a governmental entity and/or owner of the Premises or for such other reasons as may be agreed to by the parties. Upon any termination of this Agreement for any reason, CCMJV shall transfer all licenses and permits back to the City and CCMJV shall use its best efforts to assist the City with the documentation of any such transfer or reapplication for any such permit or license to be held in City's name after such termination.

**6.3 City Representations.** City represents and warrants to CCMJV that the accreditation by the AAM and certification as an Archeological Repository by the THC, and all licenses and permits which are being assigned to CCMJV, are not currently in default, that City is not aware of any default that exists with respect to these items, that City has complied with the terms and conditions of the certifications, accreditations, licenses, and permits, and they are current with respect to any and all payments.

## **ARTICLE 7 MUSEUM COLLECTION MANAGEMENT**

**7.1 Collection Inventory.** CCMJV will be responsible for maintaining the inventory of the Museum's collections. The City will provide CCMJV with an electronic document and video inventory of the Museum's collection on record. If there is a discrepancy between the video inventory and electronic document inventory, the video inventory shall control.

**7.2 Collection Management Policy.** The Museum's current Collection Management Policy was adopted September 2005. CCMJV shall follow the current Collection Management Policy in Exhibit E. Any provision in the Collection Management Policy that conflicts with this Agreement, the provision in this Agreement shall control. Any dispute regarding the Collection Management Policy can be submitted to the City Manager for approval. The City Manager's decision will be controlling as to any dispute.

**7.3 Deaccession of Collection.** Deaccession of a collection must follow the following procedure. A Collection Committee member shall submit the proposed deaccession to the Collection Manager. The proposal shall include the purpose, scope of the collection and the policy guidelines. The Collections Manager shall confirm title and check for any restrictions, legal issues, or ethical concerns regarding deaccession. After the Collection Manager's review, the Collection Committee reviews proposed deaccession based on the Museum's Mission, scope of the collection, and Collection Management Policy guidelines. The Collections Committee submits the proposed deaccession and disposal method to the Museum Director for review. If the Museum Director disapproves of deaccession, the proposed item will remain in the collection. If the Museum Director approves deaccession, it shall be submitted to the Advisory Board for approval. If the Advisory Board approves, the proposed item will be deaccessed. If the Advisory Board disapproves of deaccession, it shall be submitted to the City Manager for the final decision on deaccession. The City Manager will make the final decision regarding whether the proposed item will remain in the collection or be deaccessed. The deaccession process is demonstrated in Exhibit F.

**7.4 Deaccessioned Objects.** Deaccessioned objects are removed from the collection by means of sale, exchange, donation, transfer, or destruction. Disposal of any deaccessioned object will be carried out in accordance with all applicable federal, state, local, and international laws, treaties, and regulations including but not limited to laws protecting plants, wildlife, antiquities, historic properties, and the import, export, and transfer of cultural property. The Collection Manager is responsible for fully documenting disposal of objects. Deaccessioned objects will not be sold, or ownership otherwise transferred, to Museum staff, City of Corpus Christi employees, CCMJV employees, CCMJV members, CCMJV affiliates, Museum volunteers, members of Museum support groups, members of the Museum or City's governing authorities, or representatives or family members of these individuals.

- (a) Disposal by Sale.** Net proceeds received from the sale of deaccessioned objects will be used only to acquire new objects for the collection. If there is any question as to the value of an object, CCMJV will get two informed outside appraisals on the object. These should document the object's authenticity and assure that CCMJV does not accept less than market value for the object. Disposal of objects from the collection will never be through the Museum shop, or in such a manner that it involves an interested entity helping in the liquidation of Museum assets. CCMJV shall collect & remit all applicable sales tax. Upon the sale of a deaccessioned object, CCMJV shall open an account (Collection Fund) in the Depository in the name of the City. CCMJV shall have the authority to withdraw from the Collection Fund Account. Proceeds from the sale of an object will be placed in a Collections Fund. Proceeds from the sale of an object can only be used for purchasing acquisitions to the Museum's Collection.
- (b) Disposal by Exchange or Donation.** Deaccessioned objects may be disposed of by exchange with, or transfer to, another appropriate museum, educational, or scientific institution. Deaccessioned objects will never be exchanged or donated to private individuals.
- (c) Disposal by Transfer.** Deaccessioned objects may be transferred to the Museum's education department for use in educational programs. Objects subject to this action should have little or no market value, or historic or scientific significance. Any deaccessioned object transferred to the education department will be removed from collection storage, quarantine, or work areas. The object must be stored in an area dedicated to educational supply storage. The object is considered expendable and no longer a collection item.
- (d) Donor Notification.** If the Museum disposes (by sale, exchange, or any other method) of a donation within two years of a donation, CCMJV is obligated to notify the donor and the IRS by filing form 8284. This provision applies if the donor has claimed a charitable deduction under Section 170 of the IRS code of more than \$5,000 for either a single item or an aggregate of items donated to one or more institutions. The IRS code requires that if the value is more than \$5,000, the donor must supply an appraisal summary to the Museum. Once the Museum establishes its clear and unrestricted title to an object, the donor has no legal interest in it. If a deaccession no longer falls under the statute of limitations of the Tax Reform Act of 1984, it is then only a practice of goodwill to notify

the donor or heirs of the disposition of a collection or object. It is possible to label the funds or new acquisition purchased with those funds as a gift from the donor. Appropriate action will be considered by the Museum Director on a case-by-case basis.

**7.5 Acquisitions, Loans, and Destructive Analysis of Collections.** All Acquisitions, Loans and Destructive Analysis shall be conducted in compliance with the Museum's currently adopted Collection Management Policy found in Exhibit E.

**7.6 Liability for Collection.** CCMJV shall not be liable for any damage to items in the collection due to relocation for building maintenance, including but not limited to any damages or problems caused by the MOISTURE PROBLEM at the Museum Premises.

## **ARTICLE 8 NEW FACILITIES OPERATING AND MAINTENANCE COSTS**

**8.1 New Facilities Operating and Maintenance Costs.** As CCMJV funds and builds new exhibits and support and visitor facilities, the corresponding increases in operating, program, and maintenance costs will be the responsibility of CCMJV, with the City being the owner of such new exhibits and support or visitor facilities. CCMJV may request permission from the City Manager to use Operating Support Payment to pay for New Facilities Operating and Maintenance Costs. CCMJV must specify what new cost it seeks to pay with Operating Support Payment. Operation Support Payment can only be used for New Facilities Operating and Maintenance Costs approved by the City Manager.

## **ARTICLE 9 ADMISSIONS**

**9.1 Admissions.** Admission shall be set at their current rates shown in Exhibit G approved by the City Manager on August 26, 2014. The City Manager shall have the authority to set Museum admissions charges in accordance with City of Corpus Christi Code of Ordinance 36-6. The Museum Director shall prepare such schedule which shall be submitted to the City Manager for approval, and such schedule shall be reviewed on an annual basis. Said fees and charges shall bear a reasonable relation to fees charged for admission to other similar attractions and similar facilities, and shall be neither excessive nor grossly deficient by comparison; except that special provisions to assure access to all children shall be made, such as free periods of admission for children, and free admission for school groups. The approved schedule shall be filed with the City Secretary and copies shall be provided to the City Council. The City Manager's authority to approve such schedule of fees and charges shall include approval of discounts and special fees designed to promote the Museum and increase visitation, which may be accomplished through marketing agreements not exceeding three (3) years with other attractions or marketing companies whereby multiple attractions are packaged, or through other promotional plans customarily used for similar attractions and facilities.

**9.2 Access.** CCMJV agrees to operate the Museum with the goal of providing the widest possible access to the Museum to the general public, at an affordable cost.

**9.3     Admissions Tax.** The Parties acknowledge that no City admission taxes are currently charged on Museum admission. The Parties further agree that the Museum will continue to be exempt from City admission taxes, so long as similar facilities are exempt from such taxes. This is not a waiver of the City’s portion of the applicable Sales Tax.

## **ARTICLE 10**

### **PURCHASES OF SUPPLIES AND SERVICES**

**10.1     Purchase of Supplies and Services.** CCMJV shall have full authority and discretion as to the purchase of all equipment, materials, supplies, inventories and services reasonably required by it but shall endeavor to make all such purchases at the best price available as known to CCMJV, considering the quantities required and the quality desired, at the time available for the delivery and the sources of supply whenever possible as part of a volume purchase by CCMJV. CCMJV may acquire property or services from or otherwise transact business with its Affiliates for any of the goods to be purchased or services to be performed by it under this Agreement but only if the prices charged and services rendered are competitive with those obtainable from others rendering comparable services in the field. To insure compliance in this respect, CCMJV agrees to obtain at least two (2) other competitive bids from persons other than CCMJV’s Affiliates, whenever CCMJV considers transacting business with an Affiliate for providing goods or services under this Agreement. CCMJV shall establish an inventory control system to account for all such purchases. The City shall have the right to inspect the books and records of CCMJV to verify CCMJV’s compliance with the provisions of this section.

**10.2     Contacting Historically Underutilized Businesses.** CCMJV shall, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code and in compliance with Texas Local Government Code §252.0215. If there are more than two such businesses in the county, CCMJV can contact the listed businesses on a rotating basis. If the list fails to identify a historically underutilized business in Nueces County, CCMJV is exempt from contacting at least two historically underutilized businesses. Any such notice shall be sent by certified mail and CCMJV shall keep record of all notices for four (4) years after the termination date of this agreement.

**10.3     Expenditures in Excess of Ten Thousand Dollars (\$10,000).** CCMJV shall, in making expenditure in excess of \$10,000 for any single item or more than \$50,000 in the aggregate in any purchase order, utilize a competitive bidding process similar to that used by the City. CCMJV shall not avoid the application of competitive bidding by purposely dividing a single purchase into smaller components so that each component purchase is less than \$50,000 or make component, sequential or incremental purchases to avoid the competitive bidding requirements. CCMJV shall make the purchase that offers the “best value” for the Museum. In consideration of “best value” CCMJV may consider the following factors: the purchase price; the reputation of the bidder and of the bidder’s goods or services; the quality of the bidder’s goods or services; the extent to which the goods or services meet the Museum ’s needs; the bidder’s past relationship with the Museum or City; the total long-term cost to the Museum to acquire the bidder’s goods or services; and any relevant criteria specifically listed in the request for bids or proposals.

**10.4 CCMJV Municipality Status.** To the extent allowable under federal, state, and local law, City agrees to allow CCMJV to use its tax status as a municipality for the purchase of supplies and services. City agrees to execute such documents as may be required, and which the City is authorized to execute, to further this Agreement.

## **ARTICLE 11 FACILITY IMPROVEMENTS AND ALTERATIONS**

**11.1 Facility Improvements and Alterations.** CCMJV shall not under any condition make any facility improvement or alteration to the Museum, the Museum facilities, or Premises without prior approval from the City Manager. Any alterations or facility improvements made by CCMJV to or on the Museum must be approved by City Manager.

**11.4 Approved Facility Improvements and Alterations.** Any alterations or facility improvements made by CCMJV to or on the Premises shall comply with any and all applicable local, state, and federal laws, rules and regulations, and CCMJV shall obtain any required permits for such alterations and facility improvements.

**11.5 Title to Improvements.** Except as otherwise provided in this Agreement, all appurtenances, fixtures, improvements, equipment, additions, and other property attached to or installed in the Premises during the Term shall be and remain the property of City and shall not be removed by CCMJV without approval of the City Manager.

**11.6 CCMJV's Personal Property.** All furniture, furnishings, and articles of movable personal property installed in the Premises by or for the account of CCMJV, without expense to City, and which can be removed without structural or other material damage to the Premises (all of which are in this Agreement called "CCMJV's Property") shall be and remain the property of CCMJV and may be removed by it subject to the provisions of Article 31. At least ten (10) days prior to delinquency, CCMJV shall pay all taxes levied or assessed upon CCMJV's Property and shall deliver satisfactory evidence of such payment to City.

## **ARTICLE 12 ENGINEERING, STRUCTURAL AND LAYOUT STUDIES**

**12.1 Studies.** CCMJV shall notify the City Manager of all engineering, structural and layout studies of the Museum conducted by CCMJV at any time within 30 days of completion of the study. Any such study shall be provided to the City Manager within 30 days of request by the City Manager. Such studies shall be provided to the City free of cost.

## **ARTICLE 13 ADVERTISING**

**13.1 Museum Advertisement.** CCMJV may purchase or create advertisement for the Museum. Museum Advertisement materials should be presented in an objective, fair and accessible manner. Advertising campaigns should be justified and undertaken in an efficient, effective and relevant manner. All advertisements shall be in compliance with federal, state and local laws.

**13.2 Advertisement Reimbursement.** CCMJV shall keep record for all advertising expenditures and submit itemized expenditures to the City monthly. The City shall reimburse CCMJV up to \$50,000 in advertising expenditures per Fiscal Year, subject to availability of funds in the Hotel Occupancy Tax fund. City agrees to submit this amount as part of the proposed budget for Hotel Occupancy and Tax Fund. Reimbursement payment for advertising expenditures shall be made to CCMJV on or before the thirtieth (30th) day following the 6th month of the Fiscal Year and at the end of the Fiscal Year, if available.

**13.3 Use of Hotel Occupancy Tax Funds.** Use of hotel occupancy funds is limited to those activities that, comply with Texas Tax Code Chapter 351, including without exception, the following requirements, herein referred to as “Activities”:

- (A) advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
- (B) the activities are in the categories that are eligible for funding as described in Section 351.101(a)(3) of the Texas Tax Code, copy attached as “Exhibit”; and
- (C) the activities promote both tourism and the convention and hotel industry within the City of Corpus Christi.

**13.4. Completion Report.** CCMJV must submit to the City’s Director of Management and Budget (“Director”) a completion report (“Report”) each year, no later than thirty (30) days following the end of each City fiscal year which year ends September 30. The Director, or his designee, shall review this Report to verify whether the Grant funding provided to CCMJV was spent in accordance with the requirements in this Agreement. The Report must include the following criteria:

- (A) Written assurance to City that all Activities funded by the City Hotel Occupancy Tax funds served to promote tourism to the community. This shall be evidenced by providing the City with a written description of CCMJV’s marketing or advertising strategy.
- (B) For all Activities funded by the City, CCMJV must submit to the City a written estimate of the number of CCMJV’s Activities attendees that reside outside the territorial limits of the City of Corpus Christi. This may be accomplished using a visitor log, by tallying the number of out-of-town billings or by listing the out-of-town mailing addresses gathered through the ticket sales process.
- (C) An estimate of the total Activities attendance.

## **ARTICLE 14 NAMING RIGHTS**

**14.1 Museum Name.** Under no circumstances, except for formal action by City Council, may the Museum's name be changed from "Corpus Christi Museum of Science and History".

**14.2. Donation Acknowledgement.** Any donor recognition at the Museum shall be brought to the Advisory Board for review. The Advisory Board will submit to the City Manager a recommendation. If the City Manager does not approve, there will be no donor recognition. If the City Manager approves CCMJV may proceed with the donor recognition. CCMJV may seek to establish a naming policy for Museum facilities which would require Advisory Board adoption and City Manager's approval.

## **ARTICLE 15 MAINTENANCE**

**15.1 General Maintenance.** CCMJV shall be responsible for the repairs and maintenance, identified in Exhibit K. The City shall be responsible for the repairs and maintenance identified in Exhibit K. CCMJV shall maintain the Museum in a clean, safe, sanitary, and slightly condition, and as necessary to maintain all licenses and accreditations in accordance with Article 6 above; provided, however, that such obligation shall not, except as specifically set forth in this Agreement, require CCMJV to repair or otherwise remedy a Preexisting Condition. CCMJV shall employ sufficient personnel to maintain the Museum to the standard of a First-Class Museum.

**15.2 Random Inspection.** Random inspections will be made by a designated City employee to inspect the general maintenance of the Museum. Any deficiencies not to the standard established in Article 15.1 will be reported to CCMJV. CCMJV shall take the necessary action to remedy the deficiency in a timely fashion.

**15.3 In-Kind Maintenance.** In-Kind Maintenance can be provided by the City for repairs that are necessary for public health and safety including emergency repairs, non-routine and non-preventative maintenance. In-Kind Maintenance requires City Manager approval. Any time the Museum requires In-Kind Maintenance, the Museum Executive Director shall submit an In-Kind Maintenance request to the City Manager. Upon City Manager approval, the City shall make the necessary repairs. In-Kind Maintenance shall include City labor, materials, and indirect maintenance services in substantially the same manner of maintenance support that is currently provided by the City to the Museum. If the City Manager denies the In-Kind maintenance request, CCMJV shall be responsible for the repairs.

**15.4 Contractor Insurance.** Each party shall provide evidence acceptable to the other that every contractor engaged by a party to perform work on the Premises maintain insurance in amounts, on policies of coverage and offered by companies satisfactory to City and CCMJV, including but not limited to Workers' Compensation Insurance (including Employers' Liability Insurance) and insurance against liability for injury to persons and property arising out of all

such contractor's operations, and the use of owned, nonowned, or hired automotive equipment in the pursuit of all such operations.

## **ARTICLE 16 STAFFING AND EMPLOYEES**

**16.1 Employees.** CCMJV shall comply with all applicable federal, state, and local laws, ordinances, and regulations pertaining to all employees at the Museum. In addition, CCMJV shall be an equal opportunity employer and make reasonable efforts to maintain a diverse work force.

**16.2 Payroll and Taxation.**

- (a) **CCMJV Payroll** CCMJV shall make or cause to be made all necessary payroll deductions for disability and unemployment insurance, Social Security, withholding taxes, and other applicable taxes, and prepare, maintain, and file or cause to be filed all necessary reports with respect to such taxes or deductions, and all other necessary statements and reports.

## **ARTICLE 17 GOVERNANCE**

**17.1 Governance.** The Museum shall be operated under the organizational chart set out in Exhibit H. The Governance may be changed by CCMJV at its discretion, as deemed necessary for successful Museum management and to fulfill the mission of the museum, after recommendation to the City Manager or his designee and subsequent written approval.

## **ARTICLE 18 ROLES**

**18.1 Advisory Board.** The Advisory Board shall serve as an advisor to CCMJV and to the City in matters of support and development of the Museum. The board may adopt comprehensive policies relating to the management of collections, accession of objects for the collections, disposition and deaccession of objects in and for the collections, and use of Museum facilities. Any dispute with CCMJV and the Advisory Board shall be reviewed by the City Manager. The City Manager shall make the final decision regarding policy.

**18.2 Museum Executive Director.** The Museum Executive Director ("Director") will serve under and on behalf of the CCMJV as Director and General Manager for the Museum managing all aspects of the museum including its finances, marketing, fund raising and revenue generating operations. The Director is also responsible for all core aspects of Museum operations including visitor experience, exhibits, collection, maintenance, educational programs, accreditation and certifications. It is the Director's responsibility to operate the Museum per best Museum practices such that both accreditations by the AAM (reviewed in 2017) and archeological

repository certification by the THC (reviewed in 2015) will be sustained. The Director ensures that the Museum operates in a manner that ensures that environmental and security standards associated with collection preservation continues to be maintained.

**18.3 Museum Collection Manager.** The Museum Collection Manager maintains collection catalog and object files and makes the collection catalog data publicly accessible. The Museum Collection Manager also supervises collection care for objects in storage, on exhibit, on loan, and ongoing collection inventory. Supervision of the collection includes monitoring environmental conditions in storage areas, making conservation recommendations and actively pursuing grants that benefit collections care and use. Furthermore, the Museum Collection Manager serves as a member of every exhibit development team to make certain that collections are integrated appropriately into exhibits and proper safeguards are in place for object preservation. The Museum Collections Manager can support the work of staff, volunteers, and researchers working with the collection and work with honorary curators, adjunct curators, and collection committee to develop collection management policies and procedures.

**18.4 Museum Registrar.** The Museum Registrar position may be combined with the Museum Collection Manager position. The Museum Registrar is responsible for accession of new acquisitions, assess condition, maintaining accession records, processing deaccessions and maintaining loans. Furthermore, Museum Registrar is responsible for maintaining a record of values for insurance and maintaining a graphic record of significant objects. The Museum Registrar also supervises and performs inventory of collections and data entry into collection catalog. Additionally, Museum Registrar serves as a member of exhibit development team to make certain that collections are integrated appropriately into exhibits and proper safeguards are in place for object preservation. The Museum Registrar can supervise and train volunteers and staff in proper methods of handling objects, in data entry work in proper inventory processes.

**18.5 Museum Educator Director.** The Museum Educator Director is responsible for leading the education program development and delivery team for adults and students. The Museum Educator Director also develops and presents programs for the public and for school tours including generating lesson plans and providing reference material for teachers and source materials for elementary students relevant to Museum exhibits and collections. Furthermore, the Museum Educator Director serves as a member of every exhibit development team to make certain that the needs of the school audience are addressed. The Museum Educator Director can work individually with teachers, group leaders, and event planners to provide excellent customer service. The Museum Educator Director can also recruit train, schedule and supervise staff and volunteers to provide needed programming.

**18.6 Exhibit Manager.** The Exhibit Manager is responsible for exhibit planning including the development, installation, implementation, oversight and maintenance for all exhibits as well as developing temporary, rotating exhibits and exhibit rental. The Exhibit Project Manager is also responsible for assuring safety and security of collection objects from harm due to light, dust, heat, and visitors.

## **ARTICLE 19 PROFESSIONAL STAFF**

**19.1 Minimum Professional Staff.** CCMJV shall maintain a professional staff necessary to assure the success of the museum and achieve its mission, including the mandatory positions of Museum Executive Director, Education Director, Collection Manager, and Maintenance Supervisor, .

**19.2 Modification of Minimum Professional Staff.** The Professional Minimum Staff requirement in Article 19.1 can be increased or decreased upon request of the Museum Executive Director and approval by the City Manager. If the Museum Executive Director determines that the Professional Staff size needs modification, the Museum Executive Director shall submit the details of the position/positions and duties of the position/positions the Museum Director is seeking to modify to the City Manager. The City Manager will make the final decision as to whether to modify or not modify the Minimum Professional Staff required. If the City Manager does not approve of the Professional Minimum Staff modification, the Minimum Professional Staff requirements in effect at the time of denial shall remain in effect. Any modification approved by the City Manager shall be in writing and will become the effective Minimum Staff Requirement.

**19.3 Minimum Qualification and Experience for Professional Staff.** CCMJV shall only hire professional staff that meets the following qualifications for key staff positions:

- (a) **Museum Executive Director's Minimum Qualifications.** The Museum Executive Director shall have a minimum of a bachelor's degree and extensive experience in Business, Business Development, and Management including a minimum of five (5) years in a key leadership position with museum based experience.
- (b) **Museum Collection Manager Minimum Qualifications.** The Museum Collection Manager must have a bachelor's degree or higher in Museum studies, natural history, history, or anthropology field that relates to the collections of the Museum. This position requires (2) two years' professional experience in a Museum or comparable facility; or any equivalent combination of training, education or experience.
- (c) **Museum Registrar Minimum Qualifications.** Museum Registrar must have a Bachelor's degree in Museum studies or other related field with prior work experience as a registrar or similar position. This position requires (2) two years' Museum work experience or work in a comparable facility; or any equivalent combination of training, education, or experience.
- (d) **Museum Educator Minimum Qualifications.** The Museum Educator must have a master's degree in Museum studies, history, anthropology, or any field that relates to the collections of the Museum. This position requires two (2) years' experience working in a Museum or comparable facility; or any equivalent combination of training, education and experience.
- (e) **Museum Educator Assistant Minimum Qualifications.** The Museum Educator Assistant must have a master's degree in Education or related field. This position

requires management experience in two (2) years' experience working in a Museum or comparable facility; or any equivalent combination of training, education and experience..

- (f) **Exhibit Manager Minimum Qualifications.** The Exhibit Manager must have a minimum of a bachelor degree in a related study and exhibit development, design and exhibit management experience. This position requires two( 2) years' work experience in a Museum or comparable facility; or any equivalent combination of training, education, and experience.

**19.4 Waiver of Minimum Qualifications.** CCMJV may seek a waiver of Minimum Qualification for hiring a Professional Staff member. Any waiver sought shall only apply to a candidate and not to the Professional Staff positions. Any waiver of Minimum Qualification for Professional Staff shall be submitted in writing to the City Manager. If the City Manager denies the waiver request, CCMJV may not hire the unqualified candidate. If the City Manager waives the Minimum Qualification requirement, CCMJV may hire the candidate the waiver was sought for. The approved waiver will not apply to previous or future candidates.

## **ARTICLE 20 FISCAL MATTERS**

**20.1 Capital Campaign.** If CCMJV wishes to pursue any Capital Campaign, it must follow the same approval process as Facility Improvements in Article 11. Any Capital Campaign shall be conducted in good faith and must be in compliance with state and federal law.

**20.2 Miscellaneous Fees and Prices.** Subject to Article 9 of this Agreement, CCMJV shall have the authority to set the amount of all prices and fees for services rendered or sales made to the public or otherwise at the Museum, including without limitation, food and drink concessions, souvenirs, parking, special exhibits, and other special events.

**20.3 Franchises or Concessions.** CCMJV shall have exclusive authority to grant to any nonprofit corporation or public or private organization franchises or concessions that further the public use and enjoyment of the Museum.

**20.4 Solicitation of Private and Public Funding.** CCMJV shall assist the Friends of the Museum or any other non-profit organization created to benefit the Museum : (a) use its best efforts to (i) actively solicit private support for the Museum through membership fees and charitable contributions and (ii) actively solicit federal, state or local grants or other funds to support the operation and purposes of the Museum ; and (b) apply all funds contributed to it as membership fees, charitable donations, public grants or loans, or any other sources, to the Operating Expenses, Facility Improvements at the Museum and other Museum Purposes in accordance with this Agreement. Facility Expenditures or Advertisement paid for by Private or Public Funding shall not be reimbursed under Article 13 or any other provision of this Agreement.

**20.5 Grant Funding.** The City shall allow CCMJV to apply for grants in the City's name for which CCMJV might not otherwise be eligible subject to prior approval by the City Manager or if the City Manager instructs, the City Council. The City Council retains the right to accept or not accept grant funds so applied for. All grants to the City received for Museum shall be transferred to CCMJV within thirty (30) days of the receipt of the grant funds, if permitted by the terms of the grant. All grant money shall be expended to enhance the Museum or applied in accordance to the terms of the grant.

## **ARTICLE 21 PROHIBITED TRANSACTIONS AND BENEFITS**

**21.1 Benefits to Individuals.** CCMJV shall not provide any economic or non-economic benefit to any individual person affiliated with the City of Corpus Christi including City employees, City Council, and City Mayor. CCMJV shall not receive any economic or non-economic benefit from any individual person affiliated with the City of Corpus Christi including City employees, City Council, and City Mayor.

## **ARTICLE 22 REVENUE**

**22.1 Revenue Account.** CCMJV shall collect all revenues and sales tax. Revenues collected may be held in a CCMJV account. After sales tax paid, CCMJV will pay from the CCMJV account the Administrative Fee before any revenue is split. After that payment, CCMJV shall pay 50% of all revenues less sales tax to the City. The City's revenue split shall be deposited monthly into an account maintained in the Depository in the name of the City. Monies deposited in the City's account are sole property of the City. This payment will be made within 15 days after the close of the previous month, or the next working day if the 15<sup>th</sup> day falls on a weekend or holiday.

**22.2 Proportionate Year.** This section shall apply to the fiscal year 2017-2018. All the conditions of Article 22 and 23 shall be prorated for fiscal year 2017-2018, beginning on the effective date of this agreement.

## **ARTICLE 23 ADMINISTRATIVE & MANAGEMENT FEE**

**23.1 Administrative Fee.** CCMJV will be paid Ten Thousand and 00/100 Dollars (\$10,000.00) monthly, or ten percent (10%) of Gross Revenues monthly, whichever is larger, as a Administrative Fee under the terms of this Agreement. These funds will be paid prior to any split of revenues between CCMJV and the City of Corpus Christi. Administrative fee will be deducted from total revenue excluding sales tax.

**23.2 Management Fee.** After payment of the Administrative Fees from Gross Revenue, CCMJV will retain 50% of revenue, excluding sales tax, for the Management Fee.

## **ARTICLE 24 REPORTING OBLIGATIONS**

### **24.1 Annual Reporting Requirements**

- a. Annual Plan.** At least thirty (30) days prior to the beginning of each Fiscal Year, CCMJV shall, at its sole expense, prepare and submit to the City Manager an Annual Plan. The City Manager shall present this plan to the City Council as an informational item. The Annual Plan shall, at a minimum, present:
1. An evaluation of existing exhibits,
  2. A description of major programmatic changes planned at that time for the ensuing year; and
  3. Any proposed changes in fees at the Museum.
- b. Annual Independent Audit.** Within sixty (60) days after the end of each Fiscal Year, CCMJV shall arrange for an audit of its books and records by an independent, certified public accountant; this audit shall be conducted at CCMJV's cost and expense, and may be paid for using Operating Support Payment funds, and shall cover the previous Fiscal Year. CCMJV shall deliver to the City Manager an original, signed copy of each such annual audit, by the earlier of: (1) thirty (30) days after the completion of such auditor; or (2) ninety (90) days after the end of the Fiscal Year covered by such audit.
- c. Reconciliation of Accounts.** Within sixty (60) days after the end of each Fiscal Year, CCMJV shall reconcile:
1. the Revenue Account,
  2. Operation Support Account, and
  3. Collection Fund Account for each Fiscal Year.

**24.2 Quarterly Reporting Requirements.** CCMJV shall, at its sole expense, prepare and submit to the City Manager and present to the Museum Advisory Board a quarterly report setting forth a summary of attendance, operations and services provided by CCMJV at the Museum for the preceding quarter. This quarterly Report will also include upcoming events at the Museum for the ensuing quarter,.

**24.3 Monthly Reporting Requirements.** CCMJV shall, at its sole expense, prepare and submit to the City Manager and Finance Department a monthly report outlining the finances of the Museum for the previous month. This report shall include a summary of revenue from various sources and an accounting of costs,. As outlined previously in Article 22, Revenue, CCMJV shall submit monthly a summary of revenue and accounting of costs.

## **ARTICLE 25 BOOKS AND RECORDS**

**25.1 Financial Records.** CCMJV shall establish and maintain books, records, and systems of account relating to the Museum's Gross Revenue and Operating Expenses in accordance with generally accepted accounting practices & City record retention policies. These records shall, to the extent necessary to meet requirements for audits under Article 26.2 of this Agreement, be retained by CCMJV for four (4) years after the termination date of this agreement and made available to the City upon request.

**25.2 City Audit Participation.** If requested by the City, CCMJV shall make available all information reasonably necessary for the City and the State Auditor to perform audits of the use and application of all revenues, grants, and fees, all City funds, except for private fundraising activities and private donor information, received by CCMJV during the current and preceding year, including Museum operations and management.

## **ARTICLE 26 CCMJV CODE OF ETHICS**

**26.1 CCMJV Code of Ethics.** CCMJV shall have a Code of Ethics governing its members, employees, and activities consistent with applicable requirements of state and federal laws and American Association of Museum and Texas Historical commission standards. The City may request from CCMJV those documents necessary for the City to confirm the establishment of an ethics and conflict of interest policy.

**26.2 Ethics Report.** CCMJV will report on compliance with the ethics and conflict of interest policy, and any issues that have arisen as a result, in the Annual Report.

## **ARTICLE 27 INSURANCE**

**27.1 Liability Insurance.** CCMJV shall obtain and maintain continuously, throughout the Term of this Agreement, policies of insurance as enumerated below. Such policies: (i) shall be subject to approval by the City's Risk Manager as to company, form and coverage, and primary to all other insurance the City may secure; (ii) must protect the City from any and all claims and risks in connection with any activity performed by CCMJV, or any of its respective officers, employees, agents, contractors or assigns, by virtue of this Agreement or any use and occupancy of the Premises authorized by this Agreement.; and (iii) may be paid for using Operating Support Payment funds. It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement.

**(a) Commercial General Liability Insurance.** A policy of Commercial General Liability Insurance, written on an insurance industry standard occurrence form or equivalent, shall include all the usual coverages known as: Commercial Broad Form, Premises/Operations Liability, Products/Completed Operations, Contractual Liability, Independent Contractors, and Personal/Advertising Injury. Such policy or policies must provide the minimum limit of \$1,000,000 combined single limit insuring against all liability of CCMJV and its General Managers and/or Contract Administrators arising out of and in

connection with CCMJV's use or occupancy of the Museum, and premises liability. The minimum limits on these policies will be adjusted periodically by the City so that the limits generally reflect the values of the policies as of the date this agreement is signed.

- (b) Business Automobile Liability Insurance.** A policy of Business Automobile Liability Insurance, including coverage for any owned, nonowned, leased or hired vehicles, written on an insurance industry standard form or equivalent must provide the minimum limit of \$500,000 combined single limit.
- (c) Crime and Fidelity Coverage.** A policy of Crime and Fidelity Insurance written on an insurance industry standard form or equivalent must provide the minimum limit of \$500,000 per occurrence of coverage for (i) employee dishonesty, (ii) forgery or alteration, (iii) theft, disappearance and destruction inside and outside the Museum; and (iv) robbery and safe burglary inside and outside the Museum.
- (d) Workers' Compensation and Employers' Liability.** CCMJV must obtain Workers' Compensation and Employers' Liability coverage through a licensed insurance company in accordance with Texas law. The contract for coverage must be written on a policy and with endorsements approved by the Texas Department of Insurance. The coverage provided must be in amounts sufficient to assure that all workers' compensation obligations incurred will be promptly met. A policy of Workers' Compensation insurance written on an insurance industry standard form or equivalent, as may be required by law must provide the minimum limit, including employer's liability coverage of \$500,000 per person per occurrence and \$500,000 per person per disease, and \$500,000 aggregate disease.

**27.2 Policy Rating and Primary Insurance Requirements.** All policies shall be subject to approval by the City's Risk Manager as to insurance company (must be rated A-VII or better in the A.M. Best's Key Rating guide and licensed to do business in the State of Texas or issued as a surplus lines by a Texas Surplus Lines broker), form and coverage, deductibles, and primary to all other insurance.

**27.3 Policy Requirements.** CCMJV agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following required provisions: (1) Name the City and its officers, officials, employees, volunteers, and elected representatives as additional insured by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the Workers' Compensation policy; (2) Provide for an endorsement that the "other insurance" clause shall not apply to the City of Corpus Christi where the City is an additional insured shown on the policy; (3) Workers' Compensation and Employers' Liability policies will provide a waiver of subrogation in favor of the City; and (4) Provide thirty (30) calendar days advance written notice directly to City of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance written notice for nonpayment of premium.

**27.4 Proof of Policy.** CCMJV shall furnish to the Risk Manager or designee two (2) copies of Certificates of Insurance with applicable policy endorsements, showing the following

minimum coverage by an insurance company(s) acceptable to the Risk Manager or designee. The City must be named as an additional insured for the General Liability policy, and waiver of subrogation in favor of the City is required on all applicable policies.

**27.5 Request of Policy.** The City shall be entitled, upon request and without expense, to receive copies of the policies, declarations page and all endorsements thereto as they apply to the limits required by the City, and may require the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). CCMJV shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to City at the address provided below within 10 days of the requested change. CCMJV shall pay any costs incurred resulting from said changes. All notices under this Article shall be given to City at the following address:

City of Corpus Christi  
Attn: Risk Management  
P.O. Box 9277  
Corpus Christi, TX 78469-9277  
Fax # - (361) 826-4555

**27.6 Commencement of Work.** Prior to the commencement of any work under the Agreement, CCMJV shall furnish an original completed Certificate(s) of Insurance to the City which shall be completed by an agent authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon, and which shall furnish and contain all required information referenced or indicated thereon. The original certificate(s) must have the agent's original signature, including the signer's company affiliation, title and phone number, and be mailed directly from the agent to the City. The City shall have no duty to pay or perform under this Agreement until such certificate shall have been delivered to the City, and no officer or employee, other than the City's Risk Manager, shall have authority to waive this requirement. CCMJV shall not commence work under this agreement until all insurance required herein has been obtained and approved by the City's Risk Manager or designee. CCMJV must not allow any subcontractor to commence work until all similar insurance required of the subcontractor has been so obtained.

**27.7 Primary Insurance.** It is agreed that CCMJV's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the City of Corpus Christi for liability arising out of operations under this Agreement.

**27.8 Liability Insurance Modification.** The City reserves the right to review the insurance requirements of this section during the effective period of the Agreement and any extension or renewal thereof and to modify insurance coverage and their limits when deemed necessary and prudent by the Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding the Agreement, but in no instance, will the City allow modification whereupon the City may incur increased risk.

**27.9 Policy Renewal.** Within five (5) calendar days of a suspension, cancellation, or non-renewal of coverage, CCMJV shall provide a replacement Certificate of Insurance and applicable endorsements to City. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

**27.10 Failure to Insure.** In addition to any other remedies the City may have upon CCMJV's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order CCMJV to stop work hereunder, and/or withhold any payment(s) which become due to CCMJV hereunder until CCMJV demonstrates compliance with the requirements hereof.

**27.11 Property Insurance.** The City currently maintains property insurance on a citywide basis for its facilities, including facilities at the Museum. Throughout the Term of this Agreement, the City shall maintain such property insurance (and be responsible for all premiums for such insurance) on City facilities, including Museum facilities, as the City determines is fiscally responsible to maintain. The City will not determine what property insurance to maintain on Museum facilities separately, but only as part of its overall determination as to the appropriate level of property insurance for City facilities citywide. City's scheduled values for Museum facilities are in Exhibit I.

**27.12 Business Interruption Insurance.** The City will not be responsible for any "business interruption" losses suffered by CCMJV as a result of damage to a Museum facility. CCMJV shall determine whether to acquire insurance to cover any such losses.

**27.13 Waiver of Subrogation.** The parties release each other from any claims for damage caused by or resulting from risks insured against under any insurance policies carried by the parties under this Agreement. The parties agree to cause the issuers of the insurance policies maintained by them hereunder to include waivers of the rights of recovery and subrogation.

**27.14 Payment of Damages.** Nothing herein contained shall be construed as limiting in any way the extent to which CCMJV may be held responsible for payments of damages to persons or property resulting from CCMJV's or its subcontractors' performance of the work covered under this Agreement.

**27.15 Report of Accident.** In the event of accidents of any kind related to this Agreement, CCMJV shall furnish the Risk Manager with copies of all reports of such accidents within ten (10) days of the accident.

**27.16 Proceeds of Casualty Insurance.** If either the Museum or any part is damaged or destroyed by fire or other casualty, the City will determine whether repairs and restoration are practicable and feasible and will inform CCMJV in writing of its election to make or not make any such repairs and restoration within one hundred twenty (120) days following the date of such damage or destruction. All proceeds of any casualty insurance paid for by the City shall be the exclusive property of the City and CCMJV shall have no rights to receive any sums therefrom. If the City elects not to repair or restore, the City shall have the right to terminate this Agreement with respect to the Museum, without penalty, premium or fee, by sending notice to CCMJV. If

the City elects not to restore the Museum, but within one (1) year following termination of this Agreement decides to restore the same, the City shall give written notice thereof to CCMJV whereupon CCMJV shall have a period of thirty (30) days in which to elect to enter into, and actually enter into, a new contract with the City for operation of the same following its restoration which contract shall be on the same terms and conditions described herein except that the term shall be only for the portion of the term hereof lost due to termination under this Section. If on the other hand, the City elects to repair and restore, the City shall give written notice thereof to CCMJV whereupon CCMJV shall have a period of thirty (30) days in which to elect to enter into, and actually enter into, a new contract with the City for operation of the same following its restoration which contract shall be on the same terms and conditions described herein except that the term shall be only for the portion of the term hereof lost due to termination under this Section.

## **ARTICLE 28**

### **REPRESENTATIONS AND WARRANTIES**

**28.1 Representations and Warranties.** CCMJV represents and warrants to the City and covenants as follows:

- (a) **Mission.** CCMJV is capable in aspects related to the operation and management of the Museum and agrees to apply its best efforts and most efficient methods in the full operation and management of the Museum.
- (b) **Formation.** CCMJV is a limited liability company duly incorporated, validly existing and in good standing under the laws of the State of Texas.
- (c) **Authority.** CCMJV has full power and authority (corporate or otherwise) to enter this Agreement and to consummate the transactions contemplated by it. This Agreement has been duly authorized by all necessary action on the part of CCMJV and no other corporate or other action on the part of CCMJV is necessary to authorize the execution and delivery of this Agreement. The individual executing this Agreement for CCMJV has full authority to do so and to bind CCMJV to its terms.
- (d) **Conflicts and Consents.** The execution and delivery by CCMJV of this Agreement and the performance by CCMJV of the transactions contemplated in it will not violate any federal, state, or local law, rule, or regulation, or conflict with or result in any breach or violation of, or constitute a default (or an event which with notice or lapse of time or both would become a default) under, or constitute an event or condition that would permit termination or acceleration of the maturity of, the Articles of Incorporation, bylaws or partnership agreement of CCMJV (as applicable) or any indenture, mortgage, lease, agreement, or other instrument or obligation to which CCMJV is a party or by which it may be bound whose termination or acceleration would materially adversely affect the ability of CCMJV to perform its obligations under this Agreement. No approval, authorization, consent, or other order or action of, or filing or registration with, any

person, entity, or governmental authority is required for the execution and delivery by CCMJV of this Agreement.

- (e) **Conflict with Orders, etc.** The execution and delivery by CCMJV of this Agreement will not conflict with any order, judgment, or decree of any court, government, government agency, or instrumentality, whether entered pursuant to consent or otherwise, by which CCMJV may be bound or affected.
- (f) **Litigation.** There is no litigation, action, arbitration, grievance, administrative proceeding, suit, or claim filed and pending, nor is there any investigation by a governmental agency of CCMJV or any of its affiliates that, if adversely decided, could have a material adverse impact on CCMJV's ability to perform its obligations under this Agreement.

## **ARTICLE 29 FORCE MAJEURE**

**29.1 Force Majeure.** As used in this Agreement, the term "Force Majeure" with respect to a delay in performance shall mean any delay that is attributable to: (a) any strike, lockout or other labor or industrial disturbance (whether or not on the part of the employees of either party), civil disturbance, future order claiming jurisdiction, act of the public enemy, war, riot, sabotage, blockade, embargo, inability to secure customary materials, supplies or labor through ordinary sources by reason of regulation or order of any government or regulatory body; (b) any changes in any applicable laws or the interpretation; or (c) any lightning, earthquake, fire, storm, hurricane, tornado, flood, washout, explosion, or any other cause beyond the reasonable control of the party from whom performance is required and of its contractors or other representatives. Any prevention, delay, or stoppage in a party's performance due to Force Majeure shall excuse the performance of the party affected for a period of time equal to any such prevention, delay, or stoppage; provided, however, that during the period of any such delay or stoppage, the party whose performance is excused shall take all reasonable steps to minimize the length of such delay or stoppage.

## **ARTICLE 30 INDEMNITY**

**30.1 Indemnification and Hold Harmless.** CCMJV ("Indemnitor") shall indemnify and hold the City of Corpus Christi, its officers, agents, employees and representatives ("Indemnitees"), harmless and defend with counsel retained by CCMJV, from and against any third-party action, cause of action, suit, debt, cost, directly-related reasonable expense (including reasonable attorneys' fees, court costs or investigation costs), claim, or demand brought or asserted by any third-party whomsoever (collectively, "Claims"), including but not limited to claims on account of personal injuries or death or damage

to property, at law or in equity, which any Indemnitees may suffer or sustain or which may be asserted or instituted against any of Indemnitees resulting from or in connection with (i) the negligence or willful misconduct of CCMJV or its agents, contractors or employees; (ii) any breach or default by CCMJV of any of its warranties, representations, covenants, or obligations made in this Agreement; or (iii) the violation of any copyright, patent, service mark, trade name or trademark by CCMJV; provided, however, that the foregoing indemnification shall not extend to Claims to the extent such Claims (A) arise from any breach or default by the City of any of its warranties, representations, covenants or Obligations made in this Agreement, as determined by a court of competent jurisdiction, (B) are caused by or arise out of the services provided by the architects, engineers and other agents (other than CCMJV) retained by the City in connection with capital improvements or capital equipment purchases at the Facility, (C) arise from the fact that at any time prior to, as of, or after the commencement of the term hereof the Facility and its premises are not or have not been, in compliance with all federal, state, local and municipal regulations, ordinances, statutes, rules, laws and constitutional provisions including, but not limited to, all handicap accessibility laws, rules and regulations, (D) arise from any obligation or liability under or in respect of any contract, agreement or other instrument executed by CCMJV as authorized herein unless CCMJV's acts or omissions in administration thereof are the basis for such liability, as determined by a court of competent jurisdiction, (E) arise from any act or omission carried out by CCMJV at or pursuant to the express direction or instruction of the City's Contract Administrator (but only if CCMJV advises the City's Contract Administrator in writing, promptly following such direction, that CCMJV believes such direction to be imprudent) , or (F) arise from acts of negligence or willful misconduct of City's agents, employees or subcontractors. City agrees to promptly notify CCMJV of any Claim received by the City. This indemnity specifically includes any Claims brought by CCMJV's officers, agents, contractors, or direct employees. This indemnity shall continue notwithstanding the termination of this Agreement with respect to any act or occurrence preceding the termination. CCMJV does not agree to and shall not indemnify the City with respect to claims or causes of action or other matters relating to the MOISTURE PROBLEM at the Museum Premises.

**30.2 Relationship to Insurance Obligations.** Nothing contained in this Article 30 shall be construed to affect the allocation of responsibilities between the Parties or the insurance coverages required in Article 27 of this Agreement.

## **ARTICLE 31 DEFAULT; TERMINATION OF AGREEMENT; REMEDIES**

**31.1 Termination by City.** The City shall have the right to terminate this Agreement following an Event of Default. The following shall constitute “Events of Default” under this Agreement:

- (a) failure of CCMJV to perform or comply with any covenant or condition made under this Agreement, or failure of any representation or warranty made by CCMJV in this Agreement to have been or to continue to be true and correct, provided CCMJV shall have a period of sixty (60) days from the date of written notice from the City within which to cure such default, or, if such default is not legally capable of cure within such 60-day period, CCMJV shall have a reasonable period to complete such cure if CCMJV promptly undertakes action to cure such default within such 60-day period and later diligently prosecutes such action to completion;
- (b) abandonment or assignment or encumbrance or transfer of this Agreement or of the Property by CCMJV, without the prior written consent of City; and
- (c) the appointment of a receiver to take possession of all or substantially all the assets of CCMJV, or an assignment by CCMJV for the benefit of creditors, or any action taken or suffered by CCMJV under any insolvency, bankruptcy, reorganization, moratorium, or other debtor relief act or statute, whether now existing or later amended or enacted, if any such receiver, assignment, or action is not released, discharged, dismissed, or vacated within sixty (60) days.
- (d) The above is in addition to any other right to terminate explicitly given to the City elsewhere in this Agreement.

**31.2 Termination by CCMJV.** In the event the City fails to timely pay any portion of any fee due under this Agreement or to perform any other obligation required to be performed by the City, and such failure is not cured within sixty (60) days after written notice of such failure has been delivered to the City by CCMJV, CCMJV shall have the right to terminate this Agreement; provided that if such default is not legally capable of cure within such 60-day period, the City shall have a reasonable period to complete such cure if the City promptly undertakes action to cure such default within such 60-day period and later diligently prosecutes such action to completion. The above is in addition to any other right to terminate explicitly given to CCMJV elsewhere in this Agreement. Either party may terminate this Agreement without cause by giving 90 day’s written notice.

## **ARTICLE 32 SURRENDER OF PREMISES**

**32.1 Surrender of Premises; Transition.** Upon the Termination Date or other termination of this Agreement, CCMJV shall (a) promptly remit to the City funds which are due and owing pursuant to the terms of this Agreement, including funds not expended but held by CCMJV, and (b) peaceably quit and surrender to the City the Premises and Property together with all permanent improvements approved by the City, in good order and condition, normal wear and tear and damage caused by casualty or condemnation excepted. To determine the proper remittance to the City under the above-mentioned clause (a), CCMJV agrees throughout the term of this Agreement to segregate Revenue and Operation Support Payment in an account or accounts separate from other funds held by CCMJV. The Premises and Personal Property shall be surrendered free and clear of all liens and encumbrances other than presently existing liens and encumbrances and any other encumbrances created or approved in writing by City. CCMJV shall, immediately before the Termination Date or other termination of this Agreement, remove all CCMJV's Property as provided in this Agreement, and repair any damage resulting from the removal.

CCMJV's obligations under this Article shall survive the Termination Date or other termination of this Agreement. Any items of CCMJV's Property which shall remain in the Premises after the Termination Date of this Agreement may, at the option of the City, be deemed abandoned and in such case, may be disposed of by City in any manner allowed by law.

Upon the termination of this Agreement for any reason, CCMJV and the City shall cooperate to the fullest reasonable extent in effecting an orderly and efficient transfer of the operation and management of the Museum from CCMJV to the City or its designee. Such cooperation shall include without limitation the entry into such agreement, the execution of such documents and the convening of such meetings as may be reasonable required to affect such transfer.

## **ARTICLE 33 HAZARDOUS MATERIALS**

**33.1 Definitions.** As used in this Agreement, the following terms shall have the meanings set forth below:

- (a) **“Environmental Laws”** means any applicable federal, state, and local laws (whether under common law, statute, ordinance, rule, regulation, code, or otherwise), permits, orders, decrees, and other requirements of governmental authorities relating to the protection of human health or the environment, whether existing as of this date, previously enforced, or subsequently enacted.
- (b) **“Hazardous Material”** means any element, compound, chemical, chemical mixture, or other substance that is identified as, or determined to be, a hazardous, toxic, or dangerous substance, pollutant, contaminant, waste, or material under, or is otherwise regulated under, any Environmental Law or other law relating to chemical management, environmental contamination, environmental cleanup, or nuisances, including, without

limitation, petroleum and petroleum products, asbestos, radon and other radioactive materials, bio-hazards, and lead-based paint.

- (c) **“Release”** when used with respect to Hazardous Material shall include any actual or imminent spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing in, on, under, or about any other part of the Property.

**33.2 No Hazardous Materials.** CCMJV covenants and agrees that neither CCMJV nor any of its agents or Invitees shall cause or permit any Hazardous Material to be brought upon, kept, used, stored, generated, or disposed of in, on, or about the Property, or transported to or from the Property, provided that CCMJV may use such substances in such limited amounts as are customarily used in the operation and maintenance of a Museum so long as such use is in compliance with all applicable Environmental Laws. Each party shall immediately notify the other party if and when such party learns or has reason to believe there has been any Release of Hazardous Material on or about the Property.

**33.3 CCMJV's Environmental Indemnity.** If CCMJV breaches any of its obligations contained in this Article, or, if any act, omission or negligence of CCMJV or any of its agents or Invitees results in any contamination of the Premises or any other part of the Property or in the Release of Hazardous Material from, on, about, in, on or beneath the Property, then CCMJV shall Indemnify the City from and against all losses (including, without limitation, the loss or restriction of the use of the Property and sums paid in settlement of claims, fines, civil penalties, attorney's fees, consultants' fees and experts' fees and costs) arising during or after the Term of this Agreement and relating to such Release; provided, however, that the Indemnity contained in this Article shall not apply to any losses resulting from a Preexisting Condition. The above-mentioned indemnity includes, without limitation, costs incurred in connection with the investigation of site conditions and all activities required to locate, assess, evaluate, remediate, clean up, remove, contain, treat, stabilize, monitor or otherwise control any Hazardous Material, and to restore the Property to its prior condition. Without limiting the above, if CCMJV or any of its agents or invitees causes or permits the Release of any Hazardous Materials on, about, in or beneath the Property, CCMJV shall, immediately, at no expense to the City, take any and all necessary actions to abate and remediate the Release in accordance with all Environmental Laws. CCMJV shall afford the City a full opportunity to participate in any discussions with governmental regulatory agencies regarding any settlement agreement, cleanup or abatement agreement, consent decree, or other compromise or proceeding involving Hazardous Material.

## **ARTICLE 34**

### **ASSIGNMENTS; SUBCONTRACTING**

**34.1 Assignments; Subcontracting.** CCMJV has been chosen by the City to operate and manage the Museum in reliance upon CCMJV's stated and unique expertise, skill, knowledge,

and mission. CCMJV shall not assign, transfer, mortgage or encumber its interest in this Agreement or any other right, privilege or license conferred by this Agreement, either in whole or in part. Any assignment or encumbrance shall be voidable and, at the City's election, shall constitute a material default under this Agreement. Without limiting the obligations of CCMJV under this Agreement, CCMJV shall have the right and the authority to enter into contracting arrangements with any other person or entity (including without limitation the City or other City agency) for the provision of any service required or allowed to be performed by CCMJV under this Agreement.

## **ARTICLE 35 NOTICES**

**35.1    Notices.** All notices required to be given shall be in writing and either delivered personally or sent by certified mail to the appropriate address listed below, or at such other address as shall be provided by written notice. Notice shall be deemed communicated two Business Days from the time of mailing if mailed as provided in this Article. For convenience of the parties, copies of notices may also be given by other means; however, neither party may give official or binding notice except by personal delivery or by certified mail.

If to Corpus Christi Museum  
Joint Venture:

William Durrill  
615 Upper Broadway  
Corpus Christi, Texas 78401

If to the City of Corpus Christi:

Margie C. Rose  
City Manager  
City of Corpus Christi  
1201 Leopard  
P.O. Box 9277  
Corpus Christi, Texas 78469

## **ARTICLE 36 COMPLIANCE WITH LAWS**

**36.1    Generally.** CCMJV shall comply and conform with all laws and all governmental regulations, rules, and orders that may from time to time be put into effect relating to, controlling or limiting the use and operation of the Museum. CCMJV shall secure, or cooperate with the City in its securing, all permits and licenses specifically required for the operation of the Museum (copies of which shall be promptly provided to the City), and shall comply with all applicable laws and regulations relating to labor employed in and relating to the operation of the Museum.

**36.2    Preexisting Conditions.** Notwithstanding any other provision of this Agreement to the contrary, CCMJV shall incur no liability for, or assume any obligation to correct, any Preexisting Condition; provided, however, that CCMJV shall use its reasonable efforts to (a) identify all such

Preexisting Conditions and notify the City immediately of their existence, (b) take all reasonable action necessary to minimize any risk of injury or liability that may be occasioned by such a Preexisting Condition, and (c) to the extent funds are or become available, as referred to in the following sentence, take all reasonable action necessary to correct any such Preexisting Condition; provided further, however, that the above shall not condition or limit City's Indemnity under Article 30 above. The City agrees to use its reasonable efforts to assist CCMJV in obtaining such grants or other funds as may be available to assist in the financing of any work performed to bring any building, structure or service within the Premises into compliance with any applicable local, state or federal law or regulation, including without limitation the Americans with Disabilities Act of 1990. Nothing in this Article shall eliminate any obligation of CCMJV to ensure that all new construction, remodeling or rehabilitation work performed by CCMJV at the Museum is completed in compliance with all applicable local, state, and federal laws and regulations. Either party shall have the option of terminating this Agreement in the event the parties are unable to satisfactorily resolve any Preexisting Condition.

**36.3 Americans with Disabilities Act.** CCMJV acknowledges that the Americans with Disabilities Act (the "ADA") requires that programs, services, and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. CCMJV further acknowledges its obligation to comply with the ADA and any other federal, state or local disability rights legislation. CCMJV warrants that it will fulfill that obligation, and that it will not discriminate against disabled persons in the provision of services, benefits or activities pursuant to this Agreement.

**36.4 Non-Discrimination Ordinances.** CCMJV shall comply with all provisions of CORPUS CHRISTI, TEX., CODE §24-82, as amended, recodified or reenacted from time to time, relating to equal opportunity in employment and business practices. Such provisions are incorporated in this Agreement and by reference made a part of this Agreement as though fully set forth in this Agreement.

## **ARTICLE 37**

### **TAXES, ASSESSMENTS, LICENSES, PERMIT FEES, AND LIENS**

**37.1 Taxes, Assessments, Licenses, Permit Fees, and Liens.** CCMJV agrees to pay taxes of any kind, including any possessory interest taxes (unless exempt under Texas law), that may be lawfully assessed on or on account of the performance of this Agreement and to pay all other taxes, excises, licenses, permit charges, and assessments based on CCMJV's use of the Premises that may be imposed upon CCMJV by law, all of which shall be paid when such sums become due and payable and before delinquency. CCMJV agrees not to allow or suffer a lien for any such taxes to be imposed upon the Premises or upon any equipment or property located there without promptly discharging such lien, provided that CCMJV, if so desiring, may have reasonable opportunity to contest the validity of it. If CCMJV intends to contest or to fail to pay when due any tax or fee referred to in the preceding sentence, CCMJV shall provide the City with at least 30-days' notice of that intention before the tax is due, explaining its reasons.

**37.2 Sales Tax.** CCMJV shall collect and remit all sales tax required by law. CCMJV shall be responsible for the payment of all sales tax collected. If CCMJV intends to contest or to fail to pay when due any tax or fee referred to in the preceding sentence, CCMJV shall provide the City with at least 30-days' notice of that intention before the tax is due, explaining its reasons.

**37.3 Unpaid taxes.** The City may choose to pay the tax on behalf of CCMJV, and if it is later determined the tax or some portion of it validly owed, CCMJV shall reimburse the City within thirty (30) days of written demand.

## **ARTICLE 38 MISCELLANEOUS**

**38.1 Liability of the City.** The City's obligations to CCMJV under this Agreement shall be limited to the terms and conditions set forth in this Agreement. Notwithstanding any other provision in this Agreement to the contrary, in no event shall the City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including without limitation lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

**38.2 Liability of CCMJV.** CCMJV's obligations to the City under this Agreement shall be limited to the terms and conditions set forth in this Agreement. Notwithstanding any other provision in this Agreement to the contrary, in no event shall CCMJV be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including without limitation lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

**38.3 Liens.** CCMJV shall keep the Premises and Personal Property free from any liens arising out of any work performed, material furnished or obligations incurred by or for CCMJV and any other liens or encumbrances.

**38.4 Parties and Their Agents.** As used in this Agreement, the term "agents" when used with respect to either party shall include the agents, employees, officers, and representatives of such party. All approvals, consents or other determinations permitted or required by the City shall be made by or through the City Manager unless otherwise provided in this Agreement or unless the City gives notice otherwise to CCMJV.

**38.5 Dispute Resolution.** In the event of a dispute between CCMJV and the City regarding any term of this Agreement, the parties shall attempt to resolve the matter informally through the following mechanism: the City Manager and CCMJV management, or their respective designees, shall meet to review and discuss the matters in dispute; if the City Manager and CCMJV are unable to reach a mutual resolution, either party may submit the matter to a nonbinding, structured mediation procedure fashioned by persons or organizations experienced in alternative dispute resolution ("ADR") procedures. The mediation may be requested by any party and shall be initiated within thirty (30) days from the date of the request unless extended by agreement of both parties. The alternative dispute resolution procedures utilized for the mediation shall include the exchange of written claims and responses, with supporting information, at least seven (7)

days prior to the actual mediation. The positions expressed and mediator's recommendations shall not be admissible as evidence in any subsequent ADR or legal proceeding. If the matter is submitted to mediation and the matter is not resolved, an affected party shall be entitled to pursue any legal remedy available.

**38.6 No Implied Waiver.** No failure by either party to insist upon the strict performance of any obligation of the other party under this Agreement or to exercise any right, power or remedy arising out of a breach, irrespective of the length of time for which such failure continues (except in cases where this Agreement expressly limits the time for exercising rights or remedies arising out of a breach), shall constitute a waiver of such breach or of that party's right to demand strict compliance such term, covenant or condition or operate as a surrender of this Agreement. No waiver of any default or the performance of any provision shall affect any other default or performance, or cover any other period of time, other than the default, performance or period of time specified in such express waiver. One or more written waivers of a default or the performance of any provision shall not be deemed to be a waiver of a subsequent default or performance. The consent of either party given in any instance under the terms of this Agreement shall not relieve the other party of any obligation to secure the consent of the other party in any other or future instance under the terms of this Agreement.

**38.7 Headings and Subheadings.** The captions preceding the articles and sections of this Agreement and in the table of contents have been inserted for convenience of reference and such captions in no way define or limit the scope or intent of any provision of this Agreement.

**38.8 Successors and Assigns.** The terms, covenants, and conditions contained in this Agreement shall bind and inure to the benefit of the City and CCMJV and, except as otherwise provided in this Agreement, their personal representatives and successors and assigns. There are no third-party beneficiaries to this Agreement.

**38.9 Access to Museum.** The City and their duly authorized agents shall have access to the Premises and other Property at all times (a) for the purpose of inspection and to make any repairs, additions or renovations as the City may have the right to do under the provisions of this Agreement, and (b) for use by the City in case of emergency, as determined by City in its sole discretion.

**38.10 Relationship of Parties.** The services to be rendered by CCMJV pursuant to this Agreement are as an independent contractor only and the relationship between CCMJV and the City is solely that of owner and contractor. Nothing contained in this Agreement shall be construed to create a partnership, joint venture, or a relationship of employment or agency.

**38.11 Agreement Made in Texas.** This Agreement shall be deemed to be made in and shall be construed in accordance with the laws of the State of Texas. Venue of any action brought by one party against the other to enforce or arising out of this Agreement shall be in Nueces County, Texas.

**38.12 Integrated Agreement; Modification.** This Agreement contains all the agreements of the parties relating to the subject matter addressed in this Agreement, and cannot be amended or

modified except by a written agreement approved by the City of Corpus Christi City Council and mutually executed between each of the parties.

**38.13 Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

**38.14 Exhibits.** All Exhibits to which reference is made in this agreement are deemed incorporated in this agreement in their entirety, whether or not actually attached.

**38.15 Non-Liability of Officials, Employees, and Agents.** No elective or appointive board, commission, member, officer, employee or other agent of the City shall be personally liable to CCMJV, its successors, and assigns, in the event of any default or breach by the City or for any amount which may become due to CCMJV, its successors, and assigns under this Agreement, or for any obligation of the City under this Agreement. Likewise, no board member, member, officer, employee or other agent of CCMJV shall be personally liable to the City, its successors, and assigns under this Agreement, in the event of any default or breach by CCMJV or for any amount which may become due to the City, its successors, and assigns, or for any obligation of CCMJV under this Agreement.

**38.16 Time of Essence.** Time is of the essence of each provision of this Agreement.

**38.17 Survival of Indemnities.** Termination of this Agreement shall not affect the right of either party to enforce any and all Indemnities and representations and warranties given or made to the other party under this Agreement, nor shall it affect any provision of this Agreement that expressly states it shall survive such termination.

**38.18 Good Faith Dealings.** All parties will act in good faith in the preparation, execution, and resolution of any matter within the scope of this Agreement. These good faith acts shall be made in a lawful and ethical manner.

**38.19 Severability.** If any article, section, subsection, paragraph, sentence or clause of this Agreement shall be deemed to be illegal, invalid or unenforceable for any reason, such illegality, invalidity or unenforceability shall not affect the legality, validity or enforceability of the remainder of this Agreement. If any change occurs during the term of this Agreement with respect to any laws, rules, regulations or ordinances which affect the rights or obligations of CCMJV or the City under this Agreement, or the applicability of any taxes or fees, CCMJV and the City shall negotiate in good faith to bring this Agreement into conformance with such change or changes. If such agreement cannot be reached, CCMJV or the City shall have the right to immediately terminate this Agreement upon written notice to the other party.

**38.20 Non-Appropriation** The continuation of this Agreement after the close of any fiscal year of the City, which fiscal year ends on September 30 annually, is subject to appropriations and budget approval covering this Agreement as an expenditure in said budget; however, it's within the sole discretion of the City Council of the City to determine whether to fund this

Agreement. The City does not represent that this budget item will be adopted, as said determination is within the City Council's sole discretion when adopting each budget.

**38.21 Certificate of Interested Parties.** CCMJV agrees to comply with Texas Government Code section 2252.908 and complete Form 1295 Certificate of Interested Parties as part of this agreement.

Form 1295 requires disclosure of “interested parties” with respect to entities that enter contracts with cities. These interested parties include:

- (1) persons with a “controlling interest” in the entity, which includes:
  - a. an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock or otherwise that exceeds 10 percent;
  - b. membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or
  - c. service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.
- (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser or attorney for the business entity.

Form 1295 must be electronically filed with the Texas Ethics Commission at [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). The form must then be printed, signed, notarized and filed with the City. For more information, please review the Texas Ethics Commission Rules at <https://www.ethics.state.tx.us/legal/ch46.html>.

**38.22 Conflict of Interest.** CCMJV agrees to comply with Chapter 176 of the Texas Local Government Code and file Form CIQ with the City Secretary’s Office, if required. For more information and to determine if you need to file a Form CIQ, please review the information on the City Secretary’s website at <http://www.cctexas.com/government/city-secretary/conflict-disclosure/index>

**38.23 Failure to Appropriate Funds.** Failure to appropriate funds will give CCMJV the unilateral right to terminate this Agreement, and the City shall still be responsible and obligated to pay the Management through the date of termination and other operating expenses paid for by CCMJV or incurred by CCMJV.

**38.24 Verification Regarding Israel.** In accordance with Chapter 2270, Texas Government Code, the City may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The signatory executing this Agreement on behalf of the Contractor verifies that the company does not boycott Israel and will not boycott Israel during the term of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

CITY OF CORPUS CHRISTI

CCMJV, LLC

By: \_\_\_\_\_  
Margie C. Rose  
City Manager

By: \_\_\_\_\_  
William Durrill  
Principal

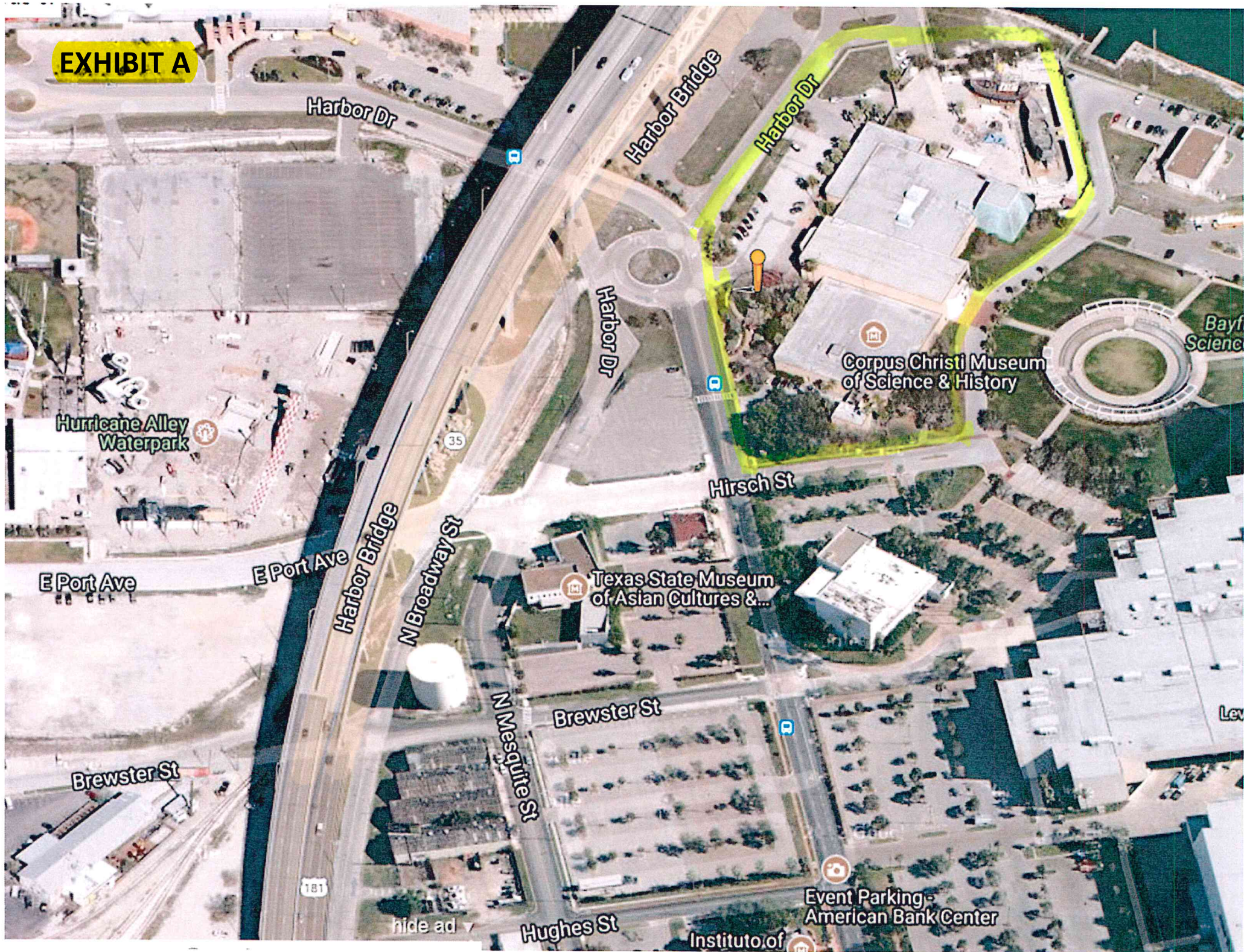
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved as to legal form: \_\_\_\_\_, 2018

\_\_\_\_\_  
Buck Brice  
Assistant City Attorney  
For City Attorney

**EXHIBIT A**



## EXHIBIT B





**American  
Alliance of  
Museums**

## EXHIBIT C

February 1, 2013

Carol Rehtmeyer  
Director  
Corpus Christi Museum of Science & History  
1900 N Chaparral St  
Corpus Christi, TX 78401-1114

Dear Ms. Rehtmeyer:

On behalf of the Accreditation Commission and Program staff, congratulations on your appointment as the new Director of the Corpus Christi Museum of Science & History. The museum is one of almost 1,000 museums nationwide recognized through AAM accreditation for its commitment to excellence and high professional standards. I have enclosed some of our program literature for your reference, and encourage you to visit our web site at [www.aam-us.org](http://www.aam-us.org) for additional information.

The Corpus Christi Museum of Science & History was first granted accreditation in 1973, and was successfully reaccredited in 1988, 2001 and 2011. The museum's next self-study due date is November 1, 2025.

I would also like to welcome you as a member of the accreditation peer reviewer roster—a benefit of accreditation. As the new director of an accredited institution, you are automatically a member of the Alliance peer reviewer roster, eligible to serve on Visiting Committees for accreditation reviews. This is an excellent chance to pick up new ideas from your peers and take them home to your museum, network with peers at sister institutions, and actively participate in Alliance's efforts to advance standards and best practices. Periodically my staff may approach you with the opportunity to serve on a given museum's review team. You are under no obligation to accept these assignments, of course, but I hope you consider trying this out.

The enclosed *Frequently Asked Questions for New Accreditation Peer Reviewers* will answer many questions you likely have at this point. There is also some information on page 40 of the enclosed copy of *A Higher Standard: The Museum Accreditation Handbook*. The Peer Review Program staff will be in touch with you directly in the next few weeks giving you more information.

Please do not hesitate to contact the staff at (202) 289-9116 or [accreditation@aam-us.org](mailto:accreditation@aam-us.org) with questions about any aspect of the museum's participation in the Accreditation Program. We look forward to working with you and your staff, and wish you the best of luck in your new position.

Sincerely,

Dana Twersky  
Assistant Director, Accreditation

## **CURATORIAL FACILITY CERTIFICATION PROGRAM**

### **Benchmarking Excellence**

#### **WRITTEN NARRATIVE REPORT AND RE-CERTIFICATION RECOMMENDATION**

To be completed by CFCP Coordinator

Corpus Christi Museum of Science and History    Bradford M. Jones  
Curatorial Facility    Field Reviewer

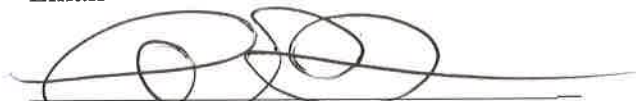
1900 N. Chaparral Street    P.O. Box 12276  
Corpus Christi, TX 78401    Austin, TX 78711-2276  
Mailing Address    Mailing Address

361-826-4667    512-463-5865  
Telephone (area code and number)    Telephone

512-463-8927  
Fax (area code and number)    Fax (area code and number)

Jillian Becquet    brad.jones@thc.state.tx.us  
Contact    Email

JillianB@cctexas.com    July 2-3 & August 31, 2015  
Email    Date of Field Review

  
Signature of CFCP Coordinator



## INTRODUCTION

The Corpus Christi Museum of Science and History (CCMSH) was the first curatorial facility in the State of Texas to be entrusted by the Texas Historical Commission's (THC) Certified Curatorial Facility Program (CFCP) to curate state associated Held-In-Trust (HIT) collections. The museum, which is also the formal Maritime Curation Facility for Texas, currently houses two of the state's most significant shipwreck collections: the HIT 1554 Shipwrecks and the *La Belle* shipwreck that is the property of France and managed by the THC. In addition, the museum currently holds multiple site collections from permitted terrestrial and marine archeological projects that are HIT in addition to the museum sizable collection of regionally acquired historic material. CCMSH is a significant state and regional resource for curation and research.

Since being certified on October 28, 2005, CCMSH has consistently filed an Annual Report to the CFCP coordinator, detailing acquisition and accessioning, loans, analysis, or changes in the status of the HIT properties. In all respects, CCMSH continues to meet the standards and expectations of the CFCP program. As detailed below, over the last 10 years CCMSH has continued to improve the management and care of the HIT collections, even though several changes in the administration of the museum and the staff have occurred. Throughout this period the Museum has worked closely with THC to insure that any requests for loans, images, or research on HIT collections are properly addressed and in compliance with CFCP standards. As the curatorial repository for the *La Belle* artifacts, CCMSH has been an important partner in facilitating the ongoing analysis of the collection, and as the primary loan institution handles the annual renewal of loans to the Odyssey Museum members, the Bullock State History Museum, and other museums exhibiting *La Belle* artifacts.

When it was initially certified the CCMSH was identified as having two Deficiency Factors due to substandard policies and substandard procedures (See Attachment 1). Since that time, CCMSH has instituted changes to their Collection Management Policy and to their procedures that address all of the deficiency factors identified. At this time, CCMSH has no pre-existing deficiency or disabling factors, or any that were newly identified, that would affect the facility's eligibility for re-certification.

The following sections briefly address each of the nine main areas of focus discussed in the attached copy of the CFCP Written Narrative Report recommending certification for CCMSH: governance, finance, policies, procedures, physical facilities, staff, visiting scholars and researchers, records management, and collections care.

## GOVERNANCE

The CCMSH meets all CFCP requirements regarding governance. However, since the initial certification, the Museum has undergone a change in its daily operational organization. Though the Museum remains organized as an administrative department under the City Council of Corpus Christi, managerial oversight of the facility has been assumed by a private management firm, though still through the auspices of an appointed Advisory Committee. Working in

tandem, the Advisory Committee and director share the responsibility of operating the Museum under established and approved policies and procedures.

## **FINANCE**

The CCMSH continues to meet all CFCP requirements regarding finance.

## **POLICIES**

As noted in the introduction, when CCMSH was originally certified the field reviewer requested that the policy statements in the Museum's Collection Management Policy (CMP) be revised to match recommendations and minimum standards set forth by the CFCP certification process. These revisions have been done and were reviewed and approved by the CFCP coordinator Elizabeth Martindale in 2007.

Therefore, CCMSH now meets all CFCP requirements regarding Policies.

## **PROCEDURES**

As noted in the introduction, when CCMSH was originally certified, the field reviewer requested that the written procedures be revised to match recommendations and minimum standards set forth by the CFCP certification process. These revisions have been done and were reviewed and approved by the CFCP coordinator Elizabeth Martindale in 2007.

Therefore, CCMSH now meets all CFCP requirements regarding procedures.

## **PHYSICAL FACILITIES**

Physical facilities were considered sufficient to meet all CFCP requirements at the time of certification, and CCMSH continues to meet all CFCP requirements regarding Physical Facilities. As noted below under Collections Care, the location of the HIT and *La Belle* collections has been changed to the main collections storage area which has an improved HVAC system providing an enhanced physical environment for the collections.

## **STAFF**

At the time of certification and until 2013, the museum was under the direction of Richard Stryker. As noted in the governance section, the daily management of the Museum has since been contracted to a private management company and now Carol Rehtmeyer is the Museum Director.

In addition to the change in director, the CCMSH has seen a reduction in staff due to changing budgetary constraints. Until 2014, CCMSH had both a dedicated curator/collections manager

and a registrar involved in the curation of the Museum collections. Since that time, these roles have been combined in one staff position. Currently Jillian Becquet is the Collections Manager/Registrar. Ms. Becquet has a master degree in Museum Sciences from Baylor University and has proven highly effective since assuming the role.

The CCMSH continues to meet all CFCP requirements regarding procedures.

## **VISITING SCHOLARS AND RESEARCHERS**

The CCMSH continues to meet all CFCP Visiting Scholar and Researchers Requirements. As described under Collections Care, the relocation of the HIT and *La Belle* collections to the second floor has improved access for interested researchers by situating them closer to the materials as well as in an improved work space. Up to this point the Museum has been able to assist any researcher requesting access to HIT or the *La Belle* collections, but there is some measure of concern on the part of the CFCP Coordinator that the reduction in staffing has the potential to leave insufficient staff time to assist and supervise visiting scholars and researchers should demand increase.

## **RECORDS MANAGEMENT**

The CCMSH meets all CFCP requirements regarding Records Management. The only substantive change at the Museum has been the adoption of a PastPerfect Collections management in place of the older Re:Discovery database. Staff report that the system has improved their ability to internally manage the collection, and they look forward to using the software to eventually enhance the online accessibility of the collection.

## **COLLECTIONS CARE**

CCMSH meets all CFCP requirements regarding Collections Care.

When certified in 2005, HIT artifacts, as well as the *La Belle* shipwreck collections, were maintained in a separate space on the first floor of the building. Since 2010, all HIT and archaeology collections have been moved to the second floor main collections room where they have been placed on newer shelving and repackaged in improved housing. At the same time, with help from the THC, the *La Belle* collection was also transferred upstairs into new, high quality locked cabinetry, vastly improving the overall care and appearance of the collection. Though the previous space was adequate, the new space has also been refitted with an improved HVAC system that ensures a more stable climate. Compared to the ground floor location, the second floor storage area provides better protection from potential natural disasters such as flooding, which are of some consideration given the site of the museum on the bay front. Additionally, the security system and access control is better for the main collection than it was for the previous location, and the new location provides better adjacent facilities for collections research.

## RECOMMENDATION TO THE THC

The recommendation is based on the findings summarized in this Written Narrative Report and constitutes the CFCP Coordinator's recommendation to award or deny re-certification or award provisional status.

The Corpus Christi Museum of Science and History has no disabling or deficiency factors.

Based on the reasons outlined in this document, the CCMSH has demonstrated that it continues to meet the stated requirements to be a certified curatorial facility. It is the recommendation of the CFCP Coordinator that CCMSH be re-certified to accept and maintain state-associated Held-In-Trust collections for another 10 year period.



Signature of CFCP Coordinator

10/2/2015  
Date

## EXHIBIT D



DEPARTMENT OF THE INTERIOR  
U.S. FISH AND WILDLIFE SERVICE  
Migratory Bird Permit Office  
P.O. Box 709 - Albuquerque, NM 87103  
Tel: 505-248-7882 Fax: 505-248-7885  
Email: [permitsR2MB@fws.gov](mailto:permitsR2MB@fws.gov)

# FEDERAL FISH AND WILDLIFE PERMIT

1. PERMITTEE

CORPUS CHRISTI MUSEUM OF SCIENCE AND HISTORY  
1900 N. CHAPARRAL  
CORPUS CHRISTI, TX 78401  
U.S.A.

2. AUTHORITY-STATUTES  
16 USC 668a

REGULATIONS  
50 CFR PART 13  
50 CFR 22.21

3. NUMBER  
**MB11265A-0**

4. RENEWABLE

|                                     |     |
|-------------------------------------|-----|
| <input checked="" type="checkbox"/> | YES |
| <input type="checkbox"/>            | NO  |

5. MAY COPY

|                                     |     |
|-------------------------------------|-----|
| <input checked="" type="checkbox"/> | YES |
| <input type="checkbox"/>            | NO  |

6. EFFECTIVE  
04/01/2016

|            |            |
|------------|------------|
| 7. EXPIRES | 03/31/2019 |
|------------|------------|

8. NAME AND TITLE OF PRINCIPAL OFFICER (If #1 is a business)

CAROL REHTMEYER  
EXECUTIVE DIRECTOR

9. TYPE OF PERMIT

DEAD EAGLE EXHIBITION

#### 10. LOCATION WHERE AUTHORIZED ACTIVITY MAY BE CONDUCTED

TEXAS  
1900 N. CHAPARRAL  
NUECES COUNTY  
CORPUS CHRISTI TX

11. CONDITIONS AND AUTHORIZATIONS:

A. GENERAL CONDITIONS SET OUT IN SUBPART D OF 50 CFR 13, AND SPECIFIC CONDITIONS CONTAINED IN FEDERAL REGULATIONS CITED IN BLOCK #2 ABOVE, ARE HEREBY MADE A PART OF THIS PERMIT. ALL ACTIVITIES AUTHORIZED HEREIN MUST BE CARRIED OUT IN ACCORD WITH AND FOR THE PURPOSES DESCRIBED IN THE APPLICATION SUBMITTED. CONTINUED VALIDITY, OR RENEWAL, OF THIS PERMIT IS SUBJECT TO COMPLETE AND TIMELY COMPLIANCE WITH ALL APPLICABLE CONDITIONS, INCLUDING THE FILING OF ALL REQUIRED INFORMATION AND REPORTS.

B. THE VALIDITY OF THIS PERMIT IS ALSO CONDITIONED UPON STRICT OBSERVANCE OF ALL APPLICABLE FOREIGN, STATE, LOCAL, TRIBAL, OR OTHER FEDERAL LAW.

C. VALID FOR USE BY PERMITTEE NAMED ABOVE.

D. You are authorized to possess for conservation education purposes the following eagle specimen(s):

| Qty | Specimen                 | Acquired from                   | Date Acq.  |
|-----|--------------------------|---------------------------------|------------|
| 1   | Bald Eagle, full mount   | donated by US FWS               | 7/16/1971  |
| 1   | Golden Eagle, egg        | on loan Am. Mus. Nat. Hist.     | 1970       |
| 1   | Golden Eagle, study skin |                                 | 1973       |
| 2   | Bald Eagle, egg          | Forbes Nat. Sci. for Youth Fndn | 6/17/1975  |
| 2   | Eagle, wings             | donated by Charles Moss         | 6/3/1980   |
| 1   | Bald Eagle, egg          | Forbes Nat. Sci. for Youth Fndn | 11/19/1969 |
| 1   | Bald Eagle, egg          | Forbes Nat. Sci. for Youth Fndn | 6/17/1975  |

E. You must obtain prior written approval from your migratory bird permit issuing office before acquiring, transferring, or disposing of any eagle. See standard condition 5 for instructions.

F. Any person who is

- (1) employed by or under contract to you for the activities specified in this permit, or
- (2) otherwise designated a subpermittee by you in writing, may exercise the authority of this permit.

G. You and any subpermittees must comply with the attached Standard Conditions for Dead Eagle Exhibition Permits. **These standard conditions are a continuation of your permit conditions and must remain with your permit.**

☒ ADDITIONAL CONDITIONS AND AUTHORIZATIONS ALSO APPLY

## 12. REPORTING REQUIREMENTS

ANNUAL REPORT DUE: 01/31

You must submit an annual report to your Regional Migratory Bird Permit Office each year. Form: [www.fws.gov/forms/3-202-13.pdf](http://www.fws.gov/forms/3-202-13.pdf).

ISSUED BY  
**ELVIRA HUNT**

Digitally signed by ELVIRA HUNT  
DN: c=US, o=U.S. Government, ou=Department of the  
Interior, ou=U.S. Fish and Wildlife Service, cn=ELVIRA  
0.9.2342.19200300.100.1.1=14001000354768  
Date: 2016.01.13 10:08:40 -07'00'

TITLE  
Department of the  
Office of the  
ADMINISTRATOR, MIGRATORY BIRD PERMIT OFFICE - REGION 2

DATE  
01/13/2016



January 10, 2017

Gene Peacock  
Corpus Christi Museum of Science and History  
1900 N. Chaparral  
Corpus Christi, TX 78401

Dear Mr. Peacock:

Enclosed is your new Educational Display Permit No. **EDU-0117-008**. Please review your permit for accuracy and make note of any restrictions. If additional authority is needed, you should request a permit amendment.

Although the permit does not have to be renewed each year, annual reports are required for the permit to remain valid. Please note that all mortalities, retained and discarded, must be documented and reported on annual reports. **Your first annual report will be due on January 10, 2018.** The report form is also available online: <http://tpwd.texas.gov/business/permits/land/wildlife/educational/>.

Furthermore, it is necessary for you to carry this permit when conducting authorized activities. Sub-permittees may carry a copy in lieu of the original permit. It is also advisable to carry some additional corroborative identification such as a driver's license.

**Please be sure to notify the Texas Parks and Wildlife Department Law Enforcement Office(s) in the region(s) of your field activities by telephone not less than 24 hours nor more than 72 hours prior to collection** if collection techniques or devices being used are ordinarily classified as illegal (i.e. using gill nets or electro-shocking devices to collect fish, hunting/collecting along public roads and rights-of-way). **A confirmed response from the local game warden is required prior to collection if the sampling activities being conducted involve methods of capture ordinarily classified as illegal.** To determine appropriate regional office location and/or telephone number, please see <http://www.tpwd.state.tx.us/warden/connect/offices>. If the regional office(s) or telephone number(s) is unknown, the number(s) may be obtained at any time by calling a Parks and Wildlife Communication Center: Austin - (512) 389-4848; Houston - (281) 842-8100.

In addition, please be advised that collecting in a wildlife management area is not authorized without prior written permission from the area manager.

Please note that you will be required to obtain/hold a U.S. Fish & Wildlife Service federal permit for collection and/or handling of federally protected wildlife, including banding, possession, and/or salvage of migratory birds. Should you have any questions or require further assistance, please contact me via email, as it is the best way of communicating with me.

Sincerely,

A handwritten signature in black ink that reads "Chris Maldonado".

Christopher Maldonado  
Wildlife Permits Specialist

**EDUCATIONAL DISPLAY PERMIT NUMBER EDU-0117-008**  
IS HEREBY ISSUED TO:

**Gene Peacock**  
Corpus Christi Museum of Science and History

UNDER THE AUTHORITY OF CHAPTER 43, SUBCHAPTER C OF THE  
TEXAS PARKS AND WILDLIFE CODE

The activities permitted by this document are to be carried out in accordance with the Texas Parks and Wildlife Code, the Rules and Regulations of the Texas Parks and Wildlife Commission, and all of the following provisions:

1. This permit may not be transferred, assigned or conveyed by the holder.
2. The issuance of this permit is not a guarantee that a subsequent permit or renewal of this permit will be granted.
3. Required information and data shall be maintained at the address of the permit holder and shall be available for inspection at the request of personnel of the Texas Parks and Wildlife Department during the active life of the permit.
4. Acceptance of this permit constitutes an acknowledgment and agreement that the holder will comply with all Rules, Regulations, Orders and Proclamations of the Texas Parks and Wildlife Commission issued in accordance with the law and the conditions precedent to the granting of this permit. Failure to comply with any and all provisions of this permit may result in enforcement action, including criminal penalties authorized by the Parks and Wildlife Code, and the revocation of this permit.
5. This permit does not relieve the holder of the responsibility to obey all other local, county, state and federal laws while carrying out the authorized activities.

- Issued by:

**January 10, 2017**

Effective date



Chris Maldonado  
Wildlife Permits Specialist



6. This permit will expire at midnight, **January 10, 2020.**
7. The following individuals may conduct the activities authorized by this permit under the guidance of the permittee:

**SUBPERMITTEES:** Adrien Hilmy, Dillon Reyes, John Ellis, Jonathan Garza, Madeleine Fontenot, Sarah Coles, Savannah Olkowski, Sophia Cathcart

**UNPERMITTED ASSISTANTS:** A permittee engaging unpermitted assistants shall maintain on file at their office and possess on their person in the field a signed and dated list of all unpermitted persons assisting in permitted activities. **(Individuals under the direct on-site supervision of permit holder).**

8. The following wildlife species in the specified quantities are authorized by this permit to be:

**a. This permit authorizes the possession of species native to Texas by donation/transfer from authorized permit holders or other legal sources and held for educational purposes. \* In accordance with TPWD facility standards set forth in §69.305 or *Wildlife in Education – A Guide for the Care and Use of Program Animals* by NWRA.**

| Common Name    | Scientific Name             | Quantity |
|----------------|-----------------------------|----------|
| Texas tortoise | <i>Gopherus berlandieri</i> | NTE 1    |

*\* In accordance with specifications listed on a valid federal permit, if applicable.*

9. The following means for taking or capture are authorized by this permit:

**a. Donations** - Authorized permit holders for donations include wildlife rehabilitators, zoological, scientific research, and educational display permit holders. In addition, TPWD Game Wardens or licensed hunters would be considered legal sources. The Receipt for Donation form or a Wildlife Resource Document should be used to support a legal source.

10. The following locations for taking or capture are authorized by this permit:

**a. NO LIVE TAKE DIRECTLY FROM THE WILD AUTHORIZED**

11. Permittee is authorized to lend mounted or salvaged protected wildlife specimens held by authority of this permit, for use in educational programs. All specimens shall be individually tagged or otherwise marked in such a manner as to allow identification of the permittee as the source of the specimen. Specimens must be accompanied by required specimen donation form provided by the Department. A copy of the completed form must be submitted with the annual report.

12. All specimens taken or salvaged shall be deposited with an appropriate collection or otherwise disposed of in accordance with paragraph 13d of this permit.

13. **PERMIT HOLDER IS REQUIRED TO:**

**a. File a completed report form annually** (provided on issuance of this permit), and any reports or publications based on data collected under authority of this permit, with the Texas Parks and Wildlife Department, Wildlife Diversity Permits Section, 4200 Smith School Rd., Austin, TX, 78744, **no later than fourteen days following the anniversary date of the permit** (or the expiration date if the permit is due for renewal).

**YOUR PERMIT WILL NOT BE VALID UNLESS YOUR REPORT HAS BEEN RECEIVED.**

**b.** Carry a copy of this permit at all times when exercising the provisions of this permit, which shall be subject to inspection by any authorized enforcement officer of the Department upon request.

**c. Notify the Texas Parks and Wildlife Department Law Enforcement Office(s) in the region(s) of your field activities by telephone not less than 24 hours nor more than 72 hours prior to collection** if collection techniques or devices being used are ordinarily classified as illegal (e.g. using gill nets or electro-shocking devices to collect fish, hunting/collecting along public roads and rights-of-way). **A confirmed response from the local game warden is required prior to collection if the sampling activities being conducted involve methods of capture ordinarily classified as illegal.**

To determine appropriate regional office location and/or telephone number, please see <http://www.tpwd.state.tx.us/warden/connect/offices>. If the regional office(s) or telephone number(s) is unknown, the number(s) may be obtained at any time by calling a Parks and Wildlife Communication Center: Austin - (512) 389-4848; Houston - (281) 842-8100.

**d.** Dispose of protected wildlife taken under the authority of this permit in only one of the following ways:

(1). Kill and utilize by examination, experimentation, necropsy or dispose of as waste in accordance with state law and city or county regulations (burning is suggested if not in conflict with city, county or state regulations).

(2). Hold permanently for scientific or educational purposes, or donate to another educational display, scientific, or zoological permit holder authorized to receive such specimens, **with required specimen donation form provided by the Department. A copy of the completed form must be submitted with the annual report.**

(3). Donate edible portions of game species to charitable organizations, public hospitals, orphanages or indigent persons. Arrangements for donations are the responsibility of the permit holder.

14. **PERMIT HOLDER IS PROHIBITED FROM:**

a. Selling or bartering specimens collected under the authority of this permit. Specimens may be donated to other permit holders by completing the receipt form enclosed with the permit.

b. Collecting on private premises without prior written consent of the owner or operator of the premises.

c. Collecting in a state park without a separate permit from the Texas Parks and Wildlife Department Natural Resource Program: email: [david.riskind@tpwd.texas.gov](mailto:david.riskind@tpwd.texas.gov).

d. Collecting in a wildlife management area without prior written permission from the area manager.

e. Taking species listed by the department as threatened or endangered without express authority in paragraph 8 of this permit.

15. **ADDITIONAL PROVISIONS:**

a. No hunting or fishing license is required for permit holders or individuals listed in paragraph 7 while conducting the activities expressly authorized by this permit. Each listed individual should carry a copy of this permit during collection activities, and a letter of permission from the permittee if working independently.

b. **This permit is subject to any applicable federal permit requirements.** Where a federal permit is required, the permit holder is cautioned to carry a copy of the federal as well as the state permit during collecting activity. For information on the federal permit contact: U.S. Fish and Wildlife Service, PO Box 709, Albuquerque, NM 87103-0709.

16. **PERMIT HOLDER'S ADDRESS FOR RECORDKEEPING PURPOSES:**

Gene Peacock  
Corpus Christi Museum of Science and History  
1900 N. Chaparral  
Corpus Christi, TX 78401

\*\*\*\*\*

**§69.305. Facility Standards.**

(a) All live birds or animals possessed under an educational display permit, or under a zoological collection permit in a facility that is not accredited by the American Zoo and Aquarium Association shall be kept in enclosures meeting or exceeding the standards set forth in this section.

(b) The minimum cage sizes for mammals and reptiles shall be as follows. An enclosure for mammals shall add 30% of the minimum cage requirement for each additional mammal contained in the enclosure. For each:

- (1) pronghorn antelope--2,500 square feet x 8 feet in height;
- (2) deer--1,800 square feet x 8 feet in height;
- (3) desert bighorn sheep--500 square feet x 8 feet in height;
- (4) black bear--400 square feet x 12 feet in height;
- (5) jaguar--200 square feet x 8 feet in height;
- (6) fox--180 square feet x 5 feet in height;
- (7) wolf--150 square feet x 8 feet in height;
- (8) javelina--120 square feet x 5 feet in height;
- (9) other felines--100 square feet x 8 feet in height;
- (10) fur-bearing animals as defined by Parks and Wildlife Code, Chapter 71 (except fox)--72 square feet x 5 feet in height; and
- (11) all other mammals--24 square feet.

(c) The minimum cage sizes for alligators shall be as follows. For each alligator:

- (1) the length and width of the cage shall be at least as long as the length of the largest alligator in the cage; and
- (2) for each additional alligator, an additional three square feet of enclosure space per foot of body length; and
- (3) there shall be access to pooled water sufficient to provide full immersion and dry land sufficient to permit complete exit from the water.

(d) The minimum cage sizes for birds shall be as follows:

- (1) raptors (excluding eagles, screech owls, and kestrels)--10 feet x 10 feet x 12 feet;
- (2) eagles--20 feet x 40 feet x 12 feet; and
- (3) all other birds, including screech owls and kestrels--6 feet x 6 feet x 12 feet.

(e) Enclosures must be constructed in such a manner that prevents escape. Enclosures housing birds must be lined with nylon or plastic netting.

(f) A facility shall ensure that:

- (1) each enclosure is supplied with clean water at all times, except as medical circumstance dictates otherwise;
- (2) authorized personnel observe and provide care for birds and animals daily, except as specifically authorized by permit; and
- (3) all medical treatment of animals is performed in consultation with a licensed veterinarian.

(g) The department at its discretion may inspect any facility at reasonable times to assess compliance with the provisions of this subchapter.



SPECIAL PURPOSE POSSESSION  
DEAD MIGRATORY BIRDS FOR EDUCATIONAL USE

**Permit Number: MB11266A-1**

Effective: 06/22/2017 Expires: 03/31/2019

Issuing Office:

Department of the Interior  
U.S. FISH AND WILDLIFE SERVICE  
Migratory Bird Permit Office  
P.O. Box 709  
Albuquerque, NM 87103  
Tel: 505-248-7882 Fax: 505-248-7885  
Email: [permitsR2MB@fws.gov](mailto:permitsR2MB@fws.gov)

ADMINISTRATOR, MIGRATORY BIRD PERMIT OFFICE - REGION 2

Permittee:

**CORPUS CHRISTI MUSEUM  
1900 N. CHAPARRAL  
CORPUS CHRISTI, TX 78401  
U.S.A.**

Name and Title of Principal Officer:

**GENE PEACOCK - EXECUTIVE DIRECTOR OF CCMSH**

Authority: Statutes and Regulations: 16 USC 703-712; 50 CFR Part 13, 50 CFR 21.27.

Location where authorized activity may be conducted:

**1900 N. CHAPARRAL  
NUECES COUNTY; CORPUS CHRISTI TX**

Reporting requirements:

**ANNUAL REPORT DUE: 01/31**

For Special Purpose Possession Annual Report see: <http://www.fws.gov/forms/3-202-5.pdf>

Conditions and Authorizations:

- A. General conditions set out subpart D of 50 CFR 13, and specific conditions contained in Federal regulations cited above are hereby made a part of this permit. All activities authorized herein must be carried out in accord with and for the purposes described in the application submitted continued validity or renewal of this permit is subject to complete and timely compliance with all applicable conditions, including the filing of all required information and reports.
- B. The validity of this permit is also conditioned upon strict observance of all applicable foreign, state, local, tribal, or other federal law.
- C. Valid for use by permittee named above.
- D. You are authorized to possess for conservation education purposes lawfully acquired dead migratory bird specimen(s), including parts, nests, and nonviable eggs. This authorization to possess migratory birds does not apply to bald eagles or golden eagles.
- E. Any person who is
  - (1) employed by or under contract to you for the activities specified in this permit, or
  - (2) otherwise designated a subpermittee by you in writing, may exercise the authority of this permit.
- F. You and any subpermittees must comply with the attached Standard Conditions for Special Purpose Possession Dead Migratory Bird Educational Use Permits. **These standard conditions are a continuation of your permit conditions and must remain with your permit.**
- G. If applicable, prior to any permit activity, a current State permit must accompany the Federal permit. Please submit within 30 days, a copy of the State permit to [permitsr2mb@fws.gov](mailto:permitsr2mb@fws.gov).



## **Standard Conditions Special Purpose Possession Dead Migratory Bird Educational Use Permits 50 CFR 21.27**

All of the provisions and conditions of the governing regulations at 50 CFR part 13 and 50 CFR part 21.27 are conditions of your permit. Failure to comply with the conditions of your permit could be cause for suspension of the permit. The standard conditions below are a continuation of your permit conditions and must remain with your permit. If you have any questions regarding these conditions, refer to the regulations or, if necessary, contact your migratory bird permit issuing office. For copies of the regulations and forms, or to obtain contact information for your issuing office, visit: <http://www.fws.gov/migratorybirds/mbpermits.html>.

1. The intent of this permit is wildlife conservation education. Your educational programs must include information about migratory bird ecology, biology, and/or conservation.
2. You must present a minimum of 12 programs that are open to the public each year.
3. You may not display any migratory bird specimen(s) in any manner that implies personal use. You may not use any migratory bird specimens to promote or endorse any product, merchandise, goods, services, business or organization except your own educational activities.
4. Whenever you exhibit any specimens, you must include either a written or verbal statement that your possession and exhibition of the migratory bird specimen(s) is by permission of the U.S. Fish and Wildlife Service.
5. You must obtain prior written approval from the migratory bird permit issuing office before you acquire, transfer, or dispose of any migratory bird specimen(s).
6. Any migratory bird carcass you send to a taxidermist must be returned to you.
7. A subpermittee is an individual to whom you have provided written authorization to conduct some or all of the permitted activities in your absence. Subpermittees must be at least 18 years of age. As the permittee, you are legally responsible for ensuring that your subpermittees are adequately trained and adhere to the terms of your permit. You are responsible for maintaining current records of who you have designated as a subpermittee, including copies of designation letters you have provided. Other individuals, including those under the age of 18, may conduct the permitted activities only if you or a designated subpermittee are present.
8. You and any subpermittees must carry a legible copy of this permit and display it upon request when exercising its authority. Subpermittees must also carry your written subpermittee designation letter.
9. Any migratory bird specimen(s) held under this permit remain in the stewardship of the U.S. Fish and Wildlife Service and may be relocated at any time for just cause.
10. You must maintain records as required in 50 CFR 13.46 and 50 CFR 21.27. All records relating to the permitted activities must be kept at the location indicated in writing by you to the migratory bird permit issuing office.
11. Acceptance of this permit authorizes the U.S. Fish and Wildlife Service to inspect any wildlife held, and to audit or copy any permits, books, or records required to be kept by the permit and governing regulations.
12. You may not conduct the activities authorized by this permit if doing so would violate the laws of the applicable State, county, municipal or tribal government or any other applicable law. (SPPSD - 12/3/2011)

## **EXHIBIT E**

### **Collection Management Policy**

#### **Corpus Christi Museum of Science and History**

1900 North Chaparral  
Corpus Christi, TX 78401

### **Collection Management Policy**

#### **PURPOSE OF THE MUSEUM**

The mission of the Corpus Christi Museum of Science and History is to present the story of the cultural crossroads of the New World. With a unique confluence of natural history, science, people and environments, the South Texas area has served as a stage for the ongoing discovery of the Americas. Through innovative programs in history, culture, and science, the museum is committed to enlarging a shared understanding of our history and heritage as well as the impact and importance of science to our lives. By telling this story, the Museum will inspire a thirst for knowledge, context, and understanding.

#### **Strategic Objectives**

To guide this mission the Advisory Committee adopted a series of Strategic Objectives:

A. Corpus Christi Museum of Science and History will build programs around three basic themes: Humans, the Environment, and Science.

1. How have human migration, cultural encounters, and interactions shaped the unique human character of South Texas and, in turn, how has South Texas influenced the world?
2. How have environmental features and resources been linked to the human migrations, settlements, and physical exploitation of South Texas resources?
3. What does science tell us about the unique natural world of South Texas and how can we best conserve our unique resources?

B. The Museum will collect and preserve unique specimens, artifacts, and ephemera which illuminate our three basic themes and support innovative programming.

C. To create new knowledge, Museum collections and resources will be shared with the public and researchers.

(Adopted by the Museum Advisory Committee - September 2005)

## **PURPOSE OF THE COLLECTION**

The Museum collects and preserves unique specimens, artifacts, and ephemera which illuminate our three basic themes and support innovative programming. To create new knowledge, Museum collections and resources will be shared with the public and researchers.

## **Responsibility for the Collection**

The City Council established the museum: an administrative department responsible for the operation of the Corpus Christi Museum of Science and History as a scientific institution for information, education and recreation; and support services for the museum advisory board. (Code of Ordinances, City of Corpus Christi, Texas, Article III, Section 2-51)

The City Council authorized the Advisory Committee to adopt comprehensive policies for acquiring, holding, and disposing of, by any legal means, real estate and personal property (collections) to further the purpose of the Museum. The Museum Advisory Committee consists of twelve (12) members appointed by the mayor with the advice and consent of the city council. The guidelines for selection of members and the terms of service are included in Code of Ordinances, City of Corpus Christi, Texas, Article IV, Division 5, Section 2-90.

State laws pertaining to the operation of museums vest in the governing authority the power to acquire and conserve real estate and personal property under the following provisions: Article 4412a, Article 7150, Section 4 of Article 7150, Section 14 of Article 7150, Section 22A of Article 7150. (See attached "Laws of Texas Pertaining to Museums")

The Advisory Committee recognizes the unique situation of its members and recognizes museum ethical standards in addition to those of the City. The responsibility for implementing collection management policies and developing appropriate procedures rests with the Director, who has delegated the following duties and responsibilities:

The Collection Manager is responsible for supervising all aspects of collection care and collection inventories. He/She is responsible for managing acquisitions, accessions, and standardization of the collection catalogue. It is the Collection Manager's responsibility to maintain cleanliness in all collection areas and to monitor environmental conditions. It is also his/her responsibility to work with adjunct and honorary curators and ad hoc collection committees to establish object conservation priorities and to pursue grant funding that will benefit the collection.

Honorary curators, adjunct curators, and collection committee members are appointed by the director to assist him/her in the development of collection plans, policies, and procedures. They may also be asked to give advice on acquisitions, deaccessions, and conservation practices. Honorary curators, adjunct curators, and collection committee members are privileged to perform collection based research and conduct educational classes utilizing the collection. It is expected that, through their activities, the collections might become more publicly accessible.

The Registrar is responsible for accessioning new acquisitions, processing deaccessions, and performing ongoing inventories of the collection. The Registrar is also responsible for maintaining all written records for the collection, including loan documentation. The Registrar will report to the Collection Manager any collection management practices deemed substandard, ill-advised, or improper.

The Librarian is responsible for supervising all aspects of collection care for the library, archival,

and photographic collections. He/She is also responsible for managing the acquisition and accession processes and managing the standardization of the library collection catalogue. The Librarian is responsible for supervising the ongoing collection inventory and making conservation recommendations.

## **ACQUISITIONS**

### **Scope of the Museum Collection**

The early years from its founding as a Junior Museum in 1957 to its transforming to a collecting institution were fairly open ended. In 1961, the Board voted to change the name from the Junior Museum to the Corpus Christi Museum. When it became clear that a broader base of support was needed, the City agreed to help fund the Museum. The growth of the collection accelerated thereafter under a mission that was very broad in scope.

- “The primary purpose of this Museum is to contribute to the understanding of man’s place in the world of nature and to impart this knowledge to the public.”

However, after a new director was hired in 1985 the Advisory Board was asked to provide some guidance for management of collection acquisition and development of exhibits and programs. By this time the scope of the collection was broad and the collection largely uncataloged. Some policy guidance was needed.

- “The Corpus Christi Museum is an educational institution that collects and preserves objects and artifacts representing natural and cultural history and uses these collections to contribute to the enjoyment and understanding of man’s place in the world of nature and to impart this knowledge to the public. The museum does research based on its collection, offers education and arts programming and provides a facility for a center of learning.” (Adopted: 8/1/1985)

This new mission provided a description of the broad range of collecting, programming, and exhibitry that had developed over the formative years. It also gave definitive direction to staff that the Museum was to continue to develop as a collection centric institution. The Museum’s first collection management policy was adopted in 1987. This drove the expansion of staff, development of exhibits and programs, and the expenditure of resources. However, the director returned to the Advisory Board requesting that they give consideration to narrowing the scope and providing staff with a more focused direction.

- “The Corpus Christi Museum of Science and History collects and preserves natural and cultural history objects with emphasis on South Texas and its place in the world. It presents educational exhibits and program to encourage learning related to its collections.” (Adopted November 12, 1990)

By narrowing the scope to south Texas, the growth of the collection could be more focused and a deaccession program initiated. The backlog of cataloging for natural history specimens was gradually erased while the backlog of history collection cataloging remains about 50%. The use of the collection for educational purposes remained limited and the public acceptance of and interest in the display of systemic collections diminished, as reflected in 15 years of decreasing attendance. This prompted a revision of the mission in 2005 to one that removed collecting as an explicit mandate of the mission. Under the present mission the Museum collects to illuminate three basic exhibit themes and to support innovative programming. Museum collections and resources will be shared with the public and researchers to create new knowledge.

### **Responsibility for Acquisitions**

This change has driven a reprioritizing of staff resources. In 2005 there were five individuals

whose primary functions were collections based while two people were focused on programming. That changed in 2006 with only two staff positions with collection based primary functions and five staff positions which are focused on programming. Clearly we are no longer interested in building a collection. Rather we are focusing our collection on current needs.

Aspiring to become the best possible museum requires a practice of acquiring the best available objects that are needed to “illuminate our three basic exhibit themes and support innovative programming.”

### **Considerations for Accessioning Decisions**

1. Care – Are there resources for providing proper storage, management, and care of the acquisition without compromising the rest of the collection?
2. Condition – Is the acquisition in good condition? Will it take a large amount of resources to stabilize or restore it? Is it so badly damaged that it will soon be worthless?
3. Cost of upkeep – Is the cost of keeping the acquisition equal to the benefits of having it in the collection?
4. Duplication – Does the acquisition duplicate something that is already in the collection?
5. Documentation – Is the documentation adequate to establish the significance of the acquisition to the museum?
6. Legal title – Will the museum be able to secure clear and legal title to the acquisition?
7. Legality of acquisition – The museum is responsible for making sure that everything it acquires was legally obtained, exported, and imported. (Otherwise the museum probably will not be able to claim ownership of the acquisition.)
8. Potential use – Is the acquisition likely to be used for research, reference, loan, exhibition, education, or exchange? Is it an object, artifact, or specimen that is a voucher (an example or proof) for research or other scholarship activity?
9. Provenance – Is the provenance established and adequately documented?
10. Public relations – How will the addition of this acquisition affect the museum’s image? Will it attract visitors or damage public support?
11. Purchase price – Is the purchase price in line with current market values?
12. Relevance – Is the acquisition relevant to the mission and the scope of collections?
13. Restrictions – Is the acquisition free from restrictions on ownership, intellectual property rights, copyright, and trademark?
14. Safety and security – Will the acquisition compromise the safety or security of the staff or visitors? Will the acquisition require expensive safety measures to protect?
15. Scope – Does the acquisition fit the scope of the collection (geographic, subject, temporal, and use)?
16. Special considerations – Are there extenuating circumstances or conditions that affect the decision to acquire or not acquire the acquisition for the collection?

## **COLLECTION DESCRIPTION**

### **A. Scientific Specimens**

The Museum collects scientific specimens representing the environment of South Texas. It also collects relevant comparative specimens from other geographic regions in order to aid in research, identification, exhibits, and education programs. The collection includes type and voucher specimens used as the basis for published scientific research. The Collection Manager is responsible for collection care.

Specimens are used in exhibits and educational programs that are compatible with their preservation. Access to the collection may be allowed to interested visitors at the discretion of the Collection Manager. Access to all information relating to the Museum collection (except donor records)

must be made publicly available. Unaccessioned specimens may be used in educational programs. These are stored in more accessible areas and are considered expendable.

The Collection Committee seeks specimens that are needed for the collection and meet the collection criteria. With the approval of the director, they may be acquired through field expedition, donation, bequest, or purchase. The Collection Manager coordinates specimen preservation and conservation sets standards in the use and care of the natural history objects.

Specimens must have been collected and/or imported with full knowledge and permission of the country or state of origin, and in compliance with U.S. and Texas laws. (Reference IUCN Red Data Books, U.S. Fish and Wildlife Service Regulations, Texas Parks and Wildlife Code.) The Collection Manager acquires and maintains the necessary municipal, state, and federal permits to allow the Museum to hold these collections legally. The permits should all be issued in the name of the Museum Director.

## **B. Cultural Artifacts**

The Museum collects artifacts representing the history and culture of the people of South Texas. The Collection Manager is responsible for collection care. Artifacts are used in exhibits and educational programs that are compatible with their preservation. Access to the collection may be allowed to interested visitors at the discretion of the Collection Manager. Access to all information relating to the Museum collection (except donor records) must be made publicly available. Non accessioned artifacts may be used in educational programs. These are stored in more accessible areas and are considered expendable.

The Collection Committee seeks artifacts that are needed for the collection and meet the collection criteria. With the approval of the director, they may be acquired through donation, bequest, or purchase. The Collection Manager coordinates artifact preservation and conservation and sets standards in the use and care of the cultural collections and exhibits.

Artifacts must have been collected and/or imported with full knowledge and permission of the country or state of origin, and in compliance with U.S. and Texas laws. Cultural properties from outside the United States offered as a donation must be accompanied by a signed and notarized statement from the donor attesting to clear title. (reference: U.S. Customs Laws, National Stolen Property Act, Pre-Columbian Statute of 1972, and Cultural Property Implementation Act of 1983.)

## **C. Special Collections**

1. Live animal specimens, acquired by donation, field expedition, or purchase. The live animal collection is cared for and disposed of at the discretion of the Museum Educator. Clear title must be established before any specimen is accepted and it must comply with all municipal, state and federal laws regarding plants, fish and wildlife. Specimens in this collection are not accessioned, although donations are acknowledged. All live animals have a limited life span and are, therefore, considered expendable.

2. Las Doñas de la Corte gowns represent a tangible aspect of Buccaneer Days, an annual event with community-wide impact. They chronicle the history of this event and are interesting exhibit pieces. Examples may be added to the Museum collection.

3. Fine art objects may be collected to represent the cultural life of the people of South Texas as well as those works that represent the aesthetic vision of contemporary South Texas artists. The Museum will acquire artwork from living artists currently residing in the Corpus Christi area at the discretion of the director. Artworks will be used decoratively at the Museum and may be loaned for extended periods for

display at public venues that are not museums.

4. Oral history interviews may be taped with citizens on the subject of Corpus Christi history. Oral history tapes are for educational purposes to be used by Museum staff and its associates. The wishes of the interviewed person will be respected regarding privacy of contents of the tape.

No copy for third parties will be made unless permission is obtained in writing from the person interviewed. The person interviewed may request a copy of their own tape. The price of this copy will be the price of the tape. After the death of the person interviewed, the tapes will be considered released as to privacy. If the family of a person who passed on requests a tape and none has been made before, one copy will be made for the price of the tape.

Although the tapes are not produced for "public" use, the Museum Auxiliary will make copies for responsible parties. A donation of \$25.00 to the educational fund of the Auxiliary is requested for the task. The information contained in each tape is considered property of the Museum. No public use may be made of it. Educational use, in a classroom situation, is allowed.

5. Repository objects not belonging to the Museum may be accepted for long term storage and curation. The Museum is the marine archaeology repository for the State of Texas. The Museum Archaeologist is the curator of this collection although care is the responsibility of the Collection Manager. Adequate funds to provide for the care of the objects for the term of the repository agreement must come with the collection and the director must give his approval. *An agreement for state-associated held-in-trust collections must be concluded that identifies the agency, institution, objects/collections/documents, and housing/curation criteria for which stewardship is transferred. This Held-in-Trust agreement is made when stewardship of collection is transferred from THC to curatorial facility. All paper records for state-associated objects are kept in a secure record storage room. All electronic records are stored on the city servers at City Hall and backed up once a week on an external hard drive. An annual report of all activity with state-associated collections will be submitted to THC.*

#### **D. Library Collection**

The library is maintained as a non-circulating reference collection of books, periodicals, and other materials for use by the museum staff. Visitors may be allowed use of the library with permission of the director. The material contained in the library relates to the collection and interests of the Museum. The Librarian is responsible for care of this collection. Staff is encouraged to submit requests for the purchase of material that will enhance knowledge in their area of expertise.

Books are acquired by purchase or donation. Materials are purchased only with approval of the director. Materials in this collection are not accessioned, although donations are acknowledged. Library materials are subject to continued use and by their nature might be outdated by new information. These materials are considered expendable and may be disposed of at the discretion of the director.

#### **E. Archives Collection**

The Museum collects archival materials, including photographs that represent the cultural history of the people of South Texas. These materials are generally not stable enough for use in exhibits, but copies may be used in exhibits or for other educational purposes. Interested visitors may be allowed access to this collection at the discretion of the director. These materials are accessioned and are the responsibility of the Museum Librarian. Items may be added to this collection at the discretion of the director.

## DESTRUCTIVE ANALYSIS

Destructive analysis is defined as an activity that alters the appearance or condition of an object. Destructive Analysis of repository objects may only be done with the permission of the Texas Historical Commission, or the agency to which the object belongs. *Prior to the analysis, a research proposal must be submitted to the Museum for evaluation that includes research goals and objectives, qualifications of researcher, and specific samples or objects to be sampled. The loans will be made to the institution with which the researcher is associated. If the proposal is for state-associated held-in-trust collections and is rejected, an appeal can be made to THC.*

Destructive analysis may be warranted if the following conditions prevail:

- 1) The object to be analyzed is not unique within the Museum collections.
- 2) Sacrificing the object or a part of the object will benefit science or will improve the Museum's conservation efforts.
- 3) The proposed analysis is highly likely to produce useful results and the institutions or individuals who perform the analysis are competent.
- 4) The analysis will be performed in a timely manner.
- 5) Results of the analysis will be published in a scientific journal in a timely manner.
- 6) The Museum Director and the owner of the object approve the analysis (if it is part of a repository collection).

An object may be considered for destructive analysis if:

- 1) The analysis will contribute to the development of more effective conservation techniques.
- 2) The analysis will provide answers to historical, archeological, or scientific questions that can be answered no other way.
- 3) The artifact is not unique.

Once an object has been selected for destructive analysis the following documentation procedures will be used:

- 1) The object will be thoroughly recorded with respect to its shape, size, mass, special markings, etc., prior to submission for destructive analysis. *The due dates of the loan will be tracked and extended or recalled/returned as appropriate.*
- 2) New records and results of analysis will be appended to the existing accession files.
- 3) Copies of all resulting articles will be filed in the Museum library.
- 4) *The object will not be deaccessioned.*
- 5) *All unused portions will be returned to the curatorial facility.*

## DEACESSIONS AND DISPOSAL

### I. Introduction

For most of its history the collection of the Corpus Christi Museum of Science and History was considered the core of the Museum and the purpose and the reason for its existence. In 2005 a new mission statement was adopted which removed collecting from the mission of the Museum and made it a strategic objective to support the mission.

Strategic Objective B. The Museum will collect and preserve unique specimens, artifacts, and ephemera which illuminate our three basic themes and support innovative programming.

Strategic Objective C. To create new knowledge, Museum collections and resources will be shared

with the public and researchers.

There was no intention through this action to diminish the Museum's responsibility to care for the collection, but there certainly was the intention to limit the growth of the collection and to eliminate it as the central focus of exhibits and programs.

Deaccessioning is the formal process used to legally and permanently remove an accessioned object from the collection. Disposition is the manner in which the Museum transfers a deaccessioned object to a new owner or destroys it. The removal of any accessioned object from the collection is a sensitive and potentially controversial issue. Because the Museum's collections are held in public trust, the Advisory Committee and staff of the Museum are under particular scrutiny when deaccessioning an object.

Deaccessioning can strengthen the collection, improve management of the collection, and save money which can then be applied to acquisitions. A strong policy and sound practices are important in order to preserve the reputation of the Museum and avoid claims on other objects from heirs, estates, or sellers. An attorney's opinion should be sought on any deaccession thought to be controversial. The deaccession process, once begun, should be completely public.

Because the collections of the Museum are held in public trust, it is useful to note Article 4412a. of the Laws of Texas Pertaining to Museums. The Attorney General of Texas has specific authority to take legal action to protect and preserve items of property held in "public trust," that is, for the use and benefit of the public. The statute covers any corporation, trust, community chest, fund, foundation, or other entity which is organized for charitable, scientific, philanthropic, "or other civic or public purpose." This broad definition includes museum collections.

## **II. Authority and Responsibility**

Any member of the Collection Committee may recommend that an object be considered for deaccession. The deaccession process is initiated by submitting a Deaccession and Disposal Record form to the Collection Manager.

The Collection Manager is responsible for confirming clear and unrestricted title to objects proposed for deaccession as well as checking for any restrictions, legal issues, or ethical concerns affecting deaccession or disposition.

The Collection Committee reviews the proposed deaccession based on the Museum's purpose, scope of the collection, and guidelines covered in this policy and makes a recommendation to the Director who will then approve or deny the proposed deaccession and disposal method.

Deaccessions and disposals approved by the Director are brought before the Museum Advisory Committee for final approval.

## **III. Guidelines for Deaccessions**

Before approving any object for deaccession, clear and unrestricted title to it must be established. See applicable sections of this policy for more information regarding clear and unrestricted title.

No object may be deaccessioned in order to provide funds needed for the operation of the Museum. Proceeds from the disposal of an object must be used for collection acquisition.

Objects proposed for deaccession will be evaluated based on the Museum's mission, scope of the

collection, and guidelines as outlined in this policy. An object may be deaccessioned for the following reasons:

1. To remove an object that no longer falls within the Museum's mission, purpose, or scope of collections;
2. To remove an object that is sufficiently represented by duplicates in the collection or has been replaced by a superior example;
3. To remove an object that is inferior, determined to be unauthentic, or has critically inadequate or absent provenance documentation;
4. To remove an object which has suffered damage or deterioration beyond the point at which reasonable and affordable measures could be taken to preserve it;
5. To remove an object that is unlikely to be used in exhibits, programs, or research in the foreseeable future;
6. To remove an object that is potentially hazardous to objects in the collection or human health and safety;
7. To transfer to another museum, or educational institution, an object that is deemed to be significantly more useful and relevant to the collection of the other institution than that of the Museum;
8. To carry out a mutually beneficial exchange of objects with other museums or educational or scientific institutions;
9. To formally document the removal of an object that has been lost or stolen;
10. To comply with any legal statutes or court rulings;
11. To accomplish any other purpose deemed by the Museum Advisory Committee to be appropriate within the spirit of this policy, the Museum's mission, and applicable law.

Reposited collections are not owned or accessioned by the Museum and, therefore, cannot be deaccessioned by the Museum and are not covered under this deaccession policy. Only the Texas Historical Commission has the authority to deaccession state-owned held-in-trust collections. Other repository collections may only be deaccessioned by the repositing agency. For information regarding deaccession and disposal of repository collections, see the Reposited Collections section in this policy.

Natural History specimens have been brought into the Museum as part of field collecting by curators, honorary curators, research scientists, or citizens. These field collections are evaluated and significant specimens are catalogued. Specimens from these field collections are considered accessioned at the time of cataloguing. Therefore, specimens from field collections that have not been catalogued are not considered accessioned and may be disposed of during evaluation without being deaccessioned.

Reference materials for the Museum's library have occasionally been accessioned in the past. Current policy dictates that the Museum does not accession library reference materials. For the purpose of documentation and consistency, reference materials that were accessioned will be properly deaccessioned and disposed of according to this policy and supporting procedures. Reference materials that have not been accessioned are considered general Museum assets and may be disposed of without deaccessioning.

Education collections were maintained in the Museum's past. This practice was primarily followed with Natural History specimens. The objects so classified hold little or no monetary, scientific, or historic value. The Museum no longer maintains separate education collections. Objects that were accessioned but marked "education collection" are considered part of the collection and must be properly deaccessioned and disposed of according to this policy and supporting procedures. Objects that were not accessioned and were marked "education collection" are not part of the collection and not subject to deaccession. However,

disposal of these objects must be carefully considered because of the similarity to accessioned objects. Objects under this circumstance will be brought before the Collection Committee for careful consideration. The Director will make the final decision regarding disposal.

Live animals are a special collection under the care of the Museum Educator. The collection is not accessioned and is exempt from this deaccessions and disposal policy. See the special collections section of this policy for information.

#### **IV. Disposal of Deaccessioned Objects**

Deaccessioned objects are removed from the collection by means of sale, exchange, donation, transfer, or destruction. The sale or disposal of surplus property from Museum collections is exempt from the provisions of City Ordinance Code Sections 17-4 by Ordinance 19350.

Disposal of any deaccessioned object will be carried out in accordance with all applicable federal, state, local, and international laws, treaties, and regulations including but not limited to laws protecting Plant and Wildlife, Antiquities, and Historic Properties, and the Import, Export, and Transfer, of Cultural Property. The Collection Manager is responsible for fully documenting disposal of objects covered under laws as outlined in procedures.

Applicable ethical standards will be considered in disposal decisions including those established by the American Association of Museums and the Society for American Archeology. In disposing of objects by exchange or donation, the Museum becomes associated with the receiving institution. The practices of the receiving institution will be considered to prevent the Museum from becoming associated with unethical practices.

Deaccessioned objects will not be sold, or ownership otherwise transferred, to Museum staff, City of Corpus Christi employees, volunteers, members of Museum support groups, members of the Museum or City's governing authorities, or representatives or family members of these individuals.

##### **A. Disposal by Sale**

Net proceeds received from the sale of deaccessioned objects will be used only to acquire new objects for the collection.

If there is any question as to the value of an object, the Museum will get two informed outside appraisals on the object. These should document the object's authenticity and assure that the Museum does not accept less than market value for the object.

Disposal of objects from the collection will never be through the Museum shop, or in such a manner that it involves an interested entity helping in the liquidation of Museum assets.

The disposal by sale of any deaccessioned object requires the following process:

1. The Director will propose that deaccessioned objects from the Museum collection be declared surplus and request, in writing, a recommendation of the Museum Advisory Committee.
2. The Museum Advisory Committee must approve the Director's recommendation for disposal by sale.
3. The Director of Finance will be notified by the Museum Director after the Museum Advisory Committee approves the disposal by sale.

4. The Director of Finance will make provisions such that proceeds from the sale will be placed in a Collections Fund of the Museum Foundation which is dedicated to acquisitions to the collection.

**B. Disposal by Exchange or Donation**

Deaccessioned objects may be disposed of by exchange with, or transfer to, another appropriate museum, educational, or scientific institution.

Deaccessioned objects will never be exchanged or donated to private individuals. Deaccessioned objects may only be transferred to private individuals through sale as outlined in this policy.

**C. Disposal by Transfer**

Deaccessioned objects may be transferred to the Museum's education department for use in educational programs. Objects subject to this action should have little or no market value, or historic or scientific significance.

Any deaccessioned object transferred to the education department will be removed from collection storage, quarantine, or work areas. The object must be stored in an area dedicated to educational supply storage. The object is considered expendable and is no longer covered under this policy.

**V. Guidelines for Donor Notification**

One of the crucial components in the deaccession process is the Tax Reform Act of 1984. Under its provisions, if the museum disposes (by sale, exchange, or any other method) of a donation within two years of a donation, the museum is obligated to notify the donor and the IRS by filing form 8284. This provision applies if the donor has claimed a charitable deduction under Section 170 of the IRS code of more than \$5,000 for either a single item or an aggregate of items donated to one or more institutions. The Act requires that if the value is more than \$5,000, the donor must supply an appraisal summary to the museum. The museum is subject to a \$50 fine if the preceding is not adhered to.

Once the Museum establishes its clear and unrestricted title to an object, the donor has no legal interest in it. If a deaccession no longer falls under the statute of limitations of the Tax Reform Act of 1984, it is then only a practice of goodwill to notify the donor or heirs of the disposition of a collection or object. It is possible to label the funds or new acquisition purchased with those funds as a gift from the donor. Appropriate action will be considered by the Museum Director on a case-by-case basis.

**VI. Required Documentation**

The Collection Manager, with delegation of duties to the Registrar, is responsible for ensuring all proposed deaccessions and disposals are properly documented in accordance with this policy and the supporting procedures. A complete record of each deaccession, including a complete Deaccession and Disposal Record form, and all supporting documentation of will be kept permanently in a secure storage room.

## LOANS

Whether objects are being brought into the Museum (borrowed) or sent out of the Museum (loaned), they are loans and subject to the laws pertaining to bailment. The Collections Committee must approve all conditions and terms associated with loans. The Corpus Christi Museum of Science and History Collections Committee is composed of the Museum Director, the Collections Manager, and Librarian and other individuals as appointed by the Director. The Executive Director of the Texas Historical Commission or his designee is included as a member of the Corpus Christi Museum of Science and History Collections Committee in all matters pertaining to the use of the *La Belle* Collection.

### Incoming Loans

When an object is brought into the Museum, the lender is the bailor (the giving one) and the Museum is the bailee (the one receiving).

A) The general rule is that any object taken into the custody of the Museum should receive care equal to or better than that devoted to objects in the Museum permanent collection. It should be carefully packed and transported, proper security and climate control should be provided and, above all, it should be accompanied by proper documentation.

B) Any appropriate owner may be asked to lend an object to the Museum. The Collection Manager with the approval of the Collections Committee initiates all loans. The Collections Manager is responsible for the care and security of the object during the period of the loan and securing insurance coverage prior to the loan.

C) The Collections Manager is responsible for documentation of loans (both outgoing and incoming) including the completion, execution, and distribution of all forms. The Collections Manager is responsible for packing, transport, and registration of the object. Details concerning handling, transportation, and care must be approved by the Collections Committee.

D) There is a single loan form for both incoming and outgoing loans, and all such actions must adhere to the conditions and terms as stated on this form. The lending institution's loan form may be used with the concurrence of the Collections Committee.

E) No loans will be accepted except for special exhibits and research. The loans should serve a public purpose. In carefully considered cases, there may be exceptions but only with the formal agreement of the Museum Advisory Committee.

F) Photographs of the object may not be taken without permission of the lender.

G) Loaned objects may not be loaned, assigned, mortgaged, claimed, or in any way encumbered by the borrower.

H) Objects may be taken into the Museum for a very short term for study, identification, attribution or evaluation. Only the Director or Collection Manager may accept objects for this purpose. Under this policy:

- 1) Objects may never be appraised by Museum staff members.
- 2) The Collections Manager supplies a receipt of delivery which outlines the terms of this special type of loan.

- 3) The Museum and its employees are held blameless in the event of loss, damage or deterioration of the item(s).
- 4) Any item(s) not claimed within 30 calendar days becomes the property of the Museum.
- 5) In cases where the owner is unknown, public notice must be given before the item is accessioned. Only the Advisory Committee, with the advice of legal counsel, may approve the accession of such unclaimed loans.
- 6) Proper notice will be given to owners in cases where the owner is known. This will notify them that the Museum will claim the item unless it is removed from the Museum premises.
- 7) Until the item is retrieved, it will be stored and maintained at the owner's expense.

I) No commercial exploitation of the fact that the object has been exhibited by the Museum may be used. This is to offset objects being sold or auctioned at higher prices because of their selection for a Museum exhibition.

J) No employee of the Museum or member of the Advisory Committee may lend an item to the Museum without public discussion and approval by the Advisory Committee. This is to avoid any appearance of self-dealing.

### **Outgoing Loans**

When an object is lent out by the Museum (Outgoing Loan), the Museum is the bailor (the giving one) and the borrower is the bailee (the one receiving).

The purpose of loans shall be to reach a wider audience and facilitate research. While on loan, objects must be afforded a level of care and protection as provided by and subject to the written approval of the Collections Committee. Loans for exhibit purposes are made to a qualified institution and that institution shall assume responsibility for the proper administration of the loan and the care and security of the object(s). Loans for research purposes are made to a qualified institution with which the researcher is affiliated and that institution shall assume responsibility for the proper administration of the loan and the care and security of the object(s).

A) The collections of the Corpus Christi Museum of Science and History, including Texas Historical Commission collections, are held in public trust and maintained for the benefit of the people of Texas. Loans are made only to qualified institutions consistent with this policy. Loans of *La Belle* artifacts must be approved by the Collections Committee with a written affirmation by the Executive Director of the Texas Historical Commission or his designee.

B) To assure objects for loan receive proper care and security, the requesting institution must present for approval of the Museum Collections Committee, verification of proper environmental, storage, exhibition, and security conditions and procedures for the handling and transit of objects. To this end, the requesting institution will complete a Revised Standard Facility Report as adopted by the Registrar's Committee of the American Association of Museums. On-site inspections by Museum staff may be required prior to agreeing to a loan of objects. The requesting institution should have a trained registrar, curator, or director to check inventory and prepare condition reports on materials borrowed. Following American Association of Museums and Accreditation and Review Council Guidelines, the requesting institution should have environmental controls and a fire marshal-approved fire suppression system. For exhibit loans, the facility should have standard museum security including:

- 1) Monitored ingress and egress,

- 2) Personnel circulating in the exhibit space with responsibility for security while the facility is open to the public, and
- 3) An electronic intrusion alarm system monitored by a certified central station or local law enforcement when the museum is closed,
- 4) Or a 24-hour security guard on duty beginning with the unloading and installation of exhibit materials.

A request for any variation in the above conditions must be made in writing by the institution for review by the Collections Committee. The request must include evidence of an acceptable arrangement to safeguard the stability and security of the loaned objects. Exhibition or research conditions shall be a part of the loan contract and evidence of adherence may be required. The use of the object(s) for the stated purpose must be adhered to by the borrowing institution. Packing and transportation methods are stated on the loan contract. The object(s) must be packed and transported in the safest possible way in accordance with the nature and condition of the object(s).

C) The Collections Manager is responsible for ensuring that a Condition Report is completed on objects prior to out-going loans and after the loan is returned to the Museum. *All objects are catalogued before they are loaned.* A Condition Report is required of the borrowing institution upon receipt of the loaned objects and prior to packing for return to the Museum. A copy of the Condition Report must be provided to the Museum. Damage or loss of objects while in transit or during the loan period must be reported verbally to the Collections Manager within 24 hours of the discovery of the loss followed by a written report detailing the extent and circumstances of the loss within two business days. Objects on loan cannot be altered, cleaned, or repaired unless permission to do so in writing is provided by the Collections Committee prior to any action being taken.

D) Fine arts insurance for all objects sent out on loan is required. Insurance coverage shall be provided by the borrowing institution, unless the institution provides an acceptable bond. Current and reasonable insurance valuations are the responsibility of the Museum. With regard to the *La Belle* collection, further approval of the Executive Director of the Texas Historical Commission or his designee is required. Under most circumstances, insurance is “fine arts, all risk, wall-to-wall” coverage and shall remain in effect throughout the duration of the loan. The required amount of insurance depends on the artifacts loaned. A certificate of insurance or acceptable bond is required from the borrowing institution prior to transportation of the loaned object and is kept on file at the Museum with a copy provided to the Texas Historical Commission for *La Belle* artifacts.

- 1) The Museum shall be named as an insured party in the policy and the policy shall provide that notice shall be given to the Museum ten business days prior to cancellation or reduction in the amount of the policy. The Texas Historical Commission shall be named as an insured party in the policy in the case of *La Belle* artifacts. In the event of cancellation or reduction of the insurance, the loan will then be subject to cancellation. Failure to maintain adequate insurance coverage in no way releases the borrowing institution from liability for loss or damage regardless of whether or not the Museum monitored the borrowing institution’s insurance.
- 2) If a self-insured local, state, or federal governmental agency requests the loan or if the borrowing institution is unable to provide insurance, a request for an exception must be made in writing by the institution for review by the Collections Committee. The request must include evidence of an acceptable plan of self-insurance or other arrangement to satisfy any liability that might result from a loss under the terms of this Agreement.

E) An object(s) on loan must be returned promptly when the loan period expires. As appropriate, a reminder letter may be sent by the Museum to the borrowing institution. The Museum reserves the right to cancel or deny the renewal of any loan. The Museum will provide appropriate information and review and approve all text and labels relating to the exhibit of the loan in order to ensure accuracy and consistency in interpretation. Any changes must be approved in writing by the Collections Committee. The object(s) on loan must be available for research purposes at all times.

F) The borrowing institution has two working days to challenge the description of the items loaned. These challenges are subject to negotiation. After two working days, however, the borrowing institution must comply with the physical description.

G) Except for condition reports, all photography, reproduction, or replication of a borrowed object(s) requires prior written approval by the Collections Committee. Lighting conditions, environmental and/or applied chemical alterations, and other conditions of reproduction and replication must be approved in writing by the Collections Committee. Photographs, reproductions, and replicas may only be used for research, exhibition, and educational purposes. Commercial use of loaned objects is prohibited.

H) With regard to the *La Belle* collection, the Texas Historical Commission and State of Texas must be credited in a suitable manner in all publications and exhibitions associated with the loaned object(s), including photographs and reproductions, and must receive two (2) copies of any news and other publication associated with the loaned objects. Other collections may require specifically worded credit lines. Otherwise the credit line should read, "From the Collections of the Corpus Christi Museum of Science and History, Corpus Christi, Texas."

I) There is a single loan form for both incoming and outgoing loans and all such actions must adhere to the conditions and terms as stated on this form.

### **Loan Contract Conditions**

1) The Borrower agrees to abide by the guidelines for loans set forth below. This Agreement must be signed before any objects will be transferred to the Borrower. These conditions may be changed only in writing and with the approval of the Collections Committee of the Corpus Christi Museum of Science and History. Applications for change must be made through the Collections Manager of the Museum.

2) The Museum reserves the right to recall the loan by written notification at any time if these conditions are not met, and is not liable for any consequential damages resulting from such action. The Borrower has ten working days to comply.

3) Loans are made only to qualified institutions, not to individuals. Loans are made to the institution with which the individual is affiliated and that institution assumes responsibility for the proper administration of the loan and the care and security of the object(s).

4) Objects on loan may not be altered or modified in any way, except as stated in the purpose of the loan (e.g., destructive analysis) and as approved in writing by the Collections Committee. For a destructive analysis loan, if portions of the original object are not destroyed during the analysis, they must be returned.

5) The Borrower will exercise due care in the custody, handling, transport, unpacking, and repackaging of the loan.

6) Upon unpacking, the Borrower will immediately acknowledge receipt of the loan by signing and returning a copy of the inventory and receipt that will accompany the shipment. A copy is to be retained by the Borrower.

7) For return, the loaned object(s) must be packed in the same or better manner as received and with the same cases, pads, and packing materials, unless damage has occurred, in which case replacement or substitution can be obtained with permission of the Museum. Handling and shipping of the loan will be at the Borrower's expense.

8) The Borrower agrees to provide insurance, or provide a bond, acceptable to the Museum. Insurance is fine arts, all risk, and "wall-to-wall". A Certificate of Insurance or acceptable bond must be received by the Museum before the loan is placed in transit. The Museum (or, in the case of *La Belle* artifacts, the Texas Historical Commission) shall be named as an insured party and the insurer must be required to notify the Museum prior to cancellation or reduction of the amount of the policy.

9) The Borrower must maintain constant and adequate protection of the loaned object(s) to minimize the risk of theft or damage from handling. The Borrower also must maintain constant and adequate protection of the loaned object(s) from the hazards of fire and flood, exposure to harmful light levels, extremes of temperature and relative humidity, pest attack, and harmful atmospheric conditions.

10) Any changes in the condition of the loaned object(s), loss, theft, or damage to the loan in transit, during storage, or exhibit must be reported within 24 hours of discovery to the Collections Manager (361-826-4659). A written condition report, and photographs, if requested, must be sent to the Museum within 72 hours of the discovery of the loss, theft, or damage.

11) In the event of damage to the loaned object(s) during shipping or while in the custody of the Borrower, the Borrower is responsible for all conservation costs necessary to return the loaned object(s) to their undamaged condition, if possible. The Museum may, in its sole discretion, determine that an object is damaged beyond repair and may select an alternative remedy.

12) The lender is secured and held blameless from all losses, claims, actions, liabilities, damages, costs, and expenses (including attorney's fees and costs) arising from, or in connection with, a loan agreement.

13) The loaned object(s) must not be photographed, filmed, televised, or otherwise reproduced individually without the express, written prior consent of the Collections Committee of the Corpus Christi Museum of Science and History, with the exception that general views of an exhibition may be taken for publicity or documentation purposes.

14) The object(s) must be available and accessible to the Museum at all times for research purposes.

15) The Borrower shall ensure that all loaned object(s) on exhibition and/or in publication are identified as the property of the Corpus Christi Museum of Science and History or other credit line as stipulated in the loan agreement.

16) The Museum will review and approve all text and labels relating to the exhibit of the loan in order to ensure accuracy and consistency in interpretation. Any changes to the text must be approved in writing prior to exhibition.

17) The Borrower must provide two copies to the Museum of any news and other publications resulting from the exhibit or loan research on the objects.

18) Third party loans are prohibited. Any third party wishing to borrow objects on loan must contact the Museum in order that a separate loan contract may be developed and subsequently approved by the Collections Committee. Loaned objects may not be assigned, mortgaged, claimed, or in any way encumbered by the Borrower.

19) Transportation of loaned object(s) from one institution to another is prohibited. The borrower must return the loaned objects to the Museum prior to being loaned to another institution.

20) This loan agreement is in effect from midnight on the specified beginning date to midnight on the specified due date. The maximum loan period is one year, but may be reviewed and renewed annually.

21) The object(s) loaned to the Corpus Christi Museum of Science and History must be promptly reclaimed. Under State Law a lender is considered to have donated loaned property to a museum if the lender fails to file an action to recover the property on loan to the museum within two years.

22) No commercial exploitation of the fact that the object has been exhibited by the Museum may be used. This is to offset objects being sold or auctioned at higher prices because of their selection for a Museum exhibition.

23) In the event of any conflict concerning this contract, this contract will be construed in accordance with the laws of the State of Texas. Venue for any action resulting from this contract shall be in Nueces County, Texas.

## MUSEUM ETHICS POLICY

“Corpus Christi, The City of choice where we make it happen.” This vision statement was developed by the executive team for the City of Corpus Christi and City department heads. The mission statement, developed by the same group, is to “provide exceptional service to enhance the quality of life.” The Museum is a department of the City of Corpus Christi. This vision and mission is reflected in the daily commitment of those involved with providing services to the community through fulfilling the Museum’s departmental mission.

### Governance

**City of Corpus Christi:** The chief executive officer of the City under the voter approved City Charter and the City Council adopted Ordinance Code is the City Manager. The City Ordinance Code is the guiding policy for the Museum and all other City departments. As a practical matter, ordinances are developed for City Council consideration by City administrators with specialized expertise resident in various City Departments (e.g. Finance, Budget, Emergency Management, Human Resources, Legal, Risk Management, etc.). Administrative policies, procedures, and ethical principles to which City employees are subject similarly call upon the expertise from people in various departments and are submitted to the City Manager for his approval. The administrator of the Museum Department, the Director, is appointed by the City Manager. Policies that are specific and unique to the Museum are developed by the Museum Director as prescribed by the City Ordinance Code.

**Museum Department:** There are specialized laws, policies, procedures, and ethical principles that apply to the Museum and not to other City departments. It is the Museum Director’s responsibility to administer the Museum under the highest standard of conduct whether that is in the realm of the City ordinances, City administrative policies, City established procedures, or the more specific policies and procedures of the Museum. The Museum Director must develop those policies, procedures, and ethical guidelines that pertain exclusively to the Museum. Documents defining these policies, procedures, and ethical guidelines are typically reviewed administratively by the City Manager and/or a designated Assistant City Manager.

**Museum Advisory Board (Committee):** The governing body of the City, the City Council, established a methodology by ordinance that delegates review of policy issues that are exclusive to the Museum to a 12 member Museum Advisory Committee “appointed by the mayor with the advice and consent of the city council.” The City Manager is an ex officio member of the Museum Advisory Committee. Members are trained by the Museum Director and gain institutional experience by serving staggered three year terms, with a two term limit. This provides the City with a group of interested citizens with training and expertise to review the policies and procedures that are unique within the City to the Museum. Their advisory recommendations are given great weight by the Museum Director, City Manager, and the City Council.

*The advisory board shall serve as an advisor to the museum department and to the city council in matters of support and development of the museum. The board may adopt comprehensive policies relating to the:*

- (1) Management of collections;*
- (2) Acquisitions for the collection;*
- (3) Disposition and deacquisition of object in and for the collection;*
- (4) Use of museum facilities.*

*When adopted by the advisory board and approved by the city manager, the director of the museum shall implement such policies.*

The Friends of the Museum, although not a City entity, provides significant funding to support the mission of the Museum. Because of this role, review and revision of the Museum’s mission is done jointly by the

Museum Advisory Committee and the Friends Board of Directors. Subsequently, the Museum Advisory Committee adopts the mission statement which is then subject to review and approval by the City Manager.

The Museum Director is responsible for training Advisory Committee members, Board members of both the Friends of the Museum and the Museum Auxiliary, staff, and volunteers in the policies, procedures, and ethical guidelines under which the museum operates. It is also his responsibility to make certain that all those who work for and on behalf of the Museum understand and support its mission and public trust responsibilities as both a department of the City and as a museum.

Under the City and Museum ethics policies, Museum staff, volunteers, members of the City Council, the City Manager, and members of the Museum Advisory Committee:

- understand and fulfill their trusteeship roles and act corporately, not as individuals;
- act legally, ethically and with cultural sensitivity;
- conduct themselves in such a way as to avoid conflicts between personal interests and affiliations and the operations, interests, and reputation of the City and Museum.
- protect, maintain, and develop the Museum collections and programs and its physical, human, and financial resources in support of the mission of the City and the Museum;
- are responsive to and represent the interests of the Corpus Christi community;
- maintain relationships in which shared roles are recognized and separate responsibilities respected;
- maintain working relationships that are based on equity and mutual respect;
- ensure that professional standards and practices inform and guide museum operations;
- ensure that policies are articulated and prudent oversight is practiced;
- promote the public good rather than individual financial gain.

### **Collection**

The Museum collection is owned by the City of Corpus Christi. The Museum also manages state-owned collections as the designated marine archeology repository for the State of Texas and as a repository for state-owned terrestrial archeology collections. Care of the collection is the responsibility of the Museum Director working in conjunction with the collection committee. The collection committee is chaired by the Collection Manager and includes the Registrar, Museum Archeologist, and Museum Librarian. On issues involving the state held-in-trust archeology collections, the Executive Director of the Texas Historical Commission or his designee is also a member of the collection committee.

In 2005 a new mission statement was adopted which removed collecting from the mission of the Museum and made it a strategic objective to support the mission.

Strategic Objective B. The Museum will collect and preserve unique specimens, artifacts, and ephemera which illuminate our three basic themes and support innovative programming.

Strategic Objective C. To create new knowledge, Museum collections and resources will be shared with the public and researchers.

There was no intention through this action to diminish the Museum's responsibility to care for the collection, but there certainly was the intention to limit the growth of the collection and to eliminate it as the central focus of exhibits and programs. In part to fulfill this intent, collection staff job descriptions were revised eliminating "curator" as a functional job title to deemphasize the connotations associated with the curator title. The provisions of the Collection Management Policy continue to provide important guidance on collection issues and management of the collection is now the responsibility of the Collection Manager.

The Museum Director develops, the Advisory Committee adopts, and the City Manager approves the Collection Management Policy which includes guidelines for proper ethical behavior. The Museum Director and the collection committee are stewards of collections owned or otherwise in the custody of the Museum. They are responsible for ensuring that the collection:

- supports the Museum mission;
- objects receive the highest standards of care;
- is properly managed, documented, and accounted for;
- objects and associated information are publicly accessible within appropriate limitations;
- acquisition, disposal and loan activities conform to the Museum's mission and public trust responsibilities;
- disposal through sale, trade, or research activities is solely for the advancement of the Museum's mission;
- sale proceeds from nonliving collections are to be used consistent with the established standards of the Museum's disciplines, but in no event shall they be used for anything other than acquisition of collections;
- related activities are used to promote the public good rather than individual financial gain.

It is the responsibility of the Collection Committee to recognize the unique and special nature of human remains, funerary, sacred, and cultural patrimony objects from all cultures as the basis for all decisions concerning current or potential collections.

### **Programs**

The change in mission in 2005 eliminated the collection as the central focus of exhibits and programs. The new mission is as follows:

The mission of the Corpus Christi Museum of Science and History is to present the story of the cultural crossroads of the New World. With a unique confluence of natural history, science, people and environments, the South Texas area has served as a stage for the ongoing discovery of the Americas. Through innovative programs in history, culture, and science, the museum is committed to enlarging a shared understanding of our history and heritage as well as the impact and importance of science to our lives. By telling this story, the Museum will inspire a thirst for knowledge, context, and understanding.

Under this mission, the central focus of Museum programs and exhibits tell stories that need to be told regardless of whether those stories are supported by collections. All members of the Museum staff as well as Museum volunteers are a party to fulfilling this mission. The designated person to lead this coordinated effort is the Museum Educator working with a Program Committee that includes the Science Educator and History Educator, volunteers, and other staff who assist in the development and delivery of programs and exhibits.

It is the Program Committee's role to make certain that programs and exhibits:

- are based on good scholarship;
- are accessible to all and the widest possible audience are encourage to participate;
- respect pluralistic values, traditions, and concerns;
- fulfill the Museum's mission and values even when they involve relationships with external entities;
- promote the public good rather than individual financial gain.
-

## CLEAR TITLE

Simply stated, title is the possession of all the rights of ownership to an object. Within this definition are many qualifications and specifications. But there are two general considerations regarding title to an object: one is the completeness of the title; the other is the quality of the title.

Once possession of an object is obtained, the museum then needs to consider whether or not it also possesses the copyright and trademark rights, and whether or not the donor has put any restrictions on the object (i.e. that it must be exhibited six months out of the year, or only with certain other objects, or that it may never be loaned). The museum must also consider the authenticity of the documents showing title. It must make sure that the object is truly as it is presented and that the documents are sufficient to insure title to the object.

### A. Determining the Owner

One issue to consider is whether or not the person representing himself as the owner or duly authorized representative of the owner is, in fact, that person. While the museum cannot interrogate each donor, the museum Deed of Gift form should ask that the donor affirm that he is the true owner of the object, or a duly authorized representative of the owner.

While gathering background information on the object, it may be possible to ask if anyone else, legal heirs, etc., might have an interest in the object. If the gift is given by an estate, it is prudent to have all heirs or their authorized representative sign the Deed of Gift. A minor may not legally be able to give an object to the museum. The advice of a professional should be sought in these questionable instances.

Although expensive, there is a remedy through the courts if the museum acquisition is later found to have faulty title. If the museum can show damages, then they may be able to show misrepresentation on the part of the donor.

In the case of purchases, where the title or the object itself proves faulty, there is also remedy available through the courts. The Uniform Commercial Code provides several recourses for recovery. One is based on contract and requires that the museum prove that the seller misrepresented himself or the object, either on purpose or through negligence. Another section deals with objects that may be bought in good faith and sold in good faith as one thing but in subsequent research, turn out not to be what was offered.

Several states have statutes regarding the sale of an object from a professional dealer to a non-professional buyer. This may or may not work in the museum's favor.

### B. Stolen Objects

Perhaps the biggest question concerns what happens if the museum acquires an object and the object turns out to have been stolen? The general rule in the United States is that a thief cannot convey good title. Title remains in the hands of the person suffering the theft and the museum must return the object or its value. There is a statute of limitations upon these claims, but court decisions vary and the museum cannot take the chance of being an innocent victim in this instance.

### C. Smuggled or Illegally Acquired Objects

One of the most common problems of title has to do with objects improperly removed from the

country of origin. These objects may not be challenged until many years after the original acquisition. Objects from American Indian tribes may be sought for return on the basis of foreign nation status. Pertinent treaties and statutes should be consulted in all instances: "Treaty of Cooperation Between the U. S. and Mexico for the Recovery and Return of Stolen Cultural Properties," "U. S. Statute Regulating the Importation of Pre-Columbian Monumental or Architectural Sculpture or Murals," "The American Indian Religious Freedom Act," etc.

As always, laws concerning the collection, sale and trade of fish, wildlife and plants, should be consulted: "The Legacy Act," "Endangered Species Act" of 1973, as amended, "Marine Mammal Protection Act," "Migratory Bird Treaty," "Bald Eagle Protection Act," "Antarctic Conservation Act" of 1978, etc.

"The Antiquities Act" of 1906, and the "Archaeological Resources Protection Act" of 1979, should be consulted in all cases of objects excavated or given by people working in archeological digs.

#### D. Restrictions

The Collections Management Policy provides guidelines for considering exceptions to the rule that the museum will not accept any gifts with restrictions on them. Restrictions may range from never disposing of the object to only disposing of the object to another educational institution. While the former is almost always unacceptable, the latter should be considered based on the quality of the object. The language of any restrictions should be examined carefully.

#### E. Copyright

Special property rights (copyrights) which the creator may have in the work are distinct from the right to possess the work. Copyrights may be divided into five segments: the right of reproduction, the right of adaptation, the right of distribution, the right of performance, and the right to display the work publicly. The "Copyright Law" of 1978 should be consulted in all instances.

Before 1978, when a museum acquired an object, it was generally held that it acquired all copyrights. This is no longer true. Even if the objects were created before 1978 and previous publications show no "c", the work can still be considered copyrighted.

This automatic copyright may be negated by publication of the work without the symbol. However, public display, donation, or sale of the work is not necessarily synonymous with publication. In other words, a museum would be wise, in all instances, to have documents conveying copyright attached to purchases or gifts.

Works created for hire are considered to have the copyright invested in the employer, however, since the term "for hire" can be disputed, this situation of copyrights should be covered in a contract. Works created before 1978 without mention of copyright cannot be assumed to have their copyright vested in the museum. If a work is considered for reproduction, adaptation, etc. this must be checked.

If the copyright does not accompany a work, the museum would do well to consider whether or not those rights are worthwhile to acquire. The museum should ask what the potential interests of the museum might be as well as those of the person retaining the copyright.

## BIBLIOGRAPHY

American Association of Museums, and Association of Art Museum Directors. Gifts of Property, A Guide for Donors and Museums. Washington, D.C.: American Association of Museums, 1985.

Buck, R.A. and J.A. Gillmore. The New Museum Registration Methods. Washington D.C.: American Association of Museums, 1998.

Edson, Gary. Museum Ethics. London and New York: Routledge, 1997.

Malaro, Marie C. A Legal Primer on Managing Museum Collections. Washington, D.C.: Smithsonian Institution Press, 1985.

Numer, Helmut J. Of Mutual Respect and Other Things, An Essay on Museum Trusteeship. Washington, D.C.: American Association of Museums, 1977.

Porter, Daniel R. "Current Thoughts on Collections Policy." Technical Report 1. Nashville, Tennessee: American Association for State and Local History, 1985.

Porter, Daniel R. "Developing a Collections Management Manual." Technical Report 7. Nashville, Tennessee: American Association for State and Local History, 1986.

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

Ullberg, Alan D. and Ullberg, Patricia. Museum Trusteeship. Washington, D.C.: American Association of Museums, 1981.

## Table of Contents

|                                       |    |
|---------------------------------------|----|
| Purpose of the Museum                 | 1  |
| Collection Purpose and Responsibility | 2  |
| Acquisitions                          | 3  |
| Collection Description                | 4  |
| Destructive Analysis                  | 7  |
| Deaccessions                          | 7  |
| Loans                                 | 12 |
| Museum Ethics Policy                  | 18 |
| Museum Clear Title Guidelines         | 21 |

### Appendixes:

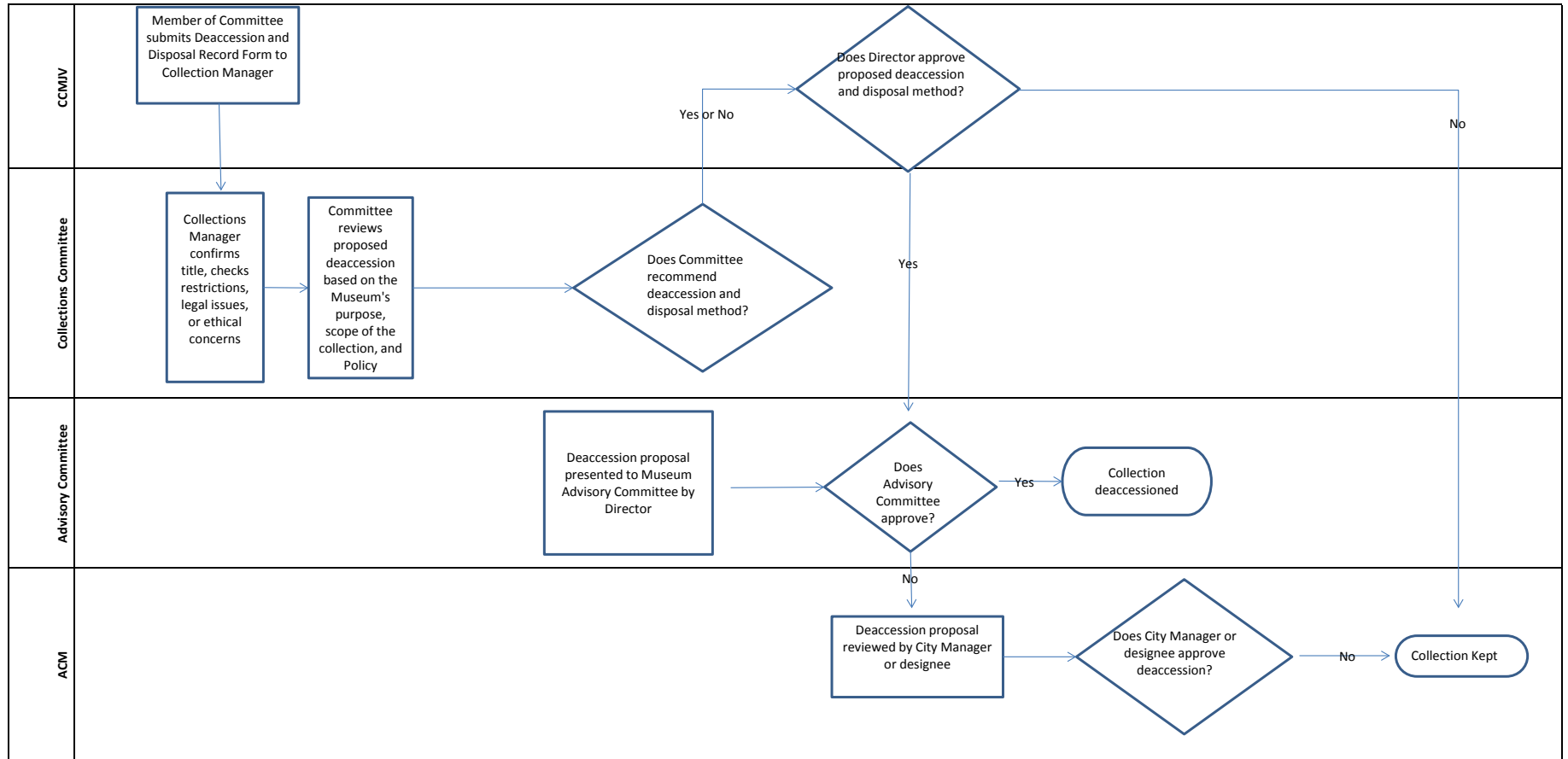
|              |    |
|--------------|----|
| Bibliography | 23 |
|--------------|----|

### Attachments:

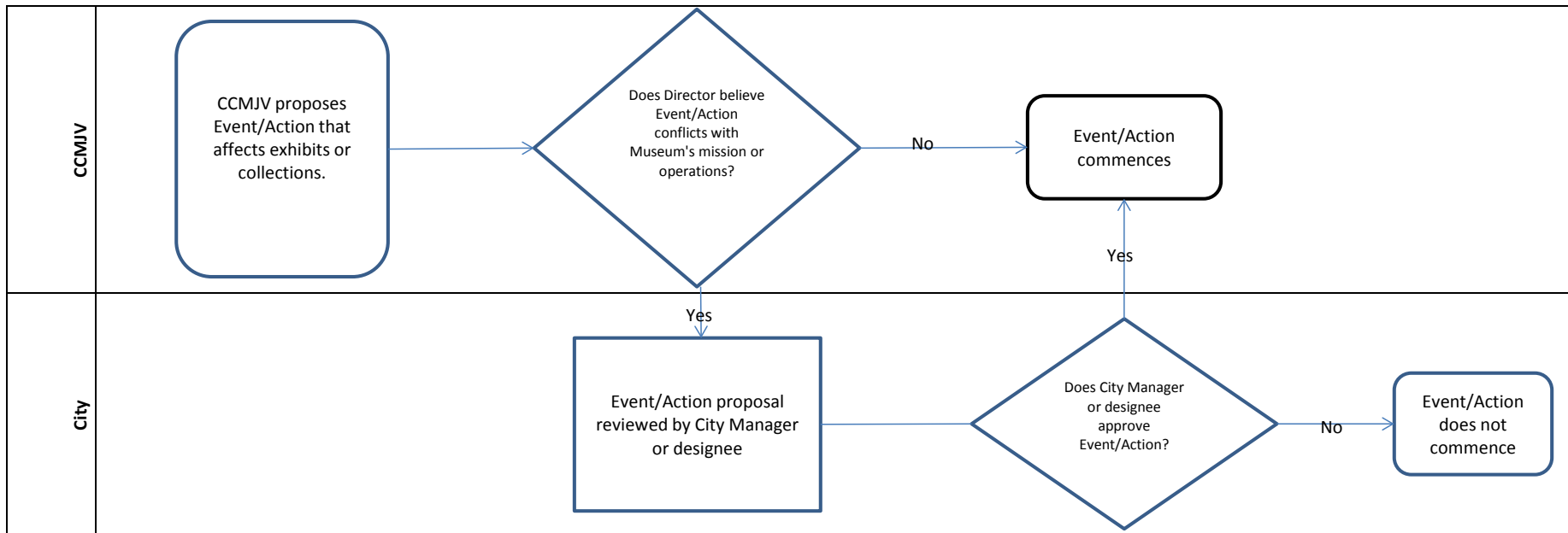
- A. City Code, Chapter 2, Article III, Section 2-51 - Creating a Department
- B. City Code, Chapter 2, Article IV, Division 5, Section 2-90 - Museum Advisory Committee
- C. Laws of Texas Pertaining to Museums
- D. City Code, Chapter 2, Article IV, Division 1 - Attendance Requirements, Term Limits
- E. City Code, Chapter 2, Article V, Division 1 - Code of Ethics
- F. "Deed of Gift" Form

# EXHIBIT F

## Museum Deaccession Process



## Technical Appeal Process



## **EXHIBIT G**

### **MUSEUM ADMISSION FEES**

#### **Corpus Christi Museum of Science and History Admission Fee Policy**

##### **Fee Schedule:**

|                           |         |
|---------------------------|---------|
| Adults (ages 13 and over) | \$10.95 |
| Senior Citizens           | \$7.95  |
| Military (with ID         | \$7.95  |
| Children (ages 3 – 12)    | \$8.95  |
| Children (age 2 and under | Free    |

##### **Hours of Operation**

Tuesday – Saturday 10 am – 5 pm

Sunday 12 pm – 5 pm

Monday Closed

Open Mondays 10 am – 5 pm in March and between Memorial Day and Labor Day

The museum offers 3 – 4 Dollar Days throughout the year

Unaccompanied Children are not admitted

Visitors under at 18 must be accompanied by an adult. At least one adult chaperone is required for every 10 children.

##### **Museum observes the following holidays**

Easter Sunday

Labor Day

Thanksgiving

Christmas Eve

Christmas Day

New Year's Day

Corpus Christi Museum of Science and History  
Membership Fee Policy

1 Year Membership Type

|                                    |          |
|------------------------------------|----------|
| Single Membership                  | \$39.95  |
| Membership + One                   | \$74.95  |
| Family Membership (up to 4 people) | \$139.95 |

Additional persons can be added to a membership for \$39.95 per person

Membership includes the following benefits:

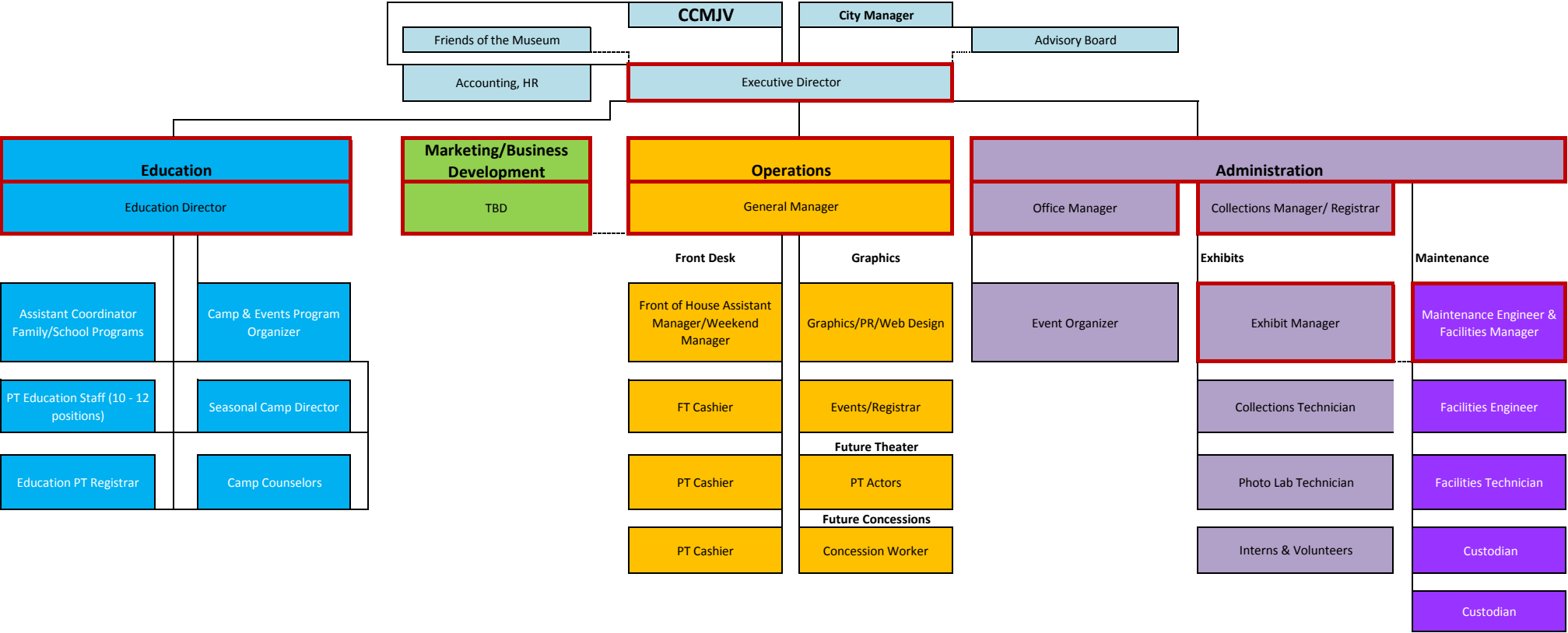
- Free admission to the Museum for one year on normal operating days (free or discounted admission to select special events).
- 2 complimentary guest passes
- Receive the Museum's monthly events email
- 10% discount off birthday parties and camps
- 10% discount off Gift Shop purchases
- Exclusive Doc McGregor wall calendar
- Exclusive Museum vehicle decal
- Invitation to special events

EXHIBIT H

GOVERNANCE

Revised 3.8.18

Corpus Christi Museum of Science and History





# SCHEDULED PROPERTIES

| County: Nueces |                  |          |                   |                          | Protection Class: 4 |             |         |               |               | 100% Values   |            | Flood Limits (NFIP) |            |  |
|----------------|------------------|----------|-------------------|--------------------------|---------------------|-------------|---------|---------------|---------------|---------------|------------|---------------------|------------|--|
| #              | Address          | Zip Code | Responsible Dept. | Occupancy                | Const.              | Roof        | Stories | Total         | Buildings     | Contents      | Flood Zone | Area (Sq/Ft)        | Year Built |  |
| 257            | 1900 N Chaparral | 78401    | Museum            | Science & History Museum | Masonry             | Steel/Cover | 1.5     | \$ 32,750,000 | \$ 12,750,000 | \$ 20,000,000 | B          | 85,000              | 1965       |  |
| 258            | 1900 N Chaparral | 78401    | Museum            | Museum Mechanical Bldg   | Masonry             | Steel/Cover | 1.5     | \$ 347,400    | \$ 97,400     | \$ 250,000    | B          | 1,200               | 1967       |  |

3/26/2018

1 of 1

**EXHIBIT J**  
**FACILITY USE POLICY**

Corpus Christi Museum of Science and History  
Room Rental Rates

**Dome Room Package 1 – Ceremony ONLY**

Dome Room seating up to 95 guests

*Includes:*

- \$850 for 2 hours
- \$350 per additional hour
- Renters insurance
- Bridal Suite for 2 hours prior to event
- Chairs set up and takedown

\*Additional fee applied to events where alcohol is served.

\*Cost does not include food & beverage fees.

**Dome Room Package 2– Reception Only**

Dome Room seating up to 72 guests

*Includes:*

- \$850 for 2 hours
- \$350 per additional hour
- Renters insurance
- Table & Chairs set up and takedown

\*Additional fee applied to events where alcohol is served.

\*Cost does not include food & beverage fees.

**Kenedy Package**

Kenedy Gallery seating up to 100 guests

*Includes:*

- \$950 for 2 hours
- \$400 per additional hour
- Renters insurance
- Table & Chair set up and takedown

\*Additional fee applied to events where alcohol is served.

\*Cost does not include food & beverage fees.

**Front Porch Stage Package 1**

Front Porch Stage + Kenedy Gallery seating for up to 100 guests

*Includes:*

- \$1,150 for 2 hours
- \$500 per additional hour
- Renters insurance
- Tables & Chairs set up and takedown

- \*Additional fee applied to events where alcohol is served.
- \*Cost does not include food & beverage fees.

### **Front Porch Stage Package 2**

Front Porch Stage + Kenedy seating for up to 200 guests

*Includes:*

- \$1,350 for 2 hours
- \$600 per additional hour
- Renters insurance

Table & Chairs set up and takedown

- \*Additional fee applied to events where alcohol is served.
- \*Cost does not include food & beverage fees.

### **North Wing Package 1**

Dome Room + Front Porch Stage + Kenedy seating for up to 100 guests

*Includes:*

- \$1,550 for 2 hours
- \$700 per additional hour
- Renters insurance

Table and Chairs set up and takedown

- \*Additional fee applied to events where alcohol is served.
- \*Cost does not include food & beverage fees.

### **North Wing Package 2**

Dome Room + Front Porch Stage + Kenedy seating for up to 200 guests

*Includes:*

- \$1,750 for 2 hours
- \$800 per additional hour
- Renters insurance

Table & Chairs set up and takedown

- \*Additional fee applied to events where alcohol is served.
- \*Cost does not include food & beverage fees.

1. Each rental time period includes 1 free hour of set up and 1 free hour of breakdown. Additional set up hours may be purchased.

2. Rentals on the museum exhibit floor may start as early as 5pm. No rentals in museum galleries during operating hours. Exceptions apply for set up on Plaza.

3. Extended Hours Fee: Hourly Rate of Location + \$50.00 (12:00am – 8:00am OR per hour after scheduled end of rental)

4. Bridal Suite included at no charge if renting the Museum for both Ceremony AND Reception.

5. Rehearsal: 4:00-5:00pm on a regular operating day is FREE. No chair set up. If another time slot is desired, regular rates apply.

Additional Add-ons:

|          |                                                                     |
|----------|---------------------------------------------------------------------|
| \$100.00 | Transition Fee (Our crew will move tables/chairs during your event) |
| \$250.00 | Bridal Suite                                                        |
| \$25.00  | Screen                                                              |
| \$50.00  | Projector                                                           |
| \$25.00  | Microphone (3 available)                                            |

\*20% Discount for Non-Profits

Corpus Christi Museum of Science and History  
Meeting Room Packages

**Watergarden Room**

Seating for up to 50 guests

*Includes:*

\$300 for 2 hours

\$125 per additional hour

\$5 per additional guest

Tables & Chairs set up

Free 30 minute set up to decorate

Admission to Museum for guests

\*Cost does not include food & beverage fees.

**Lecture Hall**

Seating for up to 50 guests MAX

*Includes:*

\$250 for 2 hours

\$100 per additional hour

Tables & Chairs set up

Free 30 minute set up to decorate

Admission to Museum for guests

\*Cost does not include food & beverage fees.

**Conference Room**

Seating for up to 12 guests

*Includes:*

\$75/hr.

\$5 per additional guest

Free 30 minute set up to decorate

Admission to Museum for guests

\*Cost does not include food & beverage fees.

Corpus Christi Museum of Science and History  
Birthday Party Packages and Policy

**Basic Party Package (Level 1)**

Cost:

\$275 for up to 20 people,  
Children under age 2 are free & Birthday Child is free  
\$15 for each additional person  
Members of Museum get 10% discount

Includes:

All day admission to the museum for all guests  
2 hours use of the party room w/ free entry & roam of museum (Museum hours only)  
Family members allowed into the room 30 min. prior to decorate  
(Host is encouraged to bring in cake, themed paper goods and decorations.) No helium balloons please.  
2 slices pizza/person. Capri Sun & water (20 of each). Museum will provide plates and cups  
Buy one get one coupon on a return visit (expires 1 year from event date)  
Time slots: (Tues-Sat: 11-1 or 2-4) (Sunday: 1-3 or 2-4)

**Deluxe Party Package (Level 2)**

Cost:

\$500 for up to 30 people  
Children under age 2 are free  
Birthday Child and 1 Guardian are free  
\$15 for each additional person  
Members of Museum get 10% discount

Includes:

All day admission to the museum for all guests  
2 hours use of the party room w/ free entry & roam of museum (Museum hours only)  
Family members allowed into the room 30 min. prior to decorate  
(Host is encouraged to bring in cake, themed paper goods and decorations.) No helium balloons please.  
Food & Drink: 2 slices of pizza/person  
Capri Sun and bottled water (30 of each)  
3 large bags of chips  
Museum will provide plates and cups  
Buy one get one coupon on a return visit (expires 1 year from event date)  
Your choice of Craft, Science Experiment or Museum Tour (must have 2 weeks' notice).  
Time slots: (Tues-Sat: 11-1 or 2-4) (Sunday: 1-3 or 2-4)  
Value of \$620 – saves you \$120

### **Ultimate Party Package (Level 3)**

#### **Cost:**

\$700 for up to 40 people,  
Children under age 2 are free  
Birthday Child and 2 Guardians are free  
\$15 for each additional person  
Members of Museum get 10% discount

#### **Includes:**

All day admission to the museum for all guests  
2 hours use of the party room w/ free entry & roam of museum (Museum hours only)  
Family members allowed into the room 30 min. prior to decorate  
(Host is encouraged to bring in cake, themed paper goods and decorations.) No helium balloons please.

Food & Drink: 2 slices of pizza/person.

Capri Sun, Bottled Water (40 of each)

(2) 12-pack cases of soda

5 large bags of chips

Museum will provide plates and cups

One Free 6 inch Pucker Powder voucher for each guest (40).

Buy one get one coupon on a return visit (expires 1 year from event date)

Your choice of two (2) Crafts, Science Experiments or Museum Tour (must have 2 weeks' notice).

Customizable Invitations with Museum logo and party details (50).

Time slots: (Tues-Sat: 11-1 or 2-4) (Sunday: 1-3 or 2-4)

Value of \$975 – saves you \$175

#### **Additions:**

- Party Favors – make your own 6" Pucker Powder: \$2 each
- Large 1 topping pizza: \$10 (requires 24 hr. notice)
- Upgrade to the Watergarden Room: \$100
- Extra hour use of Party Room: \$100
- Customizable Invitations with Museum logo: \$15 for 25 invites
- Fact hunt: \$15 (for 25 ppl)

(The scavenger hunt is ten multiple choice questions that lead the players to all corners of the Museum. This includes one paper & pencil per child, answer sheet with clues for adults, and a prize for each participant)

- Science Experiments (30 min.): \$50 (more than 30 students, \$75)
  - o *Theme options on next page*

**The Museum has a Menu where you may select party trays, drinks, and more!**

## **Science Experiments:**

### **Oobleck/Slime**

Get your hands a bit messy with our non-Newtonian slime. Learn about sheer force and impact with this funky liquid.

### **Van de Graff**

Allow our educators to guide you through a truly hair raising experience! Get a private showing of the van de Graff generator and how it harnesses the power of static electricity.

### **Weather**

Harness a bit of nature by making a cloud in a bottle. This simple demonstration uses a bicycle pump and a bit of rubbing alcohol to recreate the conditions found at the top of the Earth's atmosphere.

### **Making catapults**

With just a few supplies and a bit of know-how, create an ancient siege weapon to take home!

### **Chemistry**

Join our educators in creating an endothermic reaction in a balloon. This reaction is safe to perform, and lets children feel the science happening.

### **Dinosaur plane**

Learn about the mighty pteranodon and then make a small one. This fun and simple craft can even fly!

**EXHIBIT K  
FACILITY MAINTENANCE**

| <b>Item</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Responsible Party</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Structure: includes foundation, walls, roof, windows (regular & storm), storm shutters, doors, flooring, ceilings, & fixtures                                                                                                                                                                                                                                                                                                                  | City                     |
| Building Systems: includes Electrical (parts & labor), HVAC, Plumbing, Elevator (maintenance & certification), Fire Alarm (parts & labor) and Security Alarm (parts & labor)                                                                                                                                                                                                                                                                   | City                     |
| Building Fixtures: all quarterly and annual preventative maintenance on HVAC system, replacing interior and exterior light fixtures/ballasts, major toilet or sink repair, gate system major repairs including electrical boxes, door repair, fence repairs or replacement, Fire Sprinkler System preventative maintenance, repair and licensing, all boiler preventative maintenance and repairs, playground equipment repairs or replacement | City                     |
| Building Fixtures: air filters, light bulbs, simple toilet repair, Simple sink repair, strip and wax floors, shampoo carpets, maintain wall dividers in restrooms, door knobs, ceiling tiles, gate system minor* repairs, monitor boiler for leaks, minor* exhibit repair, exterior pressure washing of sidewalks and plaza, minor* interior paint touchup, annual fire extinguisher inspection and upkeep.                                    | CCMJV                    |
| Parking Lots, Sidewalks, Gates, & Signage                                                                                                                                                                                                                                                                                                                                                                                                      | City                     |
| Landscaping: includes flower beds, ground cover, shrubs & trees                                                                                                                                                                                                                                                                                                                                                                                | City                     |
| Electric Service (will be deducted from operation support payment)                                                                                                                                                                                                                                                                                                                                                                             | City                     |
| Fire Alarm System Service                                                                                                                                                                                                                                                                                                                                                                                                                      | CCMJV                    |
| Security Alarm System Service                                                                                                                                                                                                                                                                                                                                                                                                                  | CCMJV                    |
| Playground: maintain grounds & equipment                                                                                                                                                                                                                                                                                                                                                                                                       | CCMJV                    |
| Janitorial: includes supplies and services for cleaning facility and exhibits                                                                                                                                                                                                                                                                                                                                                                  | CCMJV                    |
| Pest Control Service                                                                                                                                                                                                                                                                                                                                                                                                                           | CCMJV                    |
| Dumpster Rental                                                                                                                                                                                                                                                                                                                                                                                                                                | CCMJV                    |
| Radios                                                                                                                                                                                                                                                                                                                                                                                                                                         | CCMJV                    |

\*Minor shall mean repair and/or service less than \$500.