



**CITY OF
MOUNT
DORA**

**Leisure Services
900 N. Donnelly St.
Mount Dora, FL 32757
352-735-7183
Fax: 352-735-3681
E-mail: parksandrec@cityofmoundora.com**

**PUBLIC ARTS COMMISSION MEETING
City Hall Board Room, 510 N. Baker Street, Mount Dora, FL 32757
August 17, 2021 at 3:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - A. June 22, 2021 Public Arts Commission Meeting Minutes
- IV. Public Comment
- V. Presentations
- VI. Action Items
- VII. Resolutions
- VIII. Ordinances
- IX. Discussion Items
 - A. Draft Mural Ordinance
 - B. 2022 Pride Month Banners and City Banner Policy
- X. City Staff
 - A. Ongoing Projects List
 - B. Ongoing Budget Balances
 - C. Public Art Master Plan Update
- XI. Communications and Reports
 - A. Commission Member Melissa Christians

- B. Commission Member Susan Grogan
- C. Commission Member James Lesperance
- D. Commission Member Maryann McNamara
- E. Commission Member John Wesner
- F. Vice-chair Harlow Middleton
- G. Chair Thomas Decker

XII. Future Meeting Dates

- A. September 28, 2021, 3:30 p.m.
- B. October 26, 2021, 3:30 p.m.
- C. November 23, 2021, 3:30 p.m.

XIII. Adjournment

NOTICE: Please note that, for purposes of Section 286.011, Florida Statutes, two or more members of the City Council may be present at this meeting, and this meeting may be considered a City Council meeting.

NOTICE: If any person decides to appeal any decisions at this meeting with respect to any matter considered, such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

NOTICE: In accordance with the Americans With Disabilities Act of 1990, persons needing special accommodations to participate in this proceeding should contact Jeanann Hand no later than seven (7) days prior to the proceedings. Telephone (352) 735-7100 ext. 3116 for assistance. If hearing impaired, telephone the Florida Relay Service numbers (800) 955-8771 (TDD) or (800) 955-8770 (Voice) for assistance.

If you have any comments or question regarding the contents of this agenda packet, please call Caroline Zeglen at (352) 735-7100 ext. 3116.



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DATE: August 17, 2021

TO: Public Arts Commission Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: June 22, 2021 Public Arts Commission Meeting Minutes

Introduction:

This is a request for the members of the Public Arts Commission to approve meeting minutes.

Discussion:

Administrative staff prepare minutes and present them to the commission as an opportunity to make suggestions or corrections prior to final approval.

Budget Impact:

N/A

Strategic Impact:

N/A

Recommendation

Members of the Public Arts Commission approve the minutes as transcribed.

Attachment(s):

1. PAC Minutes 06-22-21

Prepared by: Jeanann Hand, Administrative Coordinator
Reviewed by: carsonc carsonc, Special Events Coordinator
Amy Jewell, Leisure Services Director

Approved - 8/12/2021
Final Approval - 8/16/2021



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**PUBLIC ARTS COMMISSION MEETING
City Hall Boardroom, 510 N. Baker Street, Mount Dora, FL 32757
June 22, 2021 at 3:30 PM**

MINUTES

PRESENT: Melissa Christians, Thomas Decker, James Lesperance, Maryann McNamara, John Wesner

ABSENT: Susan Grogan, Harlow Middleton

CITY STAFF: Christopher Carson – Cultural & Special Events Coordinator, Amy Jewell – Leisure Services Director, Jen Schwarz – Leisure Services Operations Manager, Jeanann Hand – Leisure Services Administrative Coordinator

I. Call to Order

Mr. Decker called the meeting to order at 3:30 PM.

II. Roll Call

III. Approval of Minutes

A. May 25, 2021

MOTION by Mr. Wesner, SECONDED by Ms. Christians to approve the minutes from May 25, 2021.

AYE: Christians, Decker, Lesperance, McNamara, Middleton, Wesner

NAY: None

MOTION CARRIED 5-0.

IV. Discussion Items

V. Public Comment

VI. Presentations

VII. Action Items

A. Lakeside at Waterman Village Private Bridge Design Consensus

Since last month's meeting, Commission members submitted to City staff graphic representations and descriptions of their suggestions for the artistic elements of the bridge's design. Mr. Decker proposed presenting Waterman with a Plan A and a Plan B.

Mr. Wesner walked members through his illustrations of plasma cut metal art depicting natural elements found in the Mount Dora environment. He is in contact with an artist who performs such work. He proposed members agree upon the subject matter and dimensions, and then direct the artist regarding what they would like the final result to be.

The Commission regarded the other members' submissions, ultimately agreeing upon the plasma cut metal art, which they would like backlit and placed on the walls facing Donnelly Street beneath the bridge's span across the street.

Ms. Christians favored the idea of the City logo and the words "Mount Dora" as the welcome message displayed upon the bridge. Mr. Wesner disagreed with the display of the Mount Dora logo, since it is a Waterman Village bridge. The use of the City seal and/or the phrase "Someplace Special" was discussed.

Members acknowledged Mr. Middleton's suggestions regarding simplicity and landscaping. Waterman Village previously stated they would be establish and maintain decorative landscaping around the bridge. Commission members specified they would like tall palms as part of the landscape plan. They discussed obtaining bids from more than one artist, and enquiring whether Waterman has an in-house artist.

Ms. Jewell answered members' questions regarding the progress of the City's rebranding, informing them there is no imminent change to the City's branding elements at the moment.

Members agreed the font used for the entire "Welcome to Mount Dora" message should be the City's brand font, Times New Roman.

MOTION by Mr. Wesner, SECONDED by Mr. Lesperance to propose to Waterman Village the art elements of the gateway bridge consist of plasma-cut metal art created by a local artist, mounted and backlit on the walls beneath the bridge span that face Donnelly Street, with the art representing 1. a heron and 2. leaves, both similar to photos included in the meeting’s agenda packet, with the artwork being proportional to the bridge, and the “Welcome to Mount Dora” message written in Times New Roman font, and that any additional moneys available be spent on decorative landscaping to include large palm trees with an emphasis on height.

AYE: Christians, Decker, Lesperance, McNamara, Wesner

NAY: None

MOTION CARRIED 5-0.

VIII. Resolutions

IX. Ordinances

X. City Staff

Mr. Carson bestowed accolades upon the City’s Public Works and Parks Departments for preparing the chosen site at Evans Park for the relocation of the Kinetic Windmill sculpture. The relocation project is nearly complete.

Mr. Decker asked Mr. Carson what impediments, other than funding, there would be to contracting out the site preparation work for future projects. Mr. Carson responded that, at the moment, due to complications brought on by the pandemic, materials are costly and difficult to acquire in a timely manner. However, contracting labor to perform such work for future projects remains a possibility. Methods will mostly likely be determined project by project.

Mr. Carson informed Commission members the approval of negotiated cost for the Public Art Master Plan is scheduled for presentation before City Council on July 20th, 2021. Additionally, he updated the Commission on the participation of Freedom on the Waterfront poster artist Emily Lewis at the event being held July 3rd, 2021.

Commission members agreed to cancel the July Commission meeting due to project and vacation schedules.

Mr. Decker told Commission members and City staff about a social media video featuring one of the Commission-sponsored painted dumpster enclosures.

A. Ongoing Project List

Mr. Decker mentioned he had been asked by members of the community to involve the Commission in requesting the City display Pride Week banners in 2022.

Mr. Carson informed there is no set schedule for the banner rotation, and that the CRA might be involved, since it may affect their budget as well.

Ms. Jewell mentioned the project would require City Council approval, as all banner displays do. She suggested a design contest might be a productive approach. She raised consideration of flags instead of banners, citing lower cost and ease of installation and removal. Banner installation and removal typically take 2-2.5 days for either process.

The Commission discussed issuing a Call to Artists for the project. The Call could request either banner or flag designs. There are 50-60 flag display points throughout the City; usually banners or flags are installed at every other fixture.

Mr. Decker prefers banners over flags. He would like them to have a custom feel and demonstrate the character of Mount Dora culture.

Ms. Jewell asked Commission members to consider which of the categories in the Commission's previously created budget item list would encompass this project. Mr. Decker suggested it could be considered Downtown Beautification.

Ms. Schwarz reported the cost of the Commission's last banner project was \$7,000.00. Flag cost is approximately \$175 each.

Ms. Jewell put forth the item be added to the Commission's August meeting agenda.

XI. Communications and Reports

A. Commission Member John Wesner

B. Commission Member Melissa Christians

C. Commission Member Susan Grogan

D. Commission Member Maryann McNamara

E. Commission Member James Lesperance

F. Vice-Chair Harlow Middleton

G. Chair Thomas Decker

XII. Future Meeting Dates

- A.** August 24, 2021, 3:30 PM
- B.** September 28, 2021, 3:30 PM
- C.** October 26, 2021, 3:30 PM

XIII. Adjournment

MOTION by Mr. Lesperance, SECONDED by Ms. Christians to adjourn the June 22, 2021, Public Arts Commission Meeting.

The meeting adjourned at 4:21 PM.

Mr. Thomas Decker
Chairperson

Mr. Christopher Carson
Cultural & Special Events Coordinator



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DATE: August 17, 2021

TO: Public Arts Commission Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: Draft Mural Ordinance

Introduction:

This is an opportunity for the Public Arts Commission to review and provide feedback on the draft mural ordinance, which will be presented by Planning Department staff.

Discussion:

At the direction of City Council, Resolution No. 2018-108, adopted on July 17, 2018, and extended by Resolution 2020-103 on July 7, 2020, created a Special Code Advisory Committee to update the City's sign code. Seven member appointments included the following: Planning staff, Building staff, Code Compliance staff, a Planning and Zoning Commission member, an Historic Preservation Board member, a Public Arts Commission member, and a citizen.

The Committee's second task, which began in December 2020 following the sign code updates, was to draft a mural ordinance. The Committee deliberated from December 2020 through June 2021 and developed the attached amendments to the Land Development Code - Murals (Attachment #1). In addition, Attachment #2 is the draft application that outlines the permit review checklist and procedures.

Proposed murals that are located in commercial or residential areas will follow specific criteria related to the design, placement, location, size, type of materials, and maintenance.

Mural requests start with the Planning and Development Department and are then forwarded to applicable City Departments for review depending upon the nature of the application. If the mural is located within the historic preservation area, the mural request is forwarded to the City's Historic Preservation Board (HPB) for review and recommendation. Applications are considered by the City's Public Arts Commission for final action and issuance of a mural permit.

Committee and Public Hearing Schedule:

- Special Code Advisory Committee: Monthly – December 2020 through June 2021
- Development Review Committee: June 30, 2021
- Planning and Zoning Commission: August 18, 2021
- Public Arts Commission: August 24, 2021
- Historic Preservation Board: August 25, 2021
- City Council: TBD

Budget Impact:

None

Strategic Impact:

Regulations related to design standards advance a legitimate public purpose and promote and protect the health, safety, and welfare of the citizenry of Mount Dora and are consistent with Goal 1: Economic Development.

Recommendation

PAC provide feedback on the draft mural ordinance.

Attachment(s):

1. Attachment #1 Mural Ordinance 6-17-21 (Draft)
2. Attachment #2 Mural Application (Draft)

Prepared by: Vince Sandersfeld, Planning and Development Director

Reviewed by: carsonc carsonc, Special Events Coordinator
 Jeanann Hand, Administrative Coordinator
 Amy Jewell, Leisure Services Director

Approved - 7/23/2021

Approved - 8/13/2021

Final Approval - 8/16/2021

City of Mount Dora

DRAFT Mural Ordinance

SPECIAL CODE ADVISORY COMMITTEE

Document: Final – June 17, 2021

Section I - Purpose

Mural art is widely considered one of the oldest methods of artistic expression. The purpose of this Mural Ordinance is to permit and encourage murals on a content-neutral basis with certain allowable time, place and considerations. Murals comprise a unique medium of expression that serve the public interest and have purposes distinct from signs. Murals confer different benefits and can increase community identity and foster a sense of place. The goal for regulating mural art in the City of Mount Dora is to ensure a continued visual aesthetic complementing the community character while allowing for compatible artistic and creative expression in appropriate locations, in an appropriate manner and of appropriate material.

Section II - Definitions

For the purposes of this ordinance, the following definitions shall apply:

Alteration: Any substantial change to a permitted mural, including but not limited to any change to the image(s), materials, colors or size. Minor changes to the permitted mural that result from maintenance or repair shall not constitute alteration. Such minor changes may include slight and unintended deviations from the original image, colors or materials that occur when the mural is repaired due to the passage of time or because of vandalism.

Commercial Elements: Any message that uses trademarks, service marks, colors or patterns, copy, lettering, symbols or other references used elsewhere in the marketplace directly related to the promotion of a specific product, business, profession, trade or service.

Graffiti: Graffiti shall mean writings, drawings, inscriptions, figures or marks of paint, ink, chalk, dye or other similar substances on public or private buildings, structures, fences/walls or places that are not authorized by the property owner or occupant or permitted by the City.

Mural: A work of visual art which is produced, tiled, painted directly upon, or affixed directly to an exterior surface, building, structure or fence/wall. Murals may contain a subject matter consistent with the theme of a business but should not contain commercial copy in conflict with sign regulations of this Code.

Façade: The exterior face of a building.

Section III - Permit Required

A property owner desiring to place a mural on its property shall first obtain a permit from the City. In order to obtain a permit, the property owner must submit a permit application, on the form approved by the City, and applicable application fee to the City for consideration. The application fee shall be established and revised from time to time by Resolution adopted by the City.

Section IV - Review Criteria

Review shall be related to location, manner and materials of the Mural display in order to preserve the aesthetic appeal which the City of Mount Dora has cultivated and in order to promote appropriate visual expression. The following guidelines will be used by the City in evaluating mural applications:

Location

1. Murals may be located on all façades on a structure used for residential purposes.
2. Murals may not be located on the primary façade of a structure used for non-residential purposes. In instances where a building has two primary facades, murals may not be placed on either façade (except for façades on alleyways).
3. No part of the mural shall be placed over life safety elements, and/or utility structures or facilities, in a way that would obscure or obstruct.
4. If a mural is to be affixed on a historic or landmark building, or in the Historic District, the application must also be presented to the Mount Dora Historic Preservation Board for a recommendation and then presented to the Public Arts Commission for final approval.
5. In areas with residential zoning, a mural shall not exceed 20% of the area of the facade of any structure.
6. In areas with non-residential zoning, a mural shall not exceed 60% of the area of the facade of any structure.
7. In both residential and non-residential zonings, a mural may occupy 100% of the area of a utility box or similar structure.
8. The mural should be appropriate within the character of the area and complement and enhance the building, architectural features, and site.
9. No part of the mural shall exceed the height of the structure to which it is affixed.
10. No part of the mural shall extend more than six inches from the plane of the surface upon which it is affixed.

Manner

1. The artist name(s) may be incorporated into the mural but should be discreet and not exceed five percent (5%) of the design area or two (2) square feet in area, whichever is less.
2. No mural shall be illuminated in a manner that produces a light intensity greater than 0.5 foot-candles at the property lines.
3. Murals must be allowed under First Amendment protections to express ideology, beliefs, opinions and/or other societal images; however, these protections do not extend to the following elements that are grounds for permit denial – explicit nudity or sexually explicit conduct, obscenities, defamation, symbols denoting gang affiliations, any expression that could be deemed to be hate speech or displays so shocking that it likely would create a public safety issue by impeding the safe flow of traffic.
4. Murals may contain limited Commercial Elements as long as they are not considered commercial copy pursuant to the sign regulations of this Code.
5. Commercial Elements are subject to the sign regulations of this Code.
6. Prior to Alteration of a Mural, a new Mural application must be submitted and permit issued, unless the structure and or/surface is being brought back to its original state.

Materials

1. The mural should be constructed with materials designed to be resistant to weather and vandalism.
2. Chemical or physical treatments, such as sandblasting, that may cause damage to any architectural feature, should not be used.
3. Paint utilized should be intended for exterior use that will not corrode or compromise the integrity of the material to which it is applied.
4. Reflective, neon and fluorescent paints shall not be used.
5. If necessary, murals shall be coated with a topcoat that helps protect the mural from fading and deterioration, as well as makes it easy to clean if vandalized.

Section V - Maintenance

All murals shall be kept in a proper state of repair and preservation. It is a violation of this Code to own, keep or maintain any mural in a dilapidated or deteriorated condition or to permit or allow a mural to be kept in such condition.

1. At all times during and after application, murals shall be considered the property of the owner and/or occupant of the structure to which it is applied, and said owner and/or occupant shall be responsible for maintenance and upkeep of the mural,
2. The property owner and/or occupant of any building, structure or fence/wall that has been marked by Graffiti shall remove said Graffiti within seven (7) calendar days of notification by the City.
3. A mural that is kept, maintained, or allowed to remain in a dilapidated or deteriorated condition may be declared a public nuisance and the City may pursue all available legal remedies, including code enforcement or court action
4. As a supplemental means of enforcement, if an property owner fails to repair or remove a dilapidated or deteriorated mural, by Order of the City's Magistrate, the City may initiate removal of the mural by means it deems appropriate and thereafter record a lien in the public records of Lake County for any costs associated with the removal.
5. Removal of a Mural shall be accomplished by physical removal, of the paint or other material of which the mural is composed, from the building, wall, structure or fence and/or by covering the mural with paint or other material. With either removal or covering, the Mural must be rendered completely invisible while maintaining the structural and architectural integrity of the structure upon which the Mural was applied.

Section VI - Existing Murals.

Murals in place when this Ordinance takes effect will be considered legal non-conforming Murals.

Section VII - Appeal

Any person aggrieved by a decision of the Public Arts Commission, denying a permit for a mural, may appeal to the City Council by submitting a written request to the City Manager within ten calendar (10) days of the rendition of the decision by the Public Arts Commission. The decision rendered by the City Council shall be final.



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City of Mount Dora
Planning and Development
510 N. Baker St.
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352-735-7112
E-mail: plandev@cityofmounddora.com

MURAL APPLICATION

Please complete the following (type or print clearly):

Is the Mural Located within the Historic Preservation Review Area: Yes ____ No ____

Is the Property Use of Mural: Commercial ____
Residential ____
Other ____ (List _____)

APPLICANT/PROPERTY OWNER INFORMATION:

Date: _____ Project Name: _____

1. Applicant's Name: _____

Company's Name: _____

Address: _____

City, State & Zip: _____

Phone: _____ E-mail: _____

2. Owner's Name: _____

Company's Name: _____

Address: _____

City, State & Zip: _____

Phone: _____ E-mail: _____

3. The property generally located and list adjacent streets: _____

4. The address(s) of the property: _____

Mural Application
City of Mount Dora

5. Describe any right-of-way (or sidewalks) closures during installation that apply (attach summary): _____

6. Zoning District: _____

SUBMITTAL REQUIREMENTS:

Applications to include the following items:

- ☐ Summary cover letter with description of the mural and how the proposal is consistent with the provisions of the City's Mural Ordinance.
- ☐ Specifications regarding the mural design (location, size, concept, type of paint/media, etc.).
- ☐ Clear photograph, and legible scaled drawings with a description showing location and area of the mural and character of the structure to which the mural is to be affixed.
- ☐ Drawing showing the concept and content of the mural, dimensions, construction, size, components, materials and method of attachment, as appropriate.
- ☐ Evidence of the long term maintenance plan – responsibilities of the property owner, occupant, and/or artist(s).
- ☐ Evidence of protection of existing features and as, applicable, the public and public areas.
- ☐ Other documents, drawings, images, materials, as may be required.
- ☐ City Public Works Department right-of-way permit, if applicable.
- ☐ Written signed statement of permission from property owner (notarized owner authorization letter).
- ☐ Application fee: (*Established by Separate Resolution Master Fee Schedule*).

Mural Application
City of Mount Dora

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal pursuant to the City's Land Development Code. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Applicant Signature

Date

Property Owner Signature

Date

STATE OF FLORIDA
COUNTY OF LAKE

Sworn to or affirmed and subscribed before me by means of ☐ physical presence or
☐ online notarization this _____ day of _____, 20_____, by

(Name of Person Signing)

NOTARY PUBLIC or DEPUTY CLERK

(Print, type, or stamp commissioned name of notary or clerk)

☐ Personally known or ☐ Produced identification of _____

Mural Application
City of Mount Dora

PROCEDURES AND POLICIES

1. Application Submittal Due Date: Completed application form with support documents must be submitted on or before the first Monday on any month.

***** Incomplete submittals will not be accepted*****

2. Upon receipt of a completed application, the City's Planning and Development Department shall conduct a review within thirty (30) days. The application will be forwarded to applicable City Departments for review depending upon the nature of the application. City Departments to include, but not limited to: Planning, Leisure Service, Public Works, and Building. The purpose of the review is to assure compliance with the Mural Ordinance, other Mount Dora Codes and regulations, and the ability of the artist(s) proposing the mural to produce a quality mural.
3. If applicable, the mural application will be forwarded to the City's Historic Preservation Board (HPB) at their next available meeting, after it completes the Planning and Development Department process.
4. The mural application will be forwarded to the City's Public Arts Commission for final action after it completes the Planning and Development Department and HPB process.
5. Any changes to a mural must be re-submitted to the City for review and determination as to whether the changes require new approval.
6. The City reserves the right to inspect a mural during installation and upon completion to ensure that the final product follows the approved mural application. Should it be found that the mural is not in compliance, the property owner, occupant and/or artist(s) will be notified and given thirty (30) days to correct the deficiencies. Should the necessary corrections fail to be made, the mural will be deemed out of compliance and may be removed at the expense of the property owner, occupant and/or artist(s).
7. Notice of application for mural shall be posted on the premises of the building, structure or appurtenance in a location and manner clearly visible from the street. Such notice will be posted within ten (10) working days prior to scheduling of both the Historic Preservation Board and Public Arts Commission meetings.



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DATE: August 17, 2021

TO: Public Arts Commission Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: 2022 Pride Month Banners and City Banner Policy

Introduction:

This is an opportunity for Commission members to discuss the City display of banners or flags celebrating Pride Month in June 2022 and the establishment of City policies regarding banner and flag displays.

Discussion:

The City of Mount Dora occasionally displays banners and flags to honor, inform, commemorate, or celebrate specific themes of relevance to community members. Most recently, the City erected banners along public thoroughfares to remind residents and visitors to wear face masks for the prevention of COVID transmission. The City annually displays banners celebrating the winter holidays. Additionally, in 2019, the Commission conducted a competition for a banner design intended to showcase local artists, beautify the Downtown Business District, and support economic development in the CRA.

At the June 2021 Public Art Commission meeting, Chairperson Thomas Decker remarked upon requests from the community to display banners celebrating Pride Month in June 2022. While the City's Public Works Department processes applications for Overhead Banners (Attachment #1), no formal City banner policy has yet been established for the decorative banners or flags displayed on light poles. As such, the Pride Month banners may set the precedent for future banner/flag display requests.

A review of the policies of other communities that regularly accept banner and flag submission requests can provide guidance regarding elements the City may want to consider when moving forward with this project (Attachments #2 and 3). Elements defined in other communities' banner and flag policies include:

- Which groups or causes are eligible to submit applications for banner/flag displays - nonprofits, community events, commercial interests, etc.

- Responsibility for the design, production, and provision of the banners/flags
- Prohibited themes
- Duration of display
- Burdens of labor and cost for installation and removal of the banners/flags
- Allowance for sponsorship of banner/flag projects.

Other considerations upon which Commission members may want to form a consensus include:

- Blackout dates for banner/flag display reservations
- How a banner/flag policy may affect the way the City currently handles overhead banners.

Please see Attachment #4 for maps indicating the locations available for flag and banner display throughout the City.

Budget Impact:

The Public Art Commission is requesting \$30,000.00 from the City in the 2021/22 fiscal year to complete a list of defined projects. While the upcoming City budget has not yet been finalized, according to Commission members' project and associated cost list, Commission members designated \$7,600.00 for Downtown Beautification, the category beneath which this project would fall.

As a point of reference, for the 2019 Banner Design Contest, the light pole banners impacted the Community Redevelopment Fund, operating supplies line item 117-5151-552.00-00 in the amount of \$7,012.50.

Strategic Impact:

Showcasing works of art that enrich, educate, and enhance the community ultimately contributes to the City's economic development.

Recommendation

Commission members discuss the above bullet points so that a policy draft can be presented at the September 28th Public Art Commission meeting.

Attachment(s):

1. City of Mount Dora Overhead Banner Permit Rev 2021_202104131309103998
2. Banners _ City of Santa Cruz
3. City of Evanston, IL Banner Policy and Application
4. City of Mount Dora Banner-Flag Installation Layout Maps

Prepared by: Jeanann Hand, Administrative Coordinator
 Reviewed by: carsonc carsonc, Special Events Coordinator
 Amy Jewell, Leisure Services Director

Approved - 8/17/2021
 Final Approval - 8/17/2021



NOTE: If you need an ADA compliant copy of this form, please contact us at 352-735-7151.

OVERHEAD BANNER PERMIT APPLICATION

Application is hereby made to the City of Mount Dora for authority to display a temporary overhead advertising banner across a city street for a City or Non-Profit Sponsored Events.

WEEKS REQUESTED:

(One or two weeks only, Monday through Sunday)

FROM: _____

TO: _____

ACTIVITY (Name of activity or event to be advertised)

ACTIVITY DATES:

STARTS: _____

ENDS: _____

SPONSORING NON-PROFIT ORGANIZATION:

Name: _____

Address: _____

City: _____

State _____

Zip _____

President/Officer _____

Title _____

Phone No: _____

(____) - _____

E-mail: _____

PERMIT APPLICANT:

Name: _____

Address: _____

City: _____

State _____

Zip _____

Phone No: _____

(____) - _____

E-mail: _____

REQUESTED LOCATION FOR BANNER: (Only one banner allowed per event)

PLEASE REVIEW BANNER REQUIREMENTS BEFORE SELECTING A LOCATION

☐ Donnelly @ 9th Avenue (30-ft max*)

☐ 5th Avenue @ Baker Street (30-ft max*)

☐ 5th Avenue - East of Clayton (28-ft. max*)

BANNER DIMENSIONS:

HEIGHT: _____ **Inches**

WIDTH: _____ **Feet**

ADVERTISING COPY: (Indicate complete wording of banner)

OVERHEAD BANNER PERMIT APPLICATION

BANNER REQUIREMENTS:

1. Banner Height: minimum 30 inches, maximum 42 inches;
Banner Width: * maximum 30 feet at Donnelly at 9th Ave. & 5th Ave. at Baker St.; *maximum 28 feet at 5th Ave - East of Clayton.
2. Banner must have four ¼" stranded nylon or polypropylene ropes attached at top and bottom corners of banner that will span fifty (50) feet across street (e.g. two top ropes plus banner width = 50 feet). No twine or plastic-coated wire will be accepted.
3. Banner must include ½" eyelets at least every twenty-four (24) inches of banner width (top and bottom).
4. Banner must include cut half moon shapes every thirty-six (36) inches of lineal width for wind loading. The cuts must be equivalent to half the height of the banner (e.g. 36" height must have 18" cut).

PERMIT CONDITIONS:

1. Banners are only allowed for City and/or Non-Profit Sponsored Events. For the purpose of this Permit and in conformance with the Land Development Code, a Non-Profit is a "fraternal, benevolent, charitable, eleemosynary, philanthropic, altruistic, civic, community, veteran, educational organization or other organization of like or similar nature."
2. The time period for which the permit is granted is based upon a weekly period beginning on Monday through the following Sunday. The permit period for a banner will not be less than one (1) week and may not exceed two (2) weeks. Only one banner per event will be allowed due to limited locations.
3. Permits for a specific location or time period will be granted on a first-come, first-served basis. Permit applications may be submitted no earlier than twelve (12) months in advance of the event (for example: an event is scheduled for November 21, 2016; applications will be accepted no earlier than November 21, 2015).
4. Verbal requests, in accordance with #2 above, will be accepted; but space is not confirmed until an Overhead Banner Permit Application is submitted by the applicant and approved by the Public Works & Utilities Department. If the application for a verbally-requested space has not been received, and another application is received for that same space, the submitted and approved application received first in Public Works & Utilities will be confirmed for the space.
5. The City will install and remove banners on Mondays, subject to holidays, weather, and other work priorities that may delay installation or removal.
6. **The City will not install banners that do not meet the Banner Requirements or that have not been delivered to the Public Works & Utilities office at 900 N. Donnelly Street by 3:00 PM on the Thursday preceding the beginning of the time period.**
7. Applicants must pick up banners within three (3) days of removal. The City will not store banners for applicants and will not be liable for any damage or loss.
8. Direct questions to Public Works & Utilities: Phone 352-735-7151 - Fax 352-735-1539.

I, _____, hereby certify that we meet the definition of a Non-Profit and agree to comply with the above Banner Requirements and Permit Conditions.

_____	_____	_____
DATE	NON-PROFIT ORGANIZATION	APPLICANT'S SIGNATURE

PERMIT APPROVAL:

_____	_____
DATE	APPROVED BY

Banners

Street Banners For Events

POLICY: To encourage and support cultural and community events, the City Parks and Recreation Department will maintain a program that coordinates the installation and removal of banners on selected City-owned utility poles. General program policies are:

Program Use: Use of this program will be limited to announcements of activities and events held within the City or County of Santa Cruz, with priority given to activities within the City when conflicts occur. Both non-profit and for-profit organizations may use this program, but for-profit use is limited to events or activities that are of a cultural, historical or community nature. Banners may not be used for political or commercial purposes (i.e., to advertise products or services).

Banner Permit Application



BANNER PERMIT APPLICATION

POLICY:

- Only banners from City sponsored events or City funded banners will be allowed to be installed/displayed on City street light poles.
- Banners can only be displayed between May 1st and October 31st. Permit to display the banners will be limited to a maximum of six (6) months.
- Banners will not be allowed to be displayed on streets with four or more lanes of traffic, i.e. Ridge Avenue and Green Bay Road, except in business districts and adjacent to exempt entities.
- Separate units of local government including Universities and Hospitals that

install their own banner and assume liability are excluded from this policy i.e. Evanston School District 65, Evanston School District 202, Ridgeville Park District, Downtown Evanston.

PERMIT:

Application must be made using the Banner Permit Application. The applications will be reviewed and approved on a “first-come, first-served” basis. On this form, the applicant must specify the event or institution being recognized on the banner, the dates during which the banners are requested to be displayed, and the specific locations of the poles the applicant wishes to use. (Note: Not all poles can accept banners due to possible conflicts with traffic control signs or signals. When this occurs, staff will work with the applicant to select alternate locations.) The banner’s message, the length of time being requested for displaying the banners and the proposed locations should be related to and appropriate for the events or institutions for which the banners are being installed. A scale drawing or sketch of the banner (both sides, if the sides are different) must be provided with the application.

INSTALLATION:

All installation and removal is to be performed by the City or by an approved contractor.

FEE SCHEDULE:

Installation by the City:

- On poles with brackets in place: \$35.00 for first banner plus \$12 for each additional banner
- On poles without brackets: \$45.00 for first banner plus \$22 each for additional banner
- Trips to repair banners: \$35.00 for each banner

Installation by approved private contractor: \$25.00 per application

INSURANCE:

A certificate of insurance in the amount of \$1,000,000 naming the City of Evanston as an additional insured must be provided before banners can be installed. A hold-harmless agreement is part of the application.



DESIGN:

Two (2) banner sizes are acceptable: two (2) feet by five (5) feet and two and one-half (2 ½) feet by eight (8) feet. Either size may be used on the City's taller street light poles, but only the smaller size may be used on the shorter, ornamental Tallmadge poles. Regardless of size, the banner must have: (1) wind flaps cut into the fabric to reduce the strain on the pole, (2) sleeves at the top and bottom to accept the horizontal rod of the bracket, and (3) metal grommets near each corner to allow the banner to secure to the pole. Banners must be of sufficient strength and durability to withstand the elements during the period they are in place. If the City must return to the site of the banner installation to remove a torn, faded, or otherwise damaged banner; the applicant will be charged a fee for each trip to the site.

DOCUMENTS: Banner Permit Application (.pdf)

The public use prevails over any private use of public space. Therefore, the City reserved the right to remove banners when necessary. A pro-rated refund will be issued should this occur.



City of
Evanston™

Department of Public Works
Division of Transportation
2100 Ridge Avenue
Evanston, Illinois 60201

Phone (847) 866-2922
Fax (847) 448-8118

BANNER PERMIT APPLICATION

APPLICANT INFORMATION

GROUP: _____

CONTACT PERSON: _____

Address: _____

Phone Number: _____ Fax: _____

E-Mail: _____

Purpose of Banners: _____

Number of Banners: _____ Dates Requested From: _____ To: _____
(60 day limit)

Specify desired location of Banners: _____

FOR CITY USE ONLY

DATE APPLICATION RECEIVED

DATE APPLICATION APPROVED

APPROVED BY

PERMIT FEE

PAYMENT DATE

cash check credit
METHOD OF PAYMENT

RECEIPT NUMBER
Internal Account No.

FEE SCHEDULE

INSTALLATION

On poles with brackets in place: \$35.00 for first banner +\$12 ea additional banner
On poles without brackets: \$45.00 for first banner +\$22 ea additional banner
Trips to repair banners: \$35.00 ea. trip
Renewal fee: \$25.00 each renewal period.

BY CITY:

BY PRIVATE CONTRACTOR:

\$25.00 total
N/A
N/A
\$25.00 each renewal period.

I understand that permission is granted only for the purpose of allowing private banners to be placed on the City Right-Of-Way and that all responsibility for public liability, injury to persons, and/or damage to property is borne by the applicant, not the City of Evanston. This permit is revokable by the City with no notice to the applicant.

Signature of Applicant : _____ Date: _____



Banner: 72 Flag: 9 Both: 2
Empty Pole: 1

Downtown

* Evans Park
has 5 additional
banners & flags.

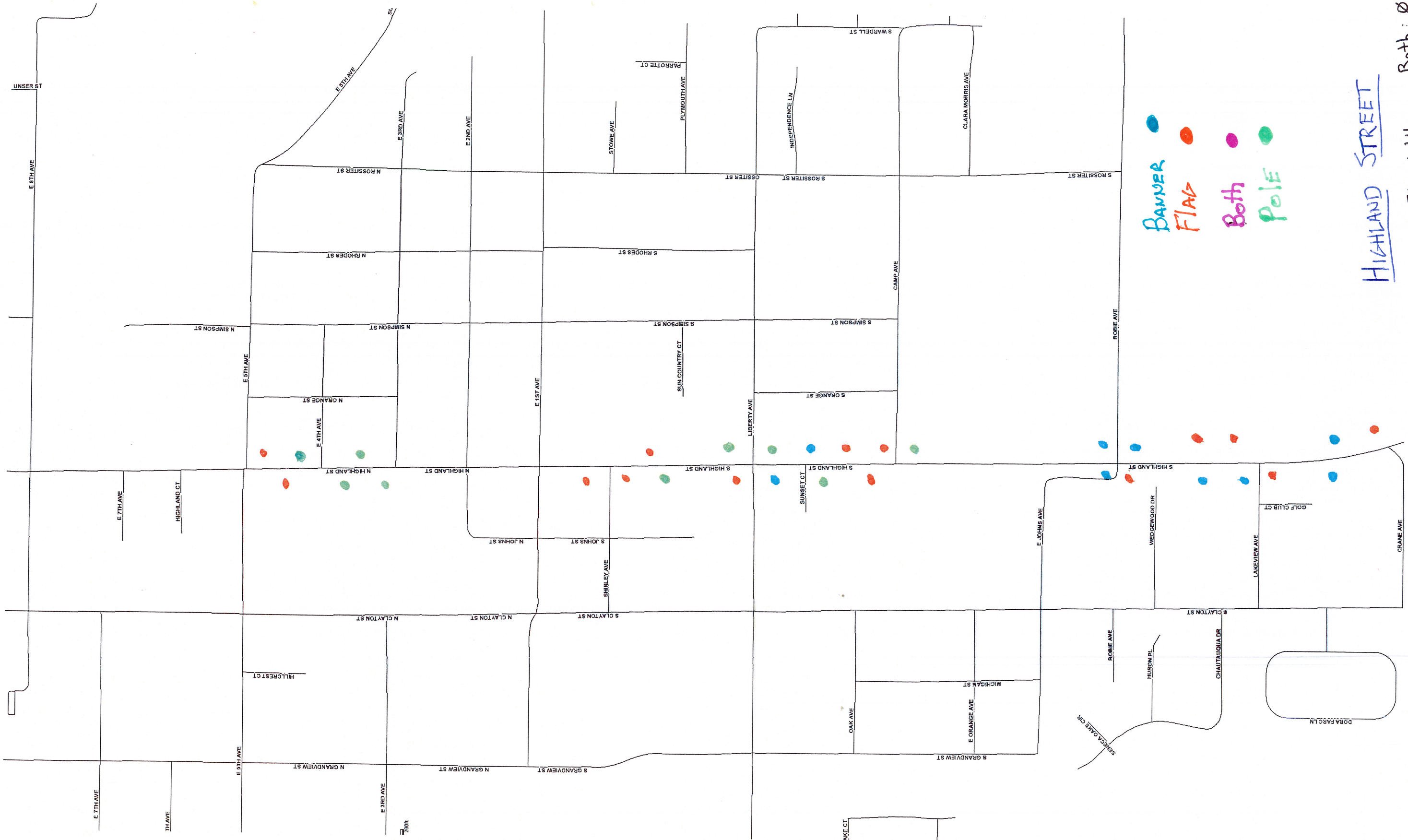
- BANNER ●
- FLAG ●
- BOTH ●
- POLE ●



Banner: 25
Flag: 1
Both: 0
Empty Pole: 34

NORTH
DONNELLY
AND
GRANDVIEW

BANNER
FLAG
BOTH
POLE



HIGHLAND STREET

Banner : 9 Flag : 14 Both : 0
Empty Pole : 9



**CITY OF
MOUNT
DORA**

**Leisure Services
900 N. Donnelly St.
Mount Dora, FL 32757
352-735-7183
Fax: 352-735-3681
E-mail: parksandrec@cityofmountdora.com**

DATE: August 17, 2021

TO: Public Arts Commission Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: Ongoing Projects List

Introduction:

At the request of the Public Arts Commission, this is an ongoing agenda item that includes a list of ideas for possible future projects.

Discussion:

See Attachment #1 for the possible projects list as of the August 24, 2021 Public Arts Commission meeting.

Budget Impact:

N/A

Strategic Impact:

N/A

Recommendation

Commission members consider and discuss listed and future projects.

Attachment(s):

1. 08-24-21 Ongoing Projects

Prepared by: Jeanann Hand, Administrative Coordinator
Reviewed by: carsonc carsonc, Special Events Coordinator
Amy Jewell, Leisure Services Director

Approved - 8/15/2021
Final Approval - 8/16/2021

ATTACHMENT #1



**CITY OF
MOUNT
DORA**

**Leisure Services
900 N. Donnelly St.
Mount Dora, FL 32757
352-735-7183
Fax: 352-735-3681
E-mail: parksandrec@cityofmoundora.com**

**PUBLIC ARTS
COMMISSION POSSIBLE
PROJECTS LIST
August 24, 2021**

In order to effectively plan future projects, the Public Arts Commission maintains a list of possible project ideas and inspiration.

Project Ideas by Location:

- Mural with Martin Luther King quotes (Cauley Lott Park)
- Hanging flower baskets (Downtown)
- K-9 monument with Heroes and Community Trust (Dog Park)
- Mosaic (Lincoln Pool)
- Grand entry archway, raised vegetable garden with Pink Ribbon Foundation (Lincoln Park)
- Art Walk (Simpson Cove)
- Native American family sculpture (Palm Island Park)
- Water fountain or floating holiday trees (Lake Dora)

General Project Ideas:

- Sidewalk stencils of text quotations
- Statues of an animal that represents the City (e.g., alligators)
- Traffic control boxes
- Murals on buildings and walls, especially tied in with landscaping
- Kiosks
- Benches and seats with whimsical design
- Fire hydrants, pipes, and posts
- Crosswalks and sidewalks
- Signage



**CITY OF
MOUNT
DORA**

**Leisure Services
900 N. Donnelly St.
Mount Dora, FL 32757
352-735-7183
Fax: 352-735-3681
E-mail: parksandrec@cityofmoundora.com**

DATE: August 17, 2021
TO: Public Arts Commission Members
FROM: Amy Jewell, Leisure Services Director
SUBJECT: Ongoing Budget Balances

Introduction:

At the request of the Public Arts Commission, this is an ongoing agenda item that includes an updated budget balances report.

Discussion:

N/A

Budget Impact:

See Attachment #1 for up-to-date Public Art budget balances.

Strategic Impact:

N/A

Recommendation

N/A

Attachment(s):

1. 08-24-21 Ongoing Budget Balances

Prepared by: Jeanann Hand, Administrative Coordinator
Reviewed by: carsonc carsonc, Special Events Coordinator
Amy Jewell, Leisure Services Director

Approved - 8/16/2021
Final Approval - 8/18/2021

PUBLIC ARTS BUDGET REPORT
August 16, 2021

GL NUMBER	DESCRIPTION	20-21 BUDGETED	20-21 EXPENDED	20-21 BALANCE	21-22 PROPOSED
001-5701-572.31-01	PROFESSIONAL SERVICES - PUBLIC ART MASTER PLAN	16,667.00	16,667.00	0.00	16,667.00
001-0000-223.40-00	TIMBERWALK	50,000.00	0.00	50,000.00	
001-0000-223.40-07	EUDORA GROVES	35,000.00	0.00	35,000.00	
001-0000-366.56-00	DORA LANDINGS	37,500.00	23,333.00	14,167.00	
	TOTAL	139,167.00	40,000.00	99,167.00	



CITY OF MOUNT DORA

Leisure Services
900 N. Donnelly St.
Mount Dora, FL 32757
352-735-7183
Fax: 352-735-3681
E-mail: parksandrec@cityofmoundora.com

DATE: August 17, 2021

TO: Public Arts Commission Members

FROM: Amy Jewell, Leisure Services Director

SUBJECT: Public Art Master Plan Update

Introduction:

This is an opportunity to update Commission members on the status of the implementation of the Public Art Master Plan.

Discussion:

At the advice of the Public Art Commission, the City is entering into a service agreement for the creation of a Public Art Master Plan in order to take a strategic approach toward the presence of public art in the City of Mount Dora. The Plan will provide a tool to prioritize projects, and ensure that diverse public art is equally present in all areas and communities throughout the City.

On February 9, 2021, the City issued RFQ #21-LS-005, soliciting firms to create its Public Art Master Plan. An Evaluation Committee met on March 17th to consider and score the two proposals received under this RFQ, with the final ranking indicating Designing Local as the firm with which the City would enter into negotiations. The Committee's decision was supported by City Council on April 20, 2021, at which time Council approved Resolution No. 2021-41, Notice of Intent to Award with Scores - Proposal Evaluation and Recommendation for RFQ No. 21-LS-005 Public Art Master Plan.

Following City Council's August 4th approval of the final cost proposal and services agreement from Designing Local, City staff met with representatives from the chosen firm on August 24th, marking the first step in this collaboration with them to create Mount Dora's Public Art Master Plan.

Budget Impact:

The General Fund has \$40,000 budgeted in Professional Services available for the Public Art Master Plan.

Strategic Impact:

Economic Development - The Public Art Master Plan will create an economic and equitable approach to public art that is customized to the unique character and community of Mount Dora. The plan will balance artistic works that foster community pride with those that encourage tourism. It will also identify sustainable funding solutions and cost-savings strategies, including tie-ins with parks renovations and partnerships with community groups.

Recommendation

N/A

Attachment(s):

1. Designing Local - Solicitation Response
2. Proposed Budget

Prepared by: Jeanann Hand, Administrative Coordinator
Reviewed by: carsonc carsonc, Special Events Coordinator
Amy Jewell, Leisure Services Director

Approved - 8/16/2021
Final Approval - 8/16/2021

PROPOSAL FOR MOUNT DORA PUBLIC ARTS MASTER PLAN

MARCH 2021

YOUR PLACE. REVEALED.

**INVEST IN LOCALLY-INSPIRED ART
AND DESIGN FOR A POWERFUL
LOCAL ECONOMY**

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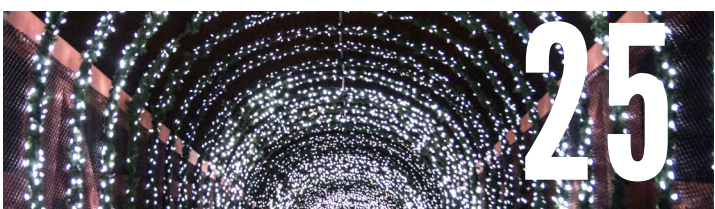
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TAB 6
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TAB 8
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Designing Local, Ltd.
1223 East Main St., Suite 311
Columbus, OH 43205
www.designinglocal.com



March 10, 2021

City of Mount Dora
510 N. Baker Street
Mount Dora, FL 32757
Phone: 352-735-7100

Proposal for Public Arts Master Plan

Dear Members of the Selection Committee

On behalf of Designing Local, we would like to thank you for the opportunity to submit this proposal to the City of Mount Dora for your Public Arts Master Plan. Based on our understanding of Mount Dora, it is clear that economic development, business retention and expansion, unique experiences, and good planning are important to you. Our approach to achieving these goals is to help communities identify their unique qualities and invest in the enhancement of their assets and identity through placemaking and public art. We are looking forward to the possibility of working with Mount Dora to solidify continued investment through the creation of a Public Arts Master Plan.

Our fresh perspective in delivering master plans that are tailor-made for our clients is a niche service that separates us from other consultant teams. We understand this project to be a highly interactive and community-driven process, one that creates specific recommendations for public art, reflecting the unique character and traits of the residents and businesses. Through the creation of the Public Art Master Plan, Mount Dora will stand out even more from other communities in the greater Orlando region.

Mount Dora's history, local stories, and aspirations are different in many ways from other nearby (and faraway) places. Your plan will continue to showcase Mount Dora's creative flair while setting standards for local placemaking, and other public art initiatives that celebrate the soul of the community.

Our team has a combined 15+ years of experience in arts and culture planning, placemaking, urban design, as well as place-based master plans. Our team enjoys working in communities that place arts and culture at the center of their community planning initiatives and boast the promise of interesting, remarkable new initiatives on the horizon. Mount Dora is just this sort of place.

On behalf of our team, we look forward to working with you and any partner organizations related to the implementation of the Public Art Master Plan that Mount Dora will embrace.

Sincerely,

Amanda Golden
Managing Principal

Josh Lapp
Principal



WE'VE BUILT A PRACTICE AROUND OUR DESIRE TO CREATE VIBRANT, ENGAGING, & AUTHENTIC PLACES

WE REVEAL THE ESSENTIAL CHARACTER OF A COMMUNITY

Through historical research, site analysis, and stakeholder engagement, we define the distinguishing characteristics of your community. This serves as the foundation for our creative process.

WE APPROACH PLACEMAKING AS ECONOMIC DEVELOPMENT

Investing in quality of life and sense of place is a key strategy for attracting and retaining businesses and residents. We work to bring the unique elements of your community to the forefront so you stand out.

WE TREAT CREATIVITY AS A CULTIVATED RESOURCE

Each community has a significant latent resource in the form of the creative energy of its residents. Our projects enable this energy to be focused toward building community pride, identity, and investment, and growing an environment that enables success for artists and creatives.

WE BELIEVE THAT CITIES SHOULD BE FUN

Whether a resident or visitor, spending time in cities should be enriching, enjoyable, and engaging. To put it simply, cities should be fun. We strive toward this ideal with all of our projects.

WE EMPOWER OUR CLIENTS TO DO MORE

With a broad set of service offerings, we bring multiple perspectives to each project, and collaborate with our clients to create visionary but achievable outcomes. We are passionate about our work and strive to build lasting relationships with our clients to achieve long term success.



DESIGNING LOCAL HISTORY & CURRENT INFORMATION

EIN: 46-5172793

Designing Local is an Ohio & Georgia certified woman-owned business dedicated to helping communities connect people to place through culture. Founded in 2014, our firm was born from the belief that design, art, culture, historic preservation and other important unique attributes of communities are often overlooked in the planning process. We bring an authentic curiosity and passion to our work.

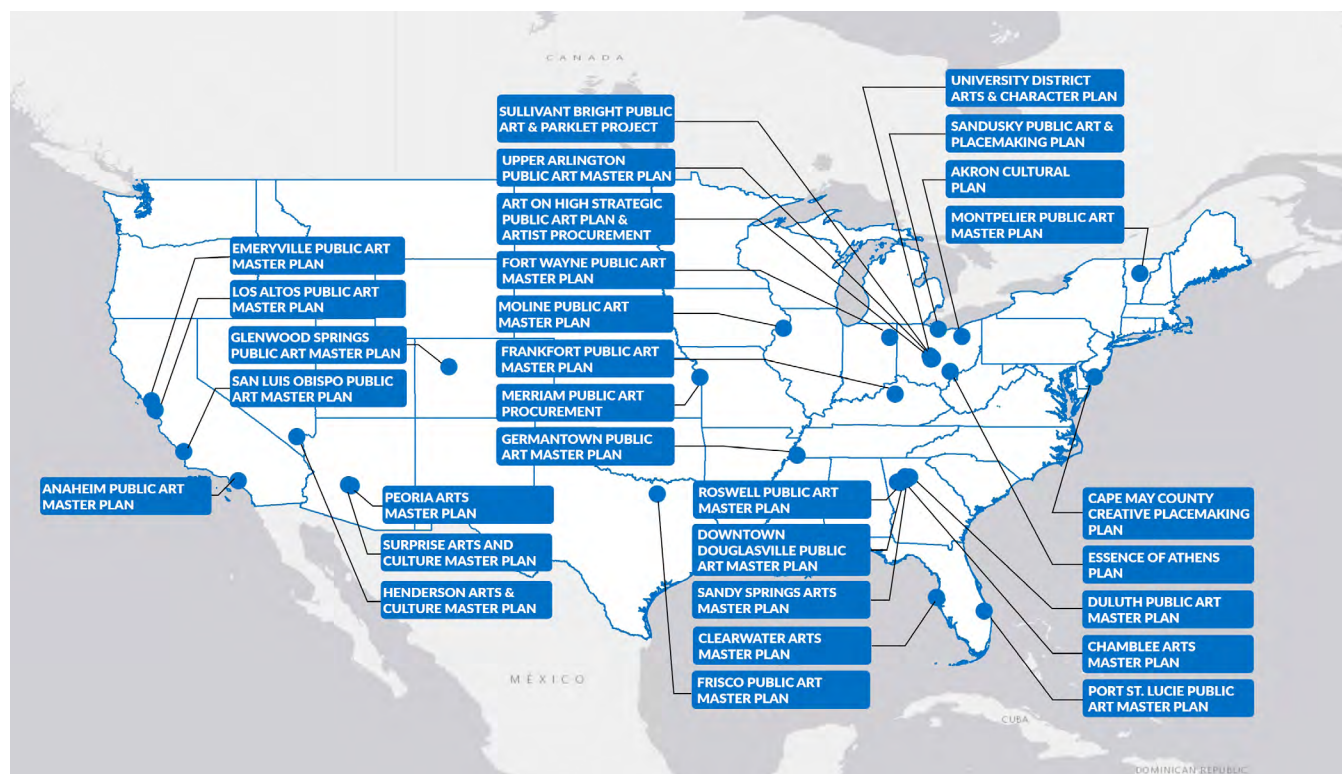
We recognize that prosperity and economic development come from strategically planning and investing in our communities culture and unique assets. The result: better community relations, increased pride and ownership by stakeholders, and revered places that people and businesses naturally choose to be a part of. We seek to help communities grow their pride, realize their ability to influence the future, and create a prosperous community for all.

Our process is straightforward and simple. Through robust and creative public engagement we help to extract the story of the place in which we are working. We take that story, as told by the community itself, and help translate that into a unique, interesting, powerful built environment.

Designing Local has undertaken two projects in Florida, in Port St. Lucie and Clearwater. The Port St. Lucie Art in Public Places Master Plan was recently adopted by the City and the Clearwater Arts Master Plan is currently in the public engagement phase of the planning effort. In addition, Designing Local is a member of the Florida Association of Public Art Professionals and a regular participant in their activities.

Our firm is based in Columbus, Ohio and conducts business throughout the United States.

ARTS & CULTURE EXPERIENCE



ACTIVE AND COMPLETED PLACEMAKING PLANS

- Akron Cultural Plan | Akron, Ohio
- Anaheim Public Art Master Plan | Anaheim, California
- Art on High Strategic Public Art Plan & Artist Procurement | Columbus, Ohio
- Cape May County Creative Placemaking Plan | Cape May County, New Jersey
- Clearwater Arts Master Plan | Clearwater, Florida
- Chamblee Arts Master Plan | Chamblee, Georgia
- Downtown Douglasville Public Art Master Plan | Douglasville, Georgia
- Duluth Public Art Master Plan | Duluth, Georgia
- Emeryville Public Art Master Plan | Emeryville, California
- Essence Of Athens | Athens, Ohio*
- Frisco Public Art Master Plan | Frisco, Texas
- Fort Wayne Public Art Master Plan | Fort Wayne, Indiana
- Frankfort Public Art Master Plan | Frankfort, Kentucky
- Germantown Public Art Master Plan | Germantown, Tennessee
- Glenwood Springs Public Art Master Plan | Glenwood Springs, Colorado
- Henderson Arts & Culture Master Plan | Henderson, Nevada
- Los Altos Public Art Master Plan | Los Altos, California
- Merriam Community Center Artist Procurement | Merriam, Kansas
- Moline Public Art Master Plan | Moline, Illinois
- Montpelier Public Art Master Plan | Montpelier, Vermont
- Peoria Arts Master Plan | Peoria, Arizona
- Port St. Lucie Public Art Master Plan | Port St. Lucie, Florida
- Roswell Public Art Master Plan | Roswell, Georgia
- San Luis Obispo Public Art Master Plan | San Luis Obispo, California
- Sandusky Public Art & Placemaking Plan | Sandusky, Ohio
- Sandy Springs Public Art Master Plan | Sandy Springs, Georgia
- Surprise Arts & Culture Master Plan | Surprise, Arizona
- University District Arts & Character Plan | Columbus, Ohio
- Upper Arlington Public Art Master Plan | Upper Arlington, Ohio

PROJECT TEAM ORGANIZATIONAL CHART

CLIENT GROUP

The Client Group will consist of City of Mount Dora Staff. This small group of critical people will be the primary entity that will provide support to the Planning Team. A representative designated by the Client Group will directly coordinate with Designing Local for all logistical considerations.

STAKEHOLDER COMMITTEE

The Stakeholder Committee will play a key role in the development of the public engagement series and of the final plan by providing information and guidance. The planning team in collaboration with the client group will provide regular updates to the Stakeholder Committee and solicit feedback throughout the process

COMMUNITY INPUT

The Planning Team will design and facilitate a public engagement series that will be highly interactive and look to get in-depth feedback from the community in order to understand the wants and needs of the community. The Planning Team will also provide highly visual communication tools throughout the process to properly inform the public about the process and project.

PLANNING TEAM

Designing Local prides itself on its collaborative team approach to projects. Co-Founder and Managing Principal Josh Lapp will be the project lead for the Mount Dora Public Art Plan and will assisted throughout the project by Co-Founder and Principal Amanda Golden. Principal Matt Leasure will manage graphic communications.



WHAT SETS US APART?

WE'RE FLEXIBLE AND RESILIENT IN THE FACE OF COVID-19

For a firm that prides itself on in person, in-depth public engagement the restricts put in place to stop the spread of COVID-19 upended our typical approach. Our firm has quickly transformed how we engage with the public to ensure that our planning processes can continue are in place to help communities use arts and culture to come together and to prepare to recover after the virus has run its course. Our flexibility has allowed us to utilize new digital engagement methods and find fun ways to still get something physical in the hands of residents. Should the process need to take place under current conditions we will ensure that there is still strong public engagement that meets the needs of Mount Dora as well as residents.

WE'RE PLANNERS AND LANDSCAPE ARCHITECTS

Our team's backgrounds as Planners and Landscape Architects makes us uniquely well suited to work with Mount Dora. We will approach the project as art planners with a lens of park planning and design.

WE FOCUS ON CREATIVE ACTIVITIES WHICH EMPHASIZE THE COMMUNITY'S SENSE OF PLACE

In both the final plan and the planning process we emphasize fun and creativity. We will construct fun, one-of-a-kind experiences that will allow residents to express their creative spirit as well as their ideas for a prosperous future.

WE UTILIZE CONCISE AND EASILY UNDERSTANDABLE COMMUNICATION MATERIALS

We are a team of strong communicators. Collectively, we bring a unique blend of skills- verbal, visual, and written communication skills. We will work hard to develop communication materials which are direct, easily understandable, and visually appealing.

WE'RE AN ORGANIZED, EFFICIENT, AND RESPONSIVE CONSULTANT TEAM

Our team stresses process, communication, and attentiveness. We will provide strong project organization and clearly-defined roles and responsibilities. We are also flexible and will adapt and modify the process in response to detours along the way. We are committed to an inclusive, transparent, and collaborative process working across sectors - government agencies and the public - creating cross pollination.

ABOUT

As a city planner who has extensive professional experience in real estate development, Josh knows what it takes to get something built. From a prominent role on leading a transit advocacy organization to working in neighborhoods as an urban planner, his strongest skill set is in public involvement and community action. He wants to take your community's collective passion and uniqueness and translate that into your brand and your physical form. Josh believes that the branding and built environment of a place should communicate the essence of its people.



JOSH LAPP
CO-FOUNDER & PRINCIPAL

APPOINTMENTS

- Transit Columbus multi-modal advocacy group, Chair of Board
- Former Commissioner, Create Columbus Commission
- Former Commissioner, Italian Village Historic Review Commission

EDUCATION

- Bachelor of Science in City & Regional Planning, The Ohio State University

RECENT RELATED PROJECTS

- Port St. Lucie Art in Public Places Master Plan | Port St. Lucie, Florida | Project Manager
- Henderson Arts & Culture Master Plan | Henderson, Nevada | Project Manager
- Peoria Arts Master Plan | Peoria, Arizona | Project Manager
- Glenwood Springs Public Art Master Plan | Glenwood Springs, Colorado | Project Manager
- Fort Wayne Public Art Master Plan | Fort Wayne, Indiana | Engagement Lead
- Upper Arlington Arts and Culture Master Plan | Upper Arlington, Ohio | Project Manager
- Douglasville Public Art Master Plan | Douglasville, Georgia | Project Manager
- Downtown Mansfield National Register Nomination | Mansfield, Ohio | Project Manager
- Surprise, Arizona Public Art Master Plan | Surprise, Arizona | Project Manager
- Montpelier, Vermont ArtSynergy Public Art Master Plan | Montpelier, Vermont | Engagement Lead
- University District Arts and Character Plan | Columbus, Ohio | Project Manager
- The Essence of Athens Plan | Athens, Ohio | Principal, Engagement Strategist
- Duluth Public Art Master Plan | Duluth, Georgia | Principal, Engagement Strategist
- San Luis Obispo Public Art Master Plan | San Luis Obispo | California, Principal
- Emeryville Public Art Master Plan | Emeryville, California | Principal
- Mansfield, Ohio Historic Preservation Plan | Project Manager



SPEAKING ENGAGEMENTS

- Development Trends around Central Ohio | Central Ohio Planning and Zoning Workshop | May 18, 2018

MEDIA APPEARANCES

- NBC Meet the Press | Schedule to Air Late Summer, 2018
- SmartLane plan will have you driving on the shoulder of I-670 East | ABC 6 News | November 28, 2017 | abc6onyourside.com/news/local/smart-lane-plan-will-have-you-driving-on-the-shoulder-of-i-670-east
- The Future of Mass Transit in Columbus | WOSU Radio | February 16, 2017 | radio.wosu.org/post/future-mass-transit-columbus#stream/0
- Columbus closer to getting Hyperloop One train line to Chicago | ABC 6 News | January 10, 2017 | abc6onyourside.com/news/local/columbus-closer-to-getting-hyperloop-one-train-line-to-chicago
- Columbus, the Smartest City in the Land | Talking Headways Podcast | August 11, 2016 | usa.streetsblog.org/2016/08/11/talking-headways-podcast-columbus-the-smartest-city-in-the-land/



ABOUT

Amanda is a Certified Creative Placemaker and an Executive Board Member of the Central Ohio Chapter of the American Planning Association. She has extensive knowledge and practice in tapping and extracting the beloved local stories and values people care about in every community. She also has an insatiable curiosity for helping citizens visually define their local culture utilizing her urban planning, research, and public participation background. As a writer, graphic designer, and a plan publisher, Amanda's joy is putting her skills to work for places that want to stand out from the rest.

Amanda is co-founder of the firm and has been an active member since March 2014.



APPOINTMENTS

- Central Ohio APA, Immediate Past Chair
- State of Ohio APA, Former Board Member
- Development Commissioner, City of Columbus, Ohio

EDUCATION

- Master of City & Regional Planning, The Ohio State University
- Bachelor of Science in City & Regional Planning, The Ohio State University

RECENT RELATED PROJECTS

- Akron Cultural Plan | Akron, Ohio | Project Manager
- Fort Wayne Public Art Master Plan | Fort Wayne, Indiana | Project Manager
- Upper Arlington Arts and Culture Master Plan | Upper Arlington, Ohio | Engagement Lead
- Douglasville Public Art Master Plan | Douglasville, Georgia | Engagement Lead
- Art on High Strategic Plan Implementation | Columbus, Ohio | Project Manager
- Sandusky Public Art and Placemaking Plan | Sandusky, Ohio | Project Manager
- Art on High Strategic Plan | Columbus, Ohio | Project Manager
- Frisco Public Art Master Plan Update | Frisco, Texas | Project Manager
- Montpelier, Vermont Artsynergy Public Art Master Plan | Montpelier, Vermont | Project Manager
- Los Altos Public Art Master Plan | Los Altos, California | Project Manager
- Emeryville Public Art Master Plan | Emeryville, California | Principal, Project Manager
- San Luis Obispo Public Art Master Plan | San Luis Obispo, California | Principal, Project Manager
- University District Arts and Character Plan | Columbus, Ohio | Engagement Strategist
- Duluth Public Art Master Plan | Duluth, Georgia | Principal, Project Manager
- Roswell, Georgia Public Art Master Plan | Roswell, Georgia | Principal, Project Manager
- The Essence of Athens Plan | Athens, Ohio | Principal

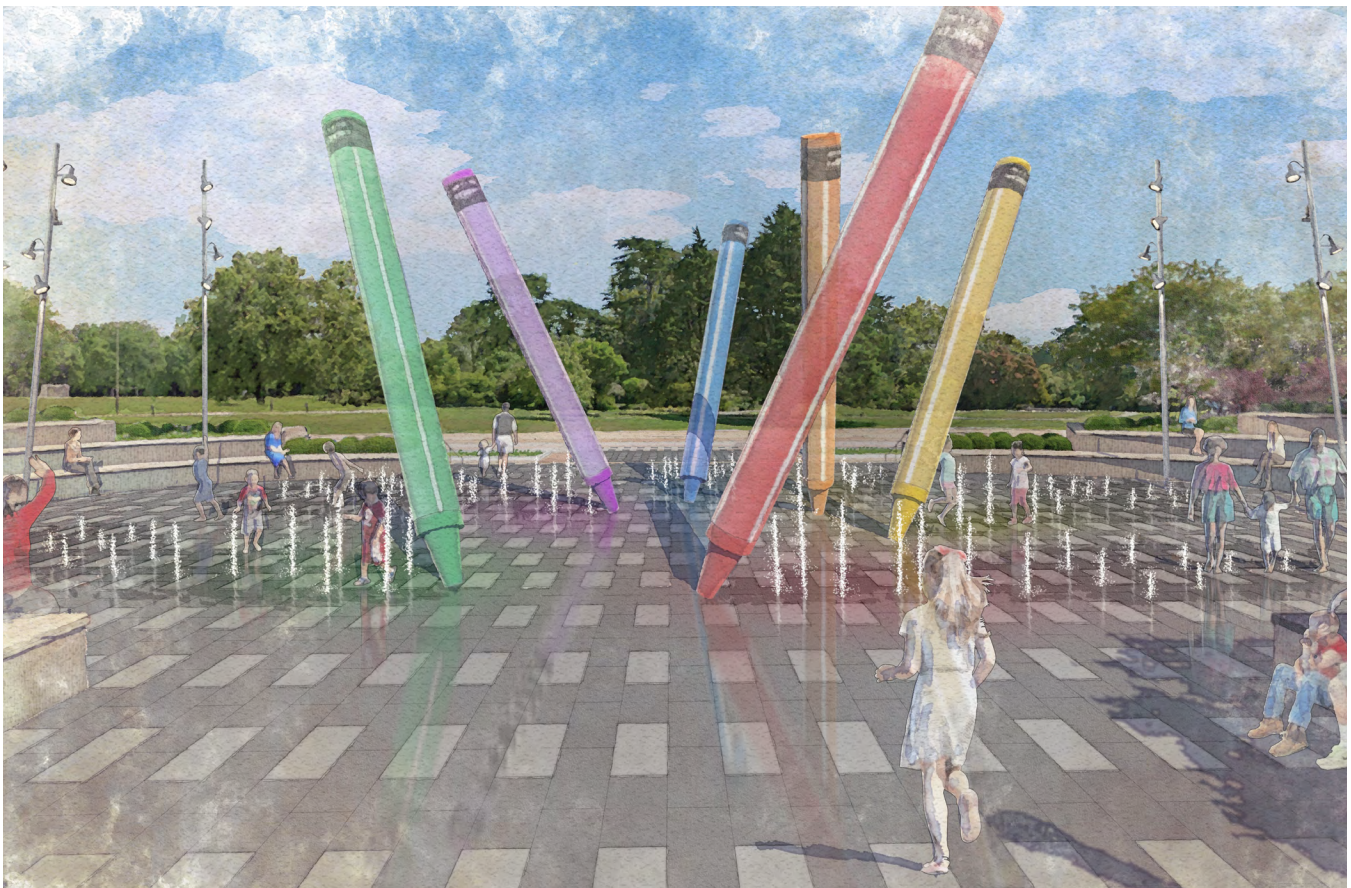


SPEAKING ENGAGEMENTS

- What is Public Art and Placemaking? | Ohio Conference of Community Development | July 26, 2018
- Historic Preservation and How to Pay for It | Richland County Economic Development Club | February 16, 2018
- Integrating Art in Public Places | APA Ohio Statewide Planning Conference | September 29, 2017

MEDIA APPEARANCES

- NBC Meet the Press | Aired September, 2018
- Columbus Neighborhoods: Olde Town East | WOSU Television | February, 2018 | columbusneighborhoods.org/neighborhood/olde-towne-east/
- Columbus Unveils Plan for Art on High Street | WOSU radio | Aired January 16, 2018 | wosu.org/post/columbus-unveils-strategic-plan-public-art-high-street#stream/0
- Meet the home-grown urban planning firm behind the public art project in the Short North | Columbus Business First | September 8, 2017 | www.bizjournals.com/columbus/news/2017/09/08/meet-the-home-grown-urban-planning-firm-behind-the.html



ABOUT

Matt is a recent addition to Designing Local and brings over 15 years of professional experience in urban design and landscape architecture in a wide-range of project types. His experience in both large scale planning efforts and built projects translate into ambitious and context-driven plans that are grounded in the realities of constructibility, regulatory processes, and cost. Matt utilizes a combination of historic preservation, sustainable design, public art, and high quality public space to bring new energy to existing communities.



ACCREDITATIONS

- Professional Landscape Architect, Ohio #0701159
- Member, American Institute of Certified Planners
- LEED Accredited Professional, US Green Building Council

APPOINTMENTS

- Columbus Landmarks, President-Elect & Advocacy Committee Chair
- OSU Knowlton School of Architecture, Auxiliary Faculty
- Ohio Chapter ASLA, Former Buckeye Section Chair

MEMBERSHIPS

- American Society of Landscape Architects
- American Planning Association

EDUCATION

- Master of City & Regional Planning, The Ohio State University
- Bachelor of Science in Landscape Architecture, The Ohio State University

ACTIVE AND RECENT PROJECTS

- Cape May County Creative Placemaking Plan | Cape May, New Jersey | Principal-in-Charge / Project Manager | 2019 Merit Award, Communications + Research: Ohio Chapter ASLA
- Tuttle Park Lower Field Improvements & Wayfinding Plan | Columbus, Ohio | Project Lead, Landscape Architect of Record
- Dublin Arts Council Grounds Enhancements | Dublin, Ohio | Project Lead
- Columbus Urban Forestry Master Plan | Columbus, Ohio | Engagement Planner
- Marysville Five Points Concept Study | Marysville, Ohio | Project Lead
- Delaware County Courthouse Entry Plaza | Delaware, Ohio | Landscape Architect of Record
- Walnut Creek Entry Signage | Walnut Creek, Ohio | Project Manager
- Sandusky Public Art and Placemaking Plan | Sandusky, Ohio | Urban Designer
- Ohio and Erie Canal Southern District National Register Nomination | Southern Ohio | Urban Planner | 2019 Public Education and Awareness Award: Ohio History Connection
- Downtown Mansfield National Register Nomination | Mansfield, Ohio | Urban Planner
- Ohio Wesleyan University Slocum Hall Entry Improvements | Delaware, Ohio | Landscape Architect of Record
- Columbus North International School Site Improvements | Columbus, Ohio | Landscape Architect
- Brookhaven High School Site Improvements | Columbus, Ohio | Landscape Architect
- Indianola Middle School Site Improvements | Columbus, Ohio | Landscape Architect

PERSONAL PROJECT EXPERIENCE

MUNICIPAL PLANNING & URBAN DESIGN

- Columbus Green Business and Urban Agriculture Strategic Plan | Columbus, Ohio | Project Manager | 2018 National Achievement Award for a Best Practice, Silver; APA | 2017 Honor Award, Communications + Research: Ohio Chapter ASLA | 2017 Best Practice Award: Ohio APA*
- Monroe County Urbanizing Area Plan | Bloomington, Indiana | Project Manager | 2015 Honor Award, Planning + Analysis: Indiana Chapter ASLA | 2015 Merit Award, Planning + Analysis: Ohio Chapter of the American Society of Landscape Architects*
- 'The Heights' Design Standards | Huber Heights, Ohio | Project Manager*
- Historic East Piqua Master Plan | Piqua, Ohio | Project Manager*
- Greening America's Communities: Columbus | Columbus, Ohio | Project Landscape Architect*
- Food District @ Weinland Park | Columbus, Ohio | Landscape Architecture Project Manager*

MUNICIPAL & CIVIC FACILITIES

- Grange Insurance Audubon Center | Columbus, Ohio | Project Landscape Architect | LEED Gold*
- Franklin County Government Center | Columbus, Ohio | Project Designer | LEED Gold*
- Market Square Conceptual Design | Canton, Ohio | Project Manager*
- Historic Brookville Town Center | Brookville, PA | Project Manager*

MULTIMODAL TRANSPORTATION

- Connect Columbus Plan | Columbus, Ohio | Project Planner*
- Downtown Scioto Bicycle Bridge Hydraulic Study | Columbus, Ohio | Project Manager | 2011 Merit Award, Design not Constructed: Ohio Chapter ASLA*
- Shaping the Avenue - Michigan Avenue Street Design Standards | Lansing, Michigan | Project Urban Designer*
- Riverscape Phase III Bike Hub | Dayton, Ohio | Project Planner | LEED Silver*
- Rich & Main Street Bridges & Parklands | Columbus, Ohio | Project Landscape Architect*
- Third Street Corridor Study | German Village, Columbus, Ohio | Project Landscape Architect*
- I-670/1-71 Interchange Reconstruction | Columbus, Ohio | Project Landscape Architect*

- Newark Intermodal Hub Planning Study | Newark, Ohio | Project Manager*
- Newark Street Design Standards | Newark, Ohio | Project Manager*

PARKS & RECREATION

- Wilson Road Park and Trailhead | Columbus, Ohio | Project Manager*
- Piqua Parks and Recreation Master Plan | Piqua, Ohio | Landscape Architecture Project Manager*
- Piqua Bikeways | Piqua, Ohio | Project Planner*
- Huber Heights Parks and Recreation Master Plan | Huber Heights, Ohio | Landscape Architecture Project Manager*
- Scioto Audubon Metro Park Master Plan | Columbus, Ohio | Project Planner | 2014 Ohio EPA Outstanding Achievement in Brownfield Redevelopment | 2010 Award of Excellence: Ohio Chapter ASLA | 2009 Clean Ohio Fund Impact Award: Ohio Department of Development*
- Scioto Greenways | Columbus, Ohio | Project Design Team | 2016 Award of Excellence: Ohio Chapter ASLA*
- Indian Run Falls Park | Dublin, Ohio | Project Designer*
- Harrison Smith Park Improvements | Columbus, Ohio | Landscape Architecture Project Manager*
- Holton Park - Eureka Avenue Improvements | Columbus, Ohio | Landscape Architecture Project Manager*

CULTURAL & ENTERTAINMENT FACILITIES

- Rose Music Center at the Heights | Huber Heights, Ohio | Landscape Architecture Project Manager*
- Tom Benson Hall of Fame Stadium | Canton, Ohio | Landscape Architecture Project Manager*
- City of Columbus Interactive Educational Stormwater Exhibit | Columbus, Ohio | Project Manager*

K-12 FACILITIES

- Fort Hayes Development Plan | Columbus, Ohio | Project Landscape Architect | 2010 Honor Award, Planning + Analysis: Ohio Chapter ASLA*
- Clinton Elementary School | Columbus, Ohio | Landscape Architecture Project Manager | LEED Silver*

*Projects completed with a previous employer.

**Project completed through volunteer/pro bono services

BUSINESS CERTIFICATIONS & REGISTRATIONS



CITY OF COLUMBUS

- Certified Female Business Enterprise (FBE)
- Authorized Services: Urban Planning, Public Art, Public Engagement, Historic Preservation

GEORGIA DEPARTMENT OF TRANSPORTATION

- Certified Disadvantaged Business Enterprise (DBE), Vendor code 15652
- Authorized Services: Landscape Architecture Services, Graphic Design Services

OHIO DEPARTMENT OF TRANSPORTATION

- Certified Disadvantaged Business Enterprise (DBE)
- Authorized Services: Bicycle Facilities and Enhancement Design, City/Land Use/Town/Urban Planning, Graphic Design Services



OHIO ARCHITECTS BOARD

Local Studio, LLC dba Designing Local Landscape Architecture is an affiliate of Designing Local and is able to provide landscape architectural services in Ohio which require technical design documentation for zoning/building permitting and construction.

- Business Registration: Architects Board, FIRM.18314025
- Individual Registration: Architects Board, Matthew Leasure, LA.0701159

PROFESSIONAL MEMBERSHIPS

- Florida Association of Public Art Professionals
- Americans for the Arts
- American Planning Association
- American Landscape Architecture Association
- US Green Building Council

LITIGATION

Designing Local has no current or past litigation.

PROJECT UNDERSTANDING

Designing Local's unique method of delivering art plans that are created for the locals, by the locals, sets us apart from other firms. We understand that residents, business owners, elected officials, and artists are the key to planning for arts and culture. Designing Local will lead an innovative engagement process that is inclusive of Mount Dora residents, business owners, elected officials, city staff and relevant stakeholders.

Designing Local will work with City Staff to develop a Public Arts Master Plan that speaks to the importance and power of place in Mount Dora. It's understood that this plan is intended to offer an overview of public art, establish a framework for integrating and highlighting public art into public spaces, encourage the use and creativity to catalyze development, identify existing works of art and opportunities for locations, and to promote a vision for integration of public art to further the comprehensive plan.

This plan will create a unified vision and a five year guide that will enhance the City's current efforts, with specific and realistic goals that can be accomplished with limited City staff and an understanding of national best practices. The plan will establish a shared vision, identify and prioritize goals and strategies, explore new opportunities, sync public art investments with the overall City mission and give direction on how to leverage and establish dedicated resources. Through the planning process, Mount Dora's creative assets will be uncovered and built upon to strengthen the community. Strong community input, researched best practices and trends in the arts industry, discovery of new opportunities for public art, and funding will be the basis of the plan.

OUR APPROACH

HIGHLIGHT AND BUILD UPON MOUNT DORA'S STRONG QUALITY OF LIFE

Mount Dora has a high quality of life and unique qualities that neighboring communities do not. We will strive to generate resident input which illustrates what they love about the community as well as where they envision cultural investment.

FOCUS ON CREATIVE ACTIVITIES WHICH EMPHASIZE THE COMMUNITY'S SENSE OF PLACE

We will construct fun, one-of-a-kind experiences that will allow residents to express their creative spirit as well as their ideas for a prosperous future.

MEET PEOPLE WHERE THEY ARE

Mount Dora residents are busy people. We tailor our engagement activities to engage residents within the flow of their regular activities. We don't want this process to feel like work for your constituents; we desire to create an atmosphere that is convenient, fun, and fosters open and inclusive dialogue.

UTILIZE CONCISE AND EASILY UNDERSTANDABLE COMMUNICATION MATERIALS

We are a team of strong communicators. Collectively, we bring a unique blend of skills- verbal, visual, and written communication skills. We will work hard to develop communication materials which are direct, easily understandable, and visually appealing.

BE AN ORGANIZED, EFFICIENT, AND RESPONSIVE CONSULTANT TEAM

Our team stresses process, communication, and attentiveness. We will provide strong project organization and clearly-defined roles and responsibilities. We are also flexible and will adapt and modify the process in response to detours along the way. We are committed to an inclusive, transparent, and collaborative process working across sectors - government agencies and the public - creating cross pollination.

PROJECT SCOPE OF WORK: METHODOLOGY



POTENTIAL STAKEHOLDERS

Below is an example list of stakeholders which may participate in various meetings and input sessions. The list of stakeholders and the format of stakeholder input will be determined through discussions with the Project Leadership Team.

- Mount Dora Department Heads and staff
- Library Representatives
- Local Business Leaders
- Local Property Owners
- Arts Advocacy Groups
- Local Members of the Arts Community
- Community Leaders
- Elected Leadership
- Resident Associations
- Local arts and culture organizations
- Middle and High School students
- Resident Representatives

The proposed scope for the Public Arts Master Plan is below. The scope should be refined with input from staff.

PHASE 1: DISCOVERY

1.01: Research and document an inventory of existing art and cultural assets throughout Mount Dora. The team will work with staff to determine what current cultural destinations and attributes are revered and valued. The team will be familiar with the following:

- Relevant previously prepared plans for the City including Mount Dora Comprehensive Plan;
- Geographic distribution of cultural attributes and assets;
- Mount Dora history;
- Locations for future development projects in the City;
- All Arts and Culture work of Mount Dora in the last 5 years;
- National assessment of conditions and trends in Arts and Culture Planning and Placemaking, paying special attention to municipalities of similar size and character both locally and nationally as benchmark cities.

1.02: Discover Mount Dora. The Team will meet with the staff for an intense orientation. This is anticipated to be a full day session and include a tour of the City, highlighting any existing art, cultural, and historic destinations throughout the City. A staff person will be expected to lead this tour.

A meeting with the Project Leadership Team will also be scheduled to review the plan context, mission, goals, meeting schedule, public meeting schedule, and expected deliverables. This Team is expected to participate throughout the process in engaging, soliciting, and managing feedback that help achieve the Project goals and outcomes.

1.03: Design a comprehensive project plan and detailed schedule of the overall timeline for the creation of the Public Arts Master Plan. This will address the role and responsibility of the staff and consultants with specific milestones to reach within the scope of the project including, but not limited to: timing of any project management meetings, stakeholder meetings, public meetings, and project presentations and reports. This will be refined and monitored by both the staff and the team project manager.

1.04: Design a project website. The team will create a project website that will allow the public to be engaged throughout the planning process. The website will include information on planned events, images from public engagement events, an online mapping tool for data visualization, an online survey, and any other relevant information to the planning process. In addition to a project website, a communication plan will be developed with staff to ensure maximum community engagement and publicity.

Task 1 Deliverables

- Project Framework
- Work plan and overall timeline of the project
- Map of existing public art
- Project website/webpage
- Stakeholder List

PHASE 1: COMMUNITY DIALOGUE AND ENGAGEMENT

1.01: Determine existing attitudes and perceptions, opportunities and challenges to creating a Public Arts Master Plan for Mount Dora. Upon completion of Task 1, the team will meet with stakeholders to listen and learn about the City. Stakeholder meetings may take place in one-on-one or group sessions.

During this series of meetings, the team will determine an internal vision and will discuss the plan for fulfilling the vision. The stakeholder list will be provided by the Staff and the Project Leadership Team.

1.02: Determine optimal method and process for community engagement opportunities. The team will work with the staff and the Project Leadership Team to design and facilitate a series of workshops. These events will be highly interactive and inclusive and yield essential insight to craft a narrative about Mount Dora and the values of the community. A minimum of two public meetings will be facilitated. One event will be to kick off the planning process, the second to solicit the community's big ideas for public art.

- **Create.** The team will work with the Project Leadership Team to design the specific details for each workshop, including specific engagement activities, necessary background research, and essential products. In addition to the engagement workshops, the team will develop a survey for the community to participate in. The survey will be distributed online through social media channels, the city's website, and will be available in hard copy in City offices.
- **Market.** The team will assist with promoting the workshops, including developing the design of all marketing materials. The team will utilize the arts community, neighborhood organizations, and the City to promote the workshops within their networks.
- **Facilitate.** The team will lead and facilitate an informative and engaging program.
- **Report.** The project team will prepare a detailed report that interprets the data and identifies key values, priorities, vision and goals. All findings will be presented based on community feedback and support and will be evaluated through a national best practice lens.

Task 2 Deliverables

- Public workshop series and materials including survey
- Public Engagement Report including data from Public Engagement meetings and Stakeholder Meetings.

PHASE 2: SYNTHESIZE IDEAS AND DEFINE STRATEGY

2.01: Articulation of a common vision for Mount Dora. Based on the public workshops and stakeholder meetings, the team will extract the story Mount Dora wants to tell to the outside world through its public art strategy. This narrative, the "essence framework", in addition to any existing plans and the needs assessment completed in Task 2, will become the foundation on which the Public Arts Master Plan is built. The plan will contain goals and action steps for public art that are achievable within the next 10 years. Each recommendation will be examined for connection to other planning and capital projects. It is understood that the objectives of the plan may be subject to change during the planning process.

The Public Arts Master Plan will cover the following topics and are not listed in a

SAMPLE PUBLIC ENGAGEMENT STRATEGIES

Below is a sample list of public engagement opportunities. The format of public meetings will be determined through discussions with the City, Project Leadership Team, and Planning Team.

- Pop-up Public Engagement meetings throughout the city
- Educational Events showcasing local artists, placemakers, or national leaders in the field.
- Data collection through the use of hashtags on Instagram and Twitter.
- Cocktails for Creativity, Brews for Blues, and Wine and Chat evenings are low key evenings with a loose agenda for public art discussion.
- Creativity over Coffee is a more intimate way to discuss community topics, this captures those who prefer the local coffee shop to the local bar.
- Blue Sky Brainstorming Workshops
- 2-3 day Charrettes that include a SWOT Analysis of possible art programming space
- Artist-led workshops that create a community piece
- Surveys distributed online and through social media.
- Pecha Kucha Event
- Presence at already planned and well-loved festivals
- Engagement of High School students in a lecture and activity during regularly scheduled art classes

1.01: particular order:

Public Art

- Definition and management of Public Art;
- Guiding Principles for the Public Art Program;
- Inventory of existing local public art pieces and programs;
- Identification of public art and public art program needs and aspirations in Mount Dora;
- Identification of public art related needs in the community such as leadership, governance, structure, and resources;
- Assistance with identifying a framework for documenting and maintaining the existing and future collection;
- Opportunities throughout the City for art in the public realm as a way to improve the community with funding required to undertake each project;
- Specific locations of potential public art opportunities within public spaces with consideration given to scale, purpose, and diversity;
- Recommended public art policies required to successfully implement a strong public art program;
- Guidelines for partnerships;
- Proposed funding sources for all recommendations;
- Framework for implementing temporary and permanent artworks;
- Identification of cultural opportunities for public art and education;
- Review of Artist/Artwork Selection Criteria and Process;
- Projected maintenance requirements and associated costs; and
- Relevant proposed policy including: Collection Management, Maintenance, Gift, Acquisition, Governance, Conservation, and Deaccession Policies.

1.02: Develop a strategy to gain community consensus for the Plan. The team will work to determine the tools and information needed to create the basis for community-wide consensus building.

Task 3 Deliverables

- Draft Public Arts Master Plan elements
- Community outreach strategy and execution for Master Plan adoption

PHASE 1: INITIAL RECOMMENDATIONS

1.01: Present outline and graphic elements of the plan. The team will present the structure and components of the Public Arts Master Plan, including design concepts and format to staff and the Project Leadership Team. A list of proposed education and PR materials for public consumption will be included.

1.02: Present draft master plan to the community stakeholders and City Staff. The team will provide the community stakeholders, the general public with recommendations and will solicit final comments to gauge the level of support and feedback for any plan changes. The team will also educate staff, and project stakeholders about the process of implementing recommendations in the respected

Please note that references to “staff” mean the City-designated project manager and personnel and the “team” means Designing Local team members.

ASSUMPTIONS OF STAFF

- This approach will be converted to a detailed scope of work finalized in collaboration with the staff that will address coordination among Mount Dora staff.
- Staff will assist in obtaining any documents and data.
- Staff will act as a liaison with the appropriate legislative bodies.
- Staff will coordinate document review and supply edits or approvals in a timely manner.
- Staff will assist with securing locations for meetings, events, and workshops.
- Staff will assist in marketing public workshops to the public through community channels and other local opportunities.

ASSUMPTIONS OF TEAM

- The team will be prepared to have work sessions and project updates at minimum, bi-weekly with staff.
- The team will attend all meetings as needed and required and will prepare meeting summaries for staff, including a monthly progress report as requested.
- The team will prepare presentation materials in suitable formats for all public meetings.
- The team will take the lead on facilitating all public meetings.
- The team will respond in a timely manner to any and all questions from the public and staff.
- The team will serve as a liaison between the City, Departments, and community stakeholders.
- The team will brief city leadership on plan recommendations, as requested.
- The team will provide all tools for data collection including but not limited to questionnaires, surveys, etc.

1.01: departments and with respective partners.

1.02: Creation of the final Public Arts Master Plan. The team will finalize the plan based on feedback from the community stakeholders, staff, and elected officials.

1.03: Outreach Materials. The team will develop education and PR materials that will communicate the process and outcomes of the Arts and Culture Master Plan for consumption.

Task 4 Deliverables

- Presentation of initial recommendations to community stakeholders and Staff
- Outreach materials
- Draft and Final Public Arts Master Plan including presentation slides

**All deliverables from all phases will be compatible with Mount Dora' software and all materials will become property of the City.*

PHASE 1: FINAL REVIEW AND RECOMMENDATION

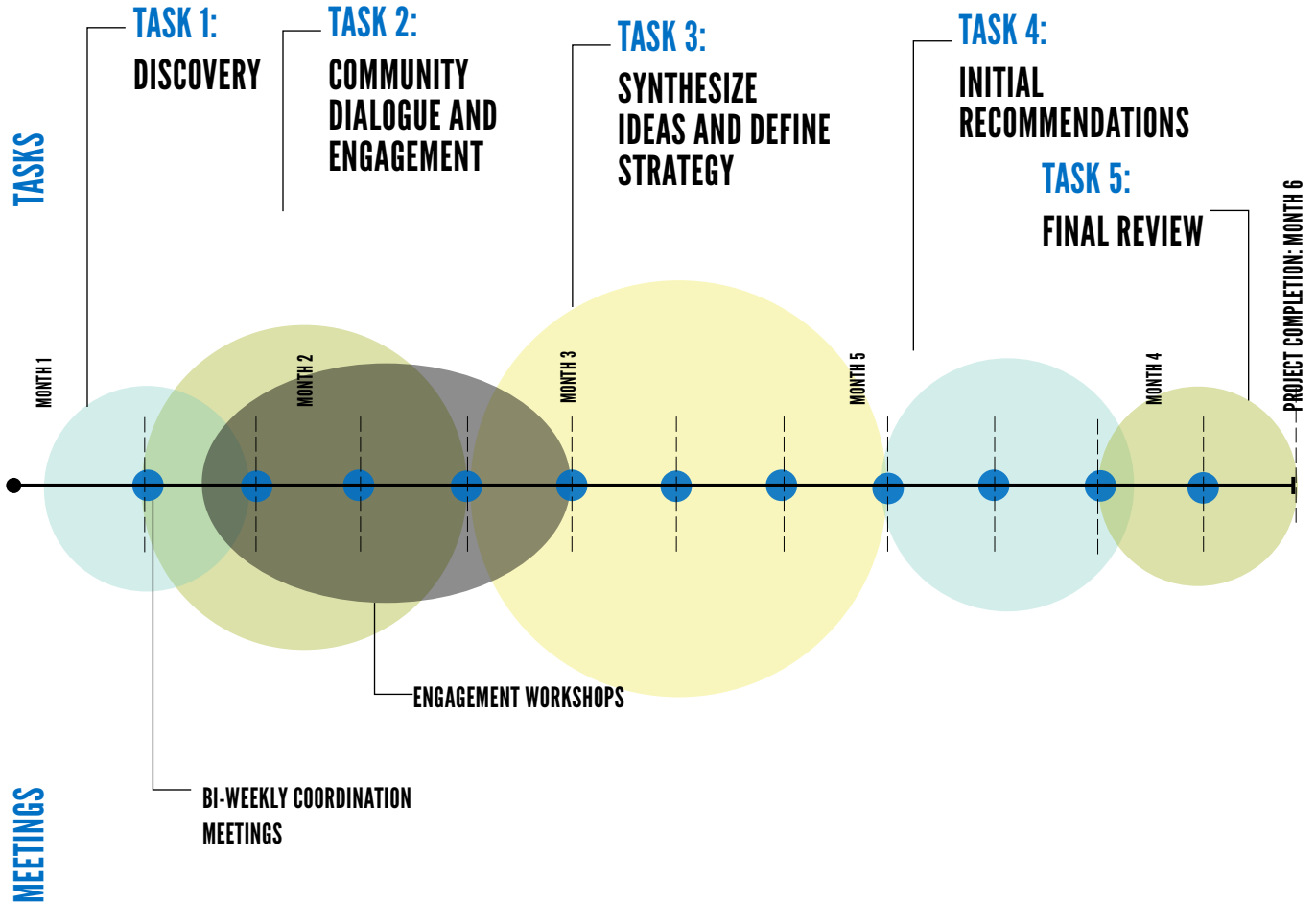
1.01: Presentation to the Board of Trustees and Mount Dora residents. The team will present the final draft of the Public Arts Master Plan at a Board of Trustees work session or meeting.

Task 5 Deliverables

- Final Public Art Master Plan Presentation to elected officials and public
- Original files of Master Plan document

PROJECT SCHEDULE

The Planning Team anticipates that this project will require approximately 6 months to complete. This will include a minimum of 2 public engagement events and bi-weekly Project Management Team meetings. The process shown below is preliminary and we anticipate refinement of the schedule with input from the Project Management Team. Our firm has the capacity to complete the project on schedule as proposed.



EXISTING RELATIONSHIPS

Designing Local has no current or past relationships that will affect our ability to perform

ADDITIONAL DATA

Designing Local's final plans tend to run between 60-120 pages therefore we recommend you visit links to examples for the following projects.

EXAMPLE PLANS

- [Port St. Lucie Art in Public Places Master Plan](#)
- [Moline Public Art & Placemaking Plan](#)
- [Art for All: Fort Wayne Public Art Master Plan](#)
- [Downtown Douglasville Public Art Master Plan](#)

FIND MORE AT: [ISSUU.COM/DESIGNING_LOCAL](https://issuu.com/designing_local)

REQUIRED FORMS - ATTACHED

PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Response.

Proposer should check off each of the following items as the necessary action is completed:

- ☐ All applicable forms have been signed and included
- ☐ All information as requested in the Proposer's Qualification Form is included.
- ☐ Any addenda have been signed and included.
- ☒ The Response will be **electronically** delivered in time to be received no later than the specified **due date March 10, 2021** and time of **2:00 pm**, otherwise the Response WILL NOT be considered.)

Designing Local

Company



Authorized Signature

Amanda Golden

Printed Name & Title

amanda@designinglocal.com

Email

1223 E Main Street #311

Address

Columbus, Ohio, 43205

City, State, Zip Code

614.607.1557

Telephone No.

n/a

Fax No.

CONFLICT OF INTEREST AFFIDAVIT

By the signature below, the Proposer, and its employees, officers and/or agents, certifies, and hereby discloses, that, to the best of its knowledge and belief, all relevant facts, concerning past, present or currently planned interest or activity (financial, contractual, organizational or otherwise) which relates to the proposed work and bears on whether the Proposer and/or any of its employees, officers and/or agents, has a possible conflict, have been fully disclosed.

Additionally, the Proposer and its employees, officers and/or agents, agree to immediately notify in writing the City of Mount Dora Purchasing Department, if any actual or potential conflict of interest arises during the solicitation process.

Designing Local

Company



Authorized Signature

Amanda Golden

Printed Name & Title

amanda@designinglocal.com

Email

1223 E Main Street #311

Address

Columbus, Ohio, 43205

City, State, Zip Code

614.607.1557

Telephone No.

n/a

Fax No.

STATE OF ~~FLORIDA~~ OHIO
COUNTY OF FRANKLIN

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization of Amanda Golden, as Managing Principal, of Designing Local who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Consultant, and who is personally known to me or who produced n/a as identification, and who did/did not take an oath this 9th day of March, 2021

(stamp)



JOSHUA LAPP
Notary Public
State of Ohio
My Comm. Expires
July 15, 2025

Joshua Lapp

NOTARY PUBLIC

**VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES' LISTS PURSUANT TO
FLORIDA STATUTES, SECTION 187.135**

Respondent Vendor Name: Amanda Golden

Name of Company: Designing Local

FEIN: 46-5172793

Authorized Representative's Name and Title Amanda Golden, Managing Principal

Address: 1223 E Main Street #311
Columbus, Ohio, 43205

Phone Number: 614.607.1557 Email Address: amanda@designinglocal.com

Florida Statutes, Sections 287.135, , prohibits Florida municipalities from contracting with companies, for goods or services over \$1,000,000, that are on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List engaged in any Business operations with Cuba or Syria or which are on the list of Scrutinized Companies that Boycott Israel.

The list of "Scrutinized Companies" is created pursuant to Florida Statutes, Section 215.473. A copy of the current list of "Scrutinized Companies" can be found at the following link:

<https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates/QuarterlyReports.aspx>

As the person authorized to sign on behalf of the Respondent Vendor, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, is not participating in a boycott of Israel and does not have any business operations with Cuba or Syria. I understand that pursuant to Florida Statutes, Section 287.135, the submission of a false certification may subject the Respondent Vendor to civil penalties, attorney's fees and/or costs.

I understand and agree that the City may immediately terminate any contract resulting from this solicitation if the company referenced above is found to have submitted a false certification related to the Scrutinized Companies that Boycott Israel List, engaging in a boycott of Israel, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or engaging in business operations in Cuba or Syria.

Certified By: 
Authorized Signature

Print Name: Amanda Golden

Print Title: Managing Principal

PROPOSER'S QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

% Completed Amount	Project	Contract
20%	Anaheim Public Art Master Plan	\$ \$125,000
60%	Henderson Arts & Culture Master Plan	\$ \$50,000
30%	Peoria Arts Master Plan	\$ \$61,000

LIST CURRENT PROJECTS FOR WHICH YOU ARE THE CANDIDATE FOR AWARD:

Galveston Cultural Arts Master Plan

OTHER INFORMATION ABOUT PROJECTS:

Several projects were just completed including Port St. Lucie FL, Frankfort KY, and

Moline IL. Other in process projects include Clearwater FL, & Glenwood Springs CO.

Has Proposer, at any time, failed to complete a contract?

Yes ☐ No ☒

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

☐ Yes ☒ No

Attach detailed explanation as required under Response Format.

CONTRACT VALUES:

List total value of contracts for work completed on similar projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Values must be listed individually by contract or project and then summarized as a total dollar amount.**

\$ Individual amounts listed
on project sheets **Total Value for PAST completed and similar project**

\$ *Estimated **\$1,300,000 Total Value for PAST completed and similar project**

Attach additional page if necessary.

REFERENCES:

Bank(s) Maintaining Account(s): Huntington National Bank

Surety/Underwriter: (if required)_____

Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

- ☐ Corporation: If firm is a corporation, please list state in which it is incorporated: _____ . If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida. Years in business: _____
- ☒ Partnership/Years in Business: 7
- ☐ Sole Proprietorship/Years in Business: _____
- ☐ Other: Please list: _____

Designing Local

Company



Authorized Signature

Amanda Golden

Printed Name & Title

amanda@designinglocal.com

Email

1223 E Main Street #311

Address

Columbus, Ohio, 43205

City, State, Zip Code

614.607.1557

Telephone No.

n/a

Fax No.

DECLARATION STATEMENT

City of Mount Dora
510 N. Baker Street
Mount Dora, FL 32757

RE: RFQ #21-LS-005 “Public Arts Master Plan”

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFQ #21-IS-005 “PUBLIC ARTS MASTER PLAN.”**

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this _____
9th day of March, 2021 in the City of Columbus, in the State of Ohio.

Designing Local

Company



Authorized Signature

Amanda Golden

Printed Name & Title

amanda@designinglocal.com

Email

1223 E Main Street #311

Address

Columbus, Ohio, 43205

City, State, Zip Code

614.607.1557

Telephone No.

n/a

Fax No.

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

-
- | | |
|--|---|
| ☒ 1. Worker's Compensation | Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements. |
| ☒ 2. Commercial General Liability (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements. | <u>Bodily Injury & Property Damage</u>

<u>\$2,000,000</u> single limit per occurrence |
| ☒ 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the City of Mount Dora, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph. | |
- This section does not pertain to any incident arising from the sole negligence of the City of Mount Dora.
- | | |
|--|---|
| ☒ 4. Automobile Liability | <u>\$ 500,000</u> Each Occurrence
Owned/Non-owned/Hired
Automobile Included |
| ☒ 5. Other Insurance as indicated below:
Errors and Omissions or Professional
Malpractice Coverage | \$ 1,000,000 Per Occurrence |
| ☐ 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability. | |
| ☒ 7. Contractor/Vendor/Consultant shall ensure that all subs comply with the same insurance requirements that he is required to meet. The same Consultant shall provide City with certificates of insurance meeting the required insurance provisions. | |
| ☒ 8. The City of Mount Dora must be named as " ADDITIONAL INSURED " on the Insurance Certificate for Commercial General Liability where required. | |

INSURANCE REQUIREMENTS
(Continued)

- ☒ 9. The City of Mount Dora shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

City of Mount Dora
Mount Dora, Florida

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

- ☒ 10. **Thirty (30) Days Cancellation Notice** required.
- ☒ 11. The Certificate must state the **RFQ #21-LS-005** and **PUBLIC ARTS MASTER PLAN**

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFQ**.

Designing Local _____ Company	1223 E Main Street #311 _____ Address
 _____ Authorized Signature	Columbus, Ohio, 43205 _____ City, State, Zip Code
Amanda Golden _____ Printed Name & Title	614.607.1557 _____ Telephone No.
amanda@designinglocal.com _____ Email	n/a _____ Fax No.
Cincinnati Insurance _____ Insurance Agency	
_____ Signature of Proposer's Agent	

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Preference to businesses with drug-free workplace programs. -- Whenever two or more bids, proposals, or replies that are equal with respect to price, quality and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the company responding to this solicitation certify that it has implemented a drug-free workplace program in accordance with the provision of Florida Statutes, Section 287.087, as stated above?

☒ YES
☐ NO

Designing Local

1223 E Main Street #311

Company



Address

Columbus, Ohio, 43205

Authorized Signature

Amanda Golden

City, State, Zip Code

614.607.1557

Printed Name & Title

amanda@designinglocal.com

Telephone No.

n/a

Email

Fax No.

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of Ohio

County of Franklin

Amanda Golden, being first duly sworn, deposes and says that:

I am the Managing Principal of Designing Local, (Proposer) which has submitted a Response to City of Mount Dora RFQ #21-LS-005.

I am fully informed respecting the preparation and contents of the Response to RFQ #21-LS-005, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #21-LS-005, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the CITY OF MOUNT DORA.

The price or prices quoted in the Proposer's Response to RFQ #21-LS-005 are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Designing Local

1223 E Main Street #311

Company *Amanda Golden*

Address

Columbus, Ohio, 43205

Authorized Signature
Amanda Golden

City, State, Zip Code

614.607.1557

Printed Name & Title
amanda@designinglocal.com

Telephone No.
n/a

Email Address

STATE OF ~~FLORIDA~~ OHIO
COUNTY OF FRANKLIN

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization of Amanda Golden, as Managing Principal, of Designing Local who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Consultant, n/a and who is personally known to me or who produced n/a as identification, and who did/did not take an oath this 9th day of March, 2021

(stamp)



JOSHUA LAPP
Notary Public
State of Ohio
My Comm. Expires
July 15, 2025

Joshua Lapp

NOTARY PUBLIC

ACKNOWLEDGEMENTS
RFQ #21-LS-005
“PUBLIC ARTS MASTER PLAN”

To: City of Mount Dora
510 N. Baker Street
Mount Dora, FL 32757

Designing Local

_____(Proposer) guarantees

its Response to RFQ #21-LS-005 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Mount Dora unless an extension is granted by the Proposer.

The Contractor, by signing these **RFQ** Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this **RFQ** Document.

Dated this 9th day of March, 2021
(Month) (Year)

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By:  / Amanda Golden
(Signature) (Print name)

Address: 1223 E Main Street #311
Columbus, Ohio, 43205

Telephone: (614)607-1557 Fax: (____) _____

Taxpayer/Employer Identification Number (TIN/EIN): 46-5172793

CORPORATION

By: _____ / _____
(Signature) (Print name)

Address: _____

Telephone: (____) _____ Fax: (____) _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

State of Incorporation:

Corporate President: _____
(Print Name)

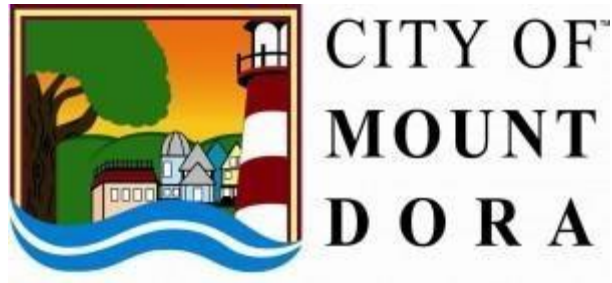
Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print Name)

CORPORATE SEAL

Attest By: _____
Secretary

Signature: _____ Date: _____



**COMPLIANCE WITH THE PUBLIC RECORDS LAW
RFQ #21-LS-005**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC

Upon award, recommendation, or ten (10) days after opening, submittals become a "public record" and shall be subject to public disclosure consistent with Florida Statutes, Chapter 119. Proposers must clearly mark information within a Response which is exempt from disclosure under Florida law, and must state the reasons why such exclusion from public disclosure is permitted. To the extent any protected information is submitted to the City, it must be submitted in a separate envelope marked accordingly.

The Proposer agrees that it will fully defend the City in any cause of action or litigation associated with non-disclosure of that information identified by the Proposer as exempt under Florida's public records law. It is understood and agreed by the Proposer that in the event the Proposer fails to defend the City in any such litigation, the City may take such action as it deems necessary in order to avoid a third-party cause of action, including disclosure of the information. In such an event, the Proposer shall hold the City harmless and free of any liability.

Company Name: _____

Authorized representative (printed): _____

Authorized representative (signature): _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Consultant, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2020.

(stamp)

NOTARY PUBLIC

REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____
2. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____
3. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____
4. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____

**SWORN STATEMENT PURSUANT TO FLORIDA STATUTES, SECTION 287.133(3) (A)
PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Mount Dora by: _____ [NAME] as the _____ [TITLE] of _____ [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is _____.
2. I understand that a “public entity crime” as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF MOUNT DORA IS FOR THE CITY OF MOUNT DORA ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF MOUNT DORA PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Consultant, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2020.

(stamp)

NOTARY PUBLIC

FIRM INFORMATION

Firm is a:

- () Corporation
() Partnership
() Sole Proprietorship
() Other _____(Explain)

Federal Employer Identification Number: _____

Firm Name: _____

Mailing Address: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ Web Address: _____

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

Submitted by: _____

Name & Title Printed: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
				-				
or								
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

PROPOSED SCOPE OF WORK & FEE

The proposed scope of work and fee is flexible and is meant to work within budgetary constraints. Below you will find several different options the City of Mount Dora could pursue. A phased approach, taking into account a budget of \$16,667 per year over two years and a one time full scale planning effort. The two year phased approach has been slightly scaled back to fit within the confines of the budget, while the full scale effort would be typical of the majority of public art master plans.

PHASED APPROACH

Phase 1 - \$16,667 (2021)

Scope Includes:

- Three Internal Focus Groups
- Full Public Art Policy
- Public Art Governance Strategies
- Simple Final Document

Phase 2 - \$16,667 (2022)

Scope Includes:

- Public Engagement
 - Focus Groups
 - Stakeholder Meetings
 - Public Meeting
- Vision & Strategy
- Action Plan

FULL PROJECT

BUDGET - \$40,000 (2021)

Scope Includes:

- Internal Focus Groups
- Public Engagement
 - Focus Groups
 - Stakeholder Meetings
 - Public Meeting
- Vision & Strategy
- Action Plan
- Mapping
- Case Studies
- Big Ideas for Implementation
- Full Public Art Policy
- Public Art Governance Strategies
- Highly Visual Final Document