



Public Arts and Culture Commission Meeting Agenda

**Leander Activity Center
11880 Hero Way West STE 600
February 8, 2023 @ 6:00 pm**

Naruby Ballom
Keysha Bradford
Lisa Haynes
Mike Herrera
Jessica Johnson
Steve Kuwitzky

Sammy Panzarino
George Quist
Stephanie Rand
Na'Cole Thompson – Council Liaison
Mark Tummons – Director, Staff Liaison

1. Call to Order
2. Roll Call
3. Public Comments
4. Approval of Minutes – January 11, 2023
5. City Council Liaison Update
6. Staff Liaison Update
 - a. Budget Update
 - b. History Theme Murals
7. Subcommittee Updates
 - a. Events Subcommittee
 - b. Booth Events Subcommittee
 - c. Ongoing Event Subcommittee
 - d. One-Off Needs Subcommittee
8. Regular Agenda
 - a. Receive presentation of Advisory Board and Commission Reference Book.
 - b. Discuss and consider action on Subcommittee structure.
 - c. Discuss and consider action on Mural Request For Proposal (RFP)/Call for Artists.
 - d. Discuss and consider action on the purchase of a new booth canopy.
 - e. Discuss and consider action on LPACC Master Plan.
 - f. Receive post event report on 2023 MLK Day March and Celebration and consider recommendations on future MLK events.
 - g. Discuss and consider action on donation of sculpture art piece at Lakewood Park Sculpture Garden.
9. Future Agenda Items
10. Adjournment

CERTIFICATION

The City of Leander is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the Parks & Recreation Asst. Director at 512.528.9909 for information. Hearing impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 512.528.2800.

I certify that the above notice of the City of Leander Public Arts and Culture Commission was posted on the bulletin board at City Hall in Leander, Texas on the 3rd day of February, 2023 by 5:00 pm pursuant to Chapter 551 of the Texas Government Code.

Mark Tummons by Ashleigh Snyder

Mark Tummons, Parks and Recreation Director



EXECUTIVE SUMMARY

02/8/2023

AGENDA SUBJECT: Approval of minutes for January 11, 2023.

BACKGROUND: Attached are the minutes for meeting held on January 11, 2023.

ATTACHMENTS:

1. Draft minutes for January 11, 2023

PREPARED BY: Mark Tummons



**MINUTES
PUBLIC ART AND CULTURE COMMISSION
CITY OF LEANDER, TEXAS**

Leander Activity Center
11880 Hero Way West, Ste. 600



January 11, 2023

Place 1 – Stephanie Rand	Place 7 – Steve Kuwitzky
Place 2 – Keysha Bradford	Place 8 – Michael Herrera
Place 3 – George Quist	Place 9 – Naruby Schlenker
Place 4 – Lisa Haynes, Chair	Staff Liaison – Mark Tummons
Place 5 – Jessica Johnson	Council Liaison – Na’Cole Thompson
Place 6 – Sammy Panzarino	

1. Call to Order

Chair Haynes called the meeting to order at 6:11 PM

2. Roll Call

All Commissioners were present except Commissioner Herrera and Commissioner Schlenker.

3. Approval of Minutes – December 14, 2022

Commissioner Kuwitzky made a motion to amend the minutes on account that Commissioner Rand was present at the previous meeting. Commissioner Rand seconded the motion. The motion was passed unanimously.

4. Citizens Communication

Mayor Christine was present and introduced herself to the Commissioners.

5. City Council Liaison Update

Mayor Pro Tem Thompson let the Commissioners know that the definition of Culture and the Ordinance was approved unanimously by City Council at their previous meeting.

6. Budget Update

Staff liaison Tummons shared the updates of the Art Fund account balance to the Commission. Commissioners requested that Mr. Powers be present to explain the budget in depth at the next meeting.

7. Subcommittee Updates:

a. Art in Public Places

Commissioner Kuwitzky will be re-sending out an email to ask for volunteers to sign up for the subcommittees.

b. MLK Event and Celebration

Chair Haynes updated the Commissioners that everything is ready for the MLK Day Celebration on January 16th. She discussed the progress that was made on the event by the subcommittee and what to expect on the day.

c. LPACC Master Plan

Commissioner Quist recommended that the LPACC Master Plan be tabled since the Commissioners in the subcommittee could not meet.

d. LPACC Master Calendar

Commissioner Rand shared a concept proposal of her ideas via a timeline of events LPACC could potentially host. Commissioner Rand made a motion to have a call to art for Black History Month in February. Commissioner Panzarino seconded. The motion was passed unanimously. They will send the call to art information to Staff Liaison Tummons to have that posted.

e. Murals Call to Art

Chair Haynes passed out a packet of information. The subcommittee met and decided that the Call to Art will end on April 1st, giving the artists time to begin creating. The art will need to be done by middle of June. The call to art handout is a work in progress and dates are flexible. They will have a final draft to Mr. Tummons to work with city purchasing department to send out.

f. Canopy Purchase

The commissioners discussed borrowing a canopy for the upcoming event MLK Day Celebration. They will table the discussion to purchase one until the next meeting.

8. Adjournment

Meeting was adjourned by Chair Haynes at 8:15pm.

CHAIR SIGNATURE

SECRETARY SIGNATURE



EXECUTIVE SUMMARY

02/8/2023

AGENDA SUBJECT: Receive presentation of Advisory Board and Commission Reference Book.

BACKGROUND: City Secretary Crabtree will present the Advisory Board and Commissions Reference Book to the Commissioners of the Leander Public Arts and Culture Commission.

ATTACHMENTS:

1. LPACC Welcome Letter
2. Reference Book Table of Contents

PREPARED BY: Mark Tummons

Dear Boardmember,

On behalf of the City Council and City Staff of Leander, we would like to welcome you as you begin your service on the Leander Public Arts & Culture Commission, and thank you for your willingness and desire to serve your community.

As we welcome you to the board, we would like to remind you that the Leander Public Arts & Culture Commission is an advisory board. Advisory boards are tasked with taking on certain issues and concerns of the public, understanding and exploring possible options and providing feedback and making recommendations to departments and/or to council.

In an effort to assist you while serving on the Leander Public Arts & Culture Commission, you are being provided with this Board & Commission Reference Book. Included in this reference book, among other things, are the board member's contact information, board description, the Code of Ethics, and parliamentary procedures.

We want to welcome you once again and hope that your valuable ideas will assist the City Council in future decisions.

Should you have any questions or concerns regarding your role while serving on the board please contact Mark Tummons, staff liaison for the Leander Public Arts & Culture Commission, at Mtummons@leandertx.gov.

Sincerely,



Office of the City Secretary
Dara Crabtree, City Secretary



LEANDER PUBLIC ARTS & CULTURE COMMISSION REFERENCE BOOK

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EXECUTIVE SUMMARY

02/8/2023

AGENDA SUBJECT: Discuss and consider action on Subcommittee structure.

BACKGROUND: The Commissioners will discuss realigning the Subcommittees from their current status.

ATTACHMENTS:

1. LPAC Committees

PREPARED BY: Mark Tummons

LPAC Committees

EVENTS:	Art fest	8/20/2022	Jessica Alonzo
	Cook-off Competition	8/27/2022	Lisa Haynes
			Jessica Alonzo
			Steve Kuwitzky
	Earth Day Sculpture Contest	TBD (4/20 last one)	
	Old town Christmas Festival Float	DATE TBD 12/22	Lisa Haynes
			Keysha Bradford
			Steve Kuwitzky
BOOTH EVENTS:	Second Sunday Art Fun Day	TBD (2/20 last one)	Lisa Haynes
			Jessica Alonzo
			Steve Kuwitzky
	Bluegrass Festival	10/7/2022 & 10/8/2022	
	Kitefest	5/7/2022	Steve Kuwitzky
	Leander Harvest Festival at Lakewood Park	11/19/2022	
	Mason Heritage Days	TBD 2/23	Stephanie Rand
	Old Town Christmas Festival	12/3/2022	
ONGOING:	Art in public places		George Quist
			Lisa Haynes
			Steve Kuwitzky
	Arts & Culture Events		Keysha Bradford
			George Quist
			Lisa Haynes
	Lakewood sculpture garden		George Quist
			Lisa Haynes
	Fundraising - Donations, Sales & events, Sponsorships		Jessica Alonzo
	Fundraising - Grants & Legislative		
	Mural projects		George Quist
			Sammy Panzarino
			Lisa Haynes
ONE OFF NEEDS:	Old town - Events programming (music, performing arts, etc.)		Jessica Alonzo
			Steve Kuwitzky
	Press releases & Media Outreach		Lisa Haynes
	Social Media Team		Lisa Haynes
			Steve Kuwitzky
	Arts Guide for Developers		
			George Quist
	Arts master plan		George Quist
	Brand style guide / Potential New Logo		
	LPAC Artist directory		Steve Kuwitzky
			Jessica Alonzo
	LPAC Volunteer directory		Steve Kuwitzky
			Lisa Haynes
	Marketing Pamphlet		
	Process & procedures creation & maintenance		George Quist



EXECUTIVE SUMMARY

02/8/2023

AGENDA SUBJECT: Discuss and consider action on Mural Request for Proposal (RFP)/Call for Artists.

BACKGROUND: The Commissioners will review and finalize the prepared RFP document for the Bledsoe Park Mural project.

ATTACHMENTS:

1. Proposal for Mural
2. RFP_Call for Artist

PREPARED BY: Mark Tummons



Purchasing Division
105 N. Brushy Street
Leander, TX 78641
www.leandertx.gov

Solicitation #S23-004

**REQUEST FOR PROPOSAL / CALL TO ART
PUBLIC ART PROJECT OPPORTUNITY – MURALS**

Responses Due: March 2, 2023



**REQUEST FOR PROPOSAL / CALL TO ART
PUBLIC ART PROJECT OPPORTUNITY – MURALS**

PART I

GENERAL

1. **PURPOSE:** The City of Leander, herein after “City”, seeks an agreement with a qualified Individual, Firm, or Corporation, herein “Respondent”, to create and provide a mural initiative throughout the City of Leander beginning with the Robin Bledsoe site first.

It's no secret that murals make our neighborhoods beautiful! They add color to building walls and streets that would otherwise go unnoticed, which is a treat for local residents and tourists alike. Murals attract new local businesses, help bring customers to pre-existing locations, and boost the economy of an area.

For this project, are seeking to have a permanent mural painted on the rear-side of a park restroom facility which is located on the north side of the park. The site is adjacent to a picnic area, playground, and walkways which are very visible to the future mural. Robin Bledsoe Park also contains high-use recreation amenities such as aquatic center and splash pad; soccer/multipurpose sports complex; basketball court; and amphitheater. The new mural will be highly exposed to a large variety of residents and visitors on a near daily basis.

Lastly, the project coincides with the LPACC Master Plan.

2. **BACKGROUND:** The City of Leander is a premier community in the Austin/Central Texas area. The City lies on the northeast edge of Texas Hill Country, roughly ten miles due west of Interstate 35 on US 183, and just north of Austin TX. Since 2000, the community has grown from 7,600 to nearly 87,000 residents and is one of the fastest growing cities in Texas and the nation. The Leander Public Arts and Culture Commission's (LPACC) mission is to promote art, culture and education that contributes to a sense of community. LPACC is comprised of 9 community residents passionate about art and cultural events within the Leander community.
3. **LOCATION:** Robin Bledsoe Park {601 S. Bagdad, Leander, TX. 78641}.
<https://www.leandertx.gov/parksrec/page/robin-bledsoe-park>
4. **BUDGET:** \$20,000 - \$25,000. The final budget will include all costs associated with the project; including but not limited to artist fees, labor, materials, installation, insurance, travel, and lodging.
5. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern but shall be superseded by those terms and conditions specifically provided for otherwise within this solicitation, in a separate agreement or on the face of a purchase order. The City's Definitions, Terms and Conditions are herein made a part of this solicitation and can be found on the City's website by visiting
https://www.leandertx.gov/sites/default/files/fileattachments/finance/page/233/purch_terms_2020.pdf.

5.1. Any exception to or additional terms and conditions attached to the response will not be considered unless respondent specifically references them on the front of the Solicitation Document. **WARNING:** Exception to or additional terms and conditions may result in disqualification of the response.

6. **ATTACHMENTS:** Attachments A through C are herein made a part of this solicitation.

6.1. Attachment A: Reference Sheet

6.2. Attachment B: CIQ Form

6.3. Attachment C: Application Form

7. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

Kay Johnson
Purchasing Department
City of Leander
Telephone: 512-528-2730
kjohnson@leandertx.gov

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Leander through the Purchasing Department.

8. **RESPONDENT REQUIREMENTS:** The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.

8.1. Respondents shall be firms, corporations, individuals or partnerships normally engaged in the provision or service described herein.

9. **BEST VALUE EVALUATION AND CRITERIA:** Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the Respondent the opportunity to clarify their proposal and ensure a mutual understanding of the services to be provided and the approach to be used.

All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- Proposed fees.
- Reference of Respondent and of Respondent's services.
- Quality of the Respondent's services.
- The extent to which the services meet the City's needs.
- Respondent's past relationship with the City.
- Any relevant criteria specifically listed in the solicitation.

9.1. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.

10. **COMMITTEE REVIEW:** An evaluation committee will review each response to determine the most highly qualified Respondent on the basis of demonstrated competence and qualifications using the following weighted criteria. A consensus score will be assigned to each response. Appointed

members of the Leander Public Arts and Culture Commission, City of Leander, and Leander Chamber of Commerce & Visitors Center will accept and review all entries.

Criteria	Possible Points
Artist Resume	25
Proposed budget	30
Samples of original artwork	30
References	15
Total	100

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure, and weighted criteria to accommodate these additional considerations to serve the best interest of the City.

11. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <https://bids.leandertx.gov/>.
 - 11.1. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.
 - 11.2. Chapter 176, Texas Local Government Code requires that disclosures of certain relationships be made in relation to certain contracts with the City. Local government officers are the members of the City Council, the City Manager, and other City employees or agents who exercise discretion in planning, recommending, selecting, and contracting of a vendor. Please contact the City Secretary for a list of City employees and agents who may qualify as local government officers. Click here [**Chapter 176, Texas Local Government Code**](#), to review this requirement.
 - 11.3. A completed CIQ Form, herein Attachment B, is required with each response.
 - 11.4. Once a selection is made and the City has the intent to award, the successful respondent will be required to submit Form 1295 to the State of Texas electronically prior to executing the agreement or purchase order.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
12. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:
 - 12.1. The term "agreement" shall mean the executed contract awarded as a result of this solicitation and all exhibits thereto. At a minimum, the following documents will be incorporated into the agreement:
 - 12.1.1. Solicitation document, attachments, and exhibits.
 - 12.1.2. Solicitation addendums, if applicable.
 - 12.1.3. City's Definitions, Terms and Conditions.
 - 12.1.4. Successful Respondent's submission.
 - 12.2. If the Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Respondent of the deficiencies and the successful Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the

deficiencies within the thirty (30) days, the City may terminate the agreement by giving the Respondent written notice of termination and the reason for the termination.

- 12.3. If the agreement is terminated, for any reason, respondent shall turn over all material, records and deliverables created to date within fifteen (15) working days after completion of duties through the termination date.
13. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
- 13.1. There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services, or equipment delivered or the services performed that causes the payment to be late; or
- 13.2. The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
- 13.3. There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- 13.4. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.
14. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

PART II
SCHEDULE

1. **SOLICITATION SCHEDULE**: It is the City's intention to comply with the following solicitation timeline:

Event	Event Date*
RFP Released	February 9, 2023
Deadline for Vendor Questions Submitted to the City of Leander	February 16, 2023, at 5:00 PM CST
Questions and Answers to be posted on the City of Leander website on or before	February 23, 2023, at 5:00 PM CST
RFP Opened (last day to submit Responses)	March 2, 2023, at 2:00 PM CST
Contract Award Target	No later than May 2023
Oral Presentation (if necessary)	TBD
Services to begin upon execution of contract	

*The City of Leander reserves the right to change the dates in the Schedule of Events above upon written notification to prospective Vendors through a posting on the City of Leander website. It is the responsibility of interested Vendors to check the City of Leander website for all updates and changes.

All questions regarding the solicitation shall be submitted via website <https://bids.leandertx.gov/>. by 5:00 PM on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on our webpage at: <https://bids.leandertx.gov/>.

2. **SOLICITATION UPDATES**: Respondents shall be responsible for monitoring the City's website at <https://bids.leandertx.gov/> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
3. **RESPONSE DUE DATE**: Signed and sealed responses are due at or before **9:00 AM**, on the date noted above to the Purchasing Department. Mail or carry sealed responses to:

FedEx, UPS or Hand Deliver to:

**City of Leander
Purchasing Department
105 N. Brushy Street
Leander, Texas 78641**

Mail to:

**City of Leander
Purchasing Department
PO Box 319
Leander, TX 78646**

- 3.1. Responses received after this time and date shall not be considered.
- 3.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and **"DO NOT OPEN"**.
- 3.3. Facsimile or electronically transmitted responses are **not acceptable**.
- 3.4. Late responses will be returned to Respondent unopened if return address is provided.
- 3.5. Responses cannot be altered or amended after opening.

- 3.6. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 3.7. The City will not be bound by any oral statement or offer made contrary to the written specifications.
4. **AGREEMENT NEGOTIATIONS:** In establishing an agreement as a result of the solicitation process, the City may:
 - 4.1. Review all submittals and determine which Respondents are reasonable qualified for award of the agreement.
 - 4.2. Determine the Respondent whose submittal is most advantageous to the City considering the evaluation criteria.
 - 4.3. Attempt to negotiate with the most responsive Respondent an agreement at fair and reasonable terms, conditions, and cost.
 - 4.4. If negotiations are successful, enter into an agreement or issue a purchase order.
 - 4.5. If not successful, formally end negotiations with that Respondent. The City may then:
 - 4.5.1. Select the next most highly qualified Respondent and attempt to negotiate an agreement at fair and reasonable terms, conditions, and cost with that Respondent.
 - 4.5.2. The City shall continue this process until an agreement is entered into or until all negotiations are terminated.
 - 4.6. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received.
5. **POST AWARD MEETING:** The City and Respondent shall have a post award meeting to discuss, but not be limited to the following:
 - 5.1. Identify specific milestones, goals, and strategies to meet objectives.
 - 5.2. Provide City contact(s) information for implementation of agreement.
6. **COSTS INCURRED:** Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for, and participating in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the City.

PART III

SPECIFICATIONS

1. **CALL FOR ENTRIES:** The City of Leander through its Public Arts and Culture Commission (LPACC) welcomes all artists to apply.
2. **EXHIBIT DETAILS:** The targeted area is above the masonry and below the soffit of the building. It includes 2 recessed areas and a middle pillar. The area faces most of the park and is closest to a children's playground area. It is finished with stucco or concrete. The mural will occupy a total area that measures approximately 2120 sq. ft. Supplies used must be durable for outdoors in all temperatures & weather with little to no maintenance necessary for 5-10yrs minimum and must be appropriate for all ages. The art must be of original design and execution and will be subject to approval by Leander Public Art and Culture Commission, in conjunction with the City of Leander City Council and Leander Parks and Recreation Department.
3. **PROJECT GOALS:**

- 3.1. LPACC intends to support the City of Leander and Leander Chamber of Commerce by enhancing our inventory of public art.
- 3.2. Conceptually or visually incorporate our designated themes.
- 3.3. Support the City's visitor and tourism industry by enhancing our inventory of public art.
- 3.4. Support the Leander Wildflower Trail Initiative.
4. **ARTWORK GOALS:** Bright, family-oriented, fun, creative, welcoming, representative, and inspiring for our community.
5. **THEME:** "Love Leander Wildly"
6. **WORK SIZE:** Approximately 2120 sq. ft.
7. **SITE PHOTO:** MURAL SITE - ROBIN BLEDSOE PARK - 601 S. BAGDAD RD., LEANDER TX



8. **ADDITIONAL INFORMATION:**
 - 8.1. Artist is solely responsible for the mural creation and installation.
 - 8.2. Artist is expected to attend the revealing/opening ceremony of the mural.
 - 8.3. Artist must provide Leander Public Art and Culture Commission with a monthly update on progress.
 - 8.4. Artist will allow the Leander Public Art and Cultural Commission and its affiliates to photograph and publish photos and information related to the Artist's previous or current work. Artist will be given recognition of the completed artwork.
 - 8.5. LPACC and its affiliates will not be liable for the degradation of the art caused by normal outdoor wear and tear.
9. **COPYRIGHTS:** The artist selected will be required to sign a release of all copyrights over to the City of Leander and the Leander Public Arts and Culture Commission.
10. **SELECTION PROCESS:** Appointed members of the Leander Public Arts and Culture Commission, City of Leander, and Leander Chamber of Commerce & Visitors Center will accept and review all entries. Finalists will be judged on creativity, overall aesthetics, and budget. LPACC reserves the right to reject any artwork it deems inappropriate for display in the public setting. This includes work deemed purposefully designed to advance any form of discriminatory agenda.

If you are selected as a finalist, you will be contacted and asked to submit up to 3 original proposals for the project. Finalists will be given no less than 2 weeks' notice to submit their proposals. The panel of judges will be open to various ideas that fit within the theme and description of the project as laid out in this document. The judges may also reach out for clarifying questions during the second phase of the selection process.

Criteria for selection includes artistic merit as evidenced by the submitted materials; the applicant's professional qualifications; proven ability to perform well on similar projects; and demonstrated ability to work with government agencies, boards, committees, architects, engineers, and other groups for the successful completion of similar art projects.

The finalist selected for the project will be required to enter into a written contract with the City of Leander, meet all contractual requirements and to work as a team to accomplish the goals of the project.

PART IV

RESPONSE REQUIREMENTS

1. **SOLICITATION SUBMISSION REQUIREMENTS:** To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses **shall not exceed twenty (25) pages** in length (excluding title page, index/table of contents, work sample attachments (on flash drive) and dividers). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of a printed, 8 1/2" X 11" sheet of paper.

The Respondent shall submit **one (1) original signed paper copy and two (2) copies** of its Response.

In addition, the Respondent shall submit one (1) flash drive containing a complete copy of Respondent's submission in an acceptable electronic format (PDF, RTF, TXT, DOC, XLS). A complete copy of the Response includes all documents required by this Solicitation. The flash drive shall be titled: "SOLICITATION NUMBER - Complete copy of [Name of Respondent]'s submission." **Failure to provide a flash drive may result in disqualification for award.**

If supplemental materials are included with the Response the flash drive must include such supplemental materials. The Response and accompanying documentation are the property of the City and will not be returned.

TAB #1

- 1.1. Title Page (1 page) – Show the solicitation title and number, the name of your firm, address, telephone number(s) name of contact person and date.

TAB #2

- 1.2. Letter of Transmittal (1 page) – Identify the services for which solicitation has been prepared.
 - 1.2.1. Briefly state your firm's understanding for the services to be performed and make a positive commitment to provide the services as specified.
 - 1.2.2. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, telephone numbers and e-mail address.
 - 1.2.3. The letter of each solicitation shall be signed in permanent ink by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individuals(s) signing the solicitation shall be clearly shown immediately below the signature.

1.2.4. Describing exhibition proposal and detail of materials.

- | | |
|---------------|---|
| TAB #3 | 1.3. <u>Table of Contents</u> (1 page) – Clearly identify the materials by Tab and Page Number. |
| TAB #4 | 1.4. <u>Artist Resume</u> – Respondent must submit a resume including biography, educational background, and exhibition record. The resume is limited to three pages or less utilizing a font size of 11 or greater. Resume must include name, address, phone (cell preferred), e-mail and website. |
| TAB #5 | 1.5. <u>Proposed Budget</u> – Respondent shall provide detailed itemized budget including all fees. |
| TAB #6 | 1.6. <u>Samples of Original Artwork</u> – Applicants may include links to Websites and/or Social Media accounts where artwork is available for perusal. |
| TAB #7 | 1.7. <u>References</u> - Provide the name, address, telephone number and e-mail of at least three (3) firms applicable to Municipal, Government, or Clients that utilize the service outlined in the scope within the last two (2) years. Attachment A: Reference Sheet is herein provided. |
| TAB #8 | 1.8. <u>Added Value</u> – Respondent shall explain and propose any added value. |

PART V

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
 - 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
 - 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.
2. **ETHICS ORDINANCE AND DISCLOSURE STATEMENTS:** The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the following link:
<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

Sec. 9.05.007 Persons doing business with the City.

- (a) Persons seeking discretionary contracts.
 - (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the

individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.

- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.
- (b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:
 - (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
 - (2) Any member of the board or city body; has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.



EXECUTIVE SUMMARY

02/8/2023

AGENDA SUBJECT: Discuss and consider action on the purchase of a new booth canopy.

BACKGROUND: The Commissioners will discuss the purchase of a new booth canopy, pricing, and determine how best to proceed. Vice Chair Kuwitzky will present different options of canopies. Prices varying from \$510 to \$1225.

ATTACHMENTS:

1. Canopy Options

PREPARED BY: Mark Tummons

Canopies for LPAC

Extreme Canopy (Hexagonal Legs):

<u>Name:</u>	<u>Price:</u>	<u>Size (Click Link):</u>	<u>Warranty (Frame):</u>	<u>Extras:</u>
• Q8 – Quasar	\$1,225+	10 x 10	10 Years	Front Valance: \$250
• Q7 – Tectonic	\$1,075+	10 x 10	10 Years	Front Valance: \$250
• Q6 – Tectonic	\$795+	10 x 10	5 Years	Front Valance: \$250

eCanopy:

<u>Name:</u>	<u>Price:</u>	<u>Size (Click Link):</u>	<u>Warranty (Frame):</u>	<u>Extras:</u>
• Q8 – Quasar	\$510+	10 x 10	None	Blue: \$15



EXECUTIVE SUMMARY

02/8/2023

AGENDA SUBJECT: Discuss and consider action on Leander Public Arts and Culture Commission (LPACC) Master Plan.

BACKGROUND: The Commissioners will discuss the LPACC Master Plan and determine the best way to proceed with finalizing the Plan.

PREPARED BY: Mark Tummons



EXECUTIVE SUMMARY

02/8/2023

AGENDA SUBJECT: Receive post event report on 2023 MLK Day March and Celebration and consider recommendations on future MLK events.

BACKGROUND: This item will provide the Commissioners the opportunity to discuss the MLK Day March and Celebration event along with review of the finalized budget for the FY 2022 and FY 2023; and provide recommendations for the event in the future.

ATTACHMENTS:

1. MLK FY 2023 Budget
2. Final MLK FY 2022 Budget Analysis

PREPARED BY: Mark Tummons

COST RECOVERY ANALYSIS WORKSHEET

Division/Facility:	MLK Committee and City of Leander	Budget:	N/A
Activity:	MLK Day Parade and Street Festival	Fee:	Free Event

Registration Information			Projected	Actual	TOTAL
Participants					1200
Revenue					
Vendor Fees				\$570.00	\$570.00
Sponsorship - HEB				\$2,500.00	\$2,500.00
Sponsorship - Reliance				\$2,500.00	\$2,500.00
Sponsorship - Capital Metro				\$1,000.00	\$1,000.00
Sponsorship - Carlson Law Firm				\$500.00	\$500.00
Sponsorship - Terry Davis and Associates				\$500.00	\$500.00
Sponsorship - Kids Helping Kids				\$250.00	\$250.00
Sponsorship - Forward Thinking Women				\$250.00	\$250.00
Shirt Sales				\$420.00	\$420.00
TOTAL REVENUE				\$8,490.00	\$8,490.00
Expenses					
Staff Salaries - Parks		Parks Staff		\$3,622.00	\$3,622.00
Staff Salaries - Fire		Fire Staff		\$828.00	\$828.00
Staff Salaries - Police		Police Staff		\$1,016.00	\$1,016.00
Staff Salaries - Public Works		Public Works Staff		\$2,113.00	\$2,113.00
Staff Salaries - Community Engagement		Community Engagement		\$250.00	\$250.00
Austin Screen Printing - Round 1		Pre-ordered t-shirts		\$517.00	\$517.00
Austin Screen Printing - Round 2		Online shirt sales		\$417.04	\$417.04
Honey Bucket		Portapotty Rental		\$560.00	\$560.00
Blake Hamilton		Starzz Entertainment DJ		\$500.00	\$500.00
Charles Scoggins		Rocc Solid Media Photo		\$400.00	\$400.00
Tim Ristow		Video		\$750.00	\$750.00
Balloon Smiles		Balloon Towers		\$360.00	\$360.00
Saul Paul		Musician		\$500.00	\$500.00
Pastor Eric Moore		Musician		\$300.00	\$300.00
Charlie Mac		Comedian		\$300.00	\$300.00
Leland Adams		Singer		\$150.00	\$150.00
Ofie Kodjoe		Singer		\$150.00	\$150.00
Senesha Lynn		Singer		\$100.00	\$100.00
Ria Roogi		Essay Winner - Elementary		\$100.00	\$100.00
Roopesh Tangudu		Essay Winner - Middle		\$300.00	\$300.00
Sydney Slack		Essay Winner - High		\$500.00	\$500.00
Barricade Rentals		Street Barricades		\$1,992.90	\$1,992.90
Event Staff/Volunteer Food		Lunch for full shift workers		\$567.45	\$567.45
T-shirts - Round 1		Amazon		\$270.51	\$270.51
TOTAL EXPENSES			0	\$16,563.90	\$16,563.90

EXPENSE TOTAL					\$16,563.90
Revenue + General Fund Budgeted Amount					\$8,490.00
PROFIT/LOSS					-\$8,073.90
Actual Profit/Loss:			-\$8,073.90		
Cost Recovery			51%		
% Supplemented by Tax Dollars			49%		

Notes:					
This was the first time running the MLK event, so all departments provided staff as we would have for the Christmas Festival. This will be reduced significantly for future years.					
With more notice on future events, costs for tshirts will reduce.					

COST RECOVERY ANALYSIS WORKSHEET				
Division/Facility:		Parks and Recreation	Budget:	\$5,000
Activity:		2023 MLK Day March and Celebration	Fee:	Free Event
Registration Information			Projected	TOTAL
Participants			1,200	1,700
Revenue				
Vendor Fees			\$570.00	\$1,220.00
Sponsorship - Capital Metro			\$1,000.00	\$1,000.00
Sponsorship - Life Church				\$2,500.00
Sponsorship - HEB			\$2,500.00	\$2,500.00
Sponsorship - Atmos				\$500.00
Shirt Sales			\$420.00	\$480.00
TOTAL REVENUE			\$4,490.00	\$8,200.00
Expenses				
Staff Salaries - Parks*		Parks Staff	\$3,622.00	\$2,400.00
Staff Salaries - Fire*		Fire Staff	\$828.00	\$900.00
Staff Salaries - Police*		Police Staff	\$1,016.00	\$1,100.00
Staff Salaries - Public Works*		Public Works Staff	\$2,113.00	\$2,200.00
Staff Salaries - Community Engagement*		Community Engagement	\$250.00	\$300.00
United Rentals		4 Portable Toilets	\$560.00	\$593.54
DJ Dmoney		DJ	\$500.00	\$350.00
Kiwis Party		Balloons	\$360.00	\$1,040.00
Ahmad Bell - Victorious		Performer	\$500.00	\$300.00
Great Promise for American Indians		Dancers	\$150.00	\$150.00
Navrus School of Performing Arts		Dancers	\$300.00	\$150.00
Ofie Kodjoe		Singer	\$150.00	\$500.00
Selah Vie		Spoken Word Artist	\$100.00	\$150.00
Rutva Gaddale		Essay Winner - Elementary	\$100.00	\$100.00
Tiana Shah		Essay Winner - Elementary		\$100.00
JaeJun Min		Essay Winner - Middle	\$300.00	\$300.00
Roopesh Tangudu		Essay Winner - High	\$500.00	\$500.00
Barricade Rentals		Street Barricades	\$1,992.90	\$2,781.00
Carla's Baskets & More		Staff/Volunteer Meals	\$567.45	\$46.00
August Beverage Company		Staff/Volunteer Meals		\$20.00
O's Chop House		Staff/Volunteer Meals		\$178.61
SpringChick		Staff/Volunteer Meals		\$33.75
H-E-B		Water		\$16.08
GoAllOutGraphics		T-shirts	\$1,204.55	\$855.00
24Hour Wristbands		Wristbands		\$215.00
AlphaGraphics		Rack Cards		\$110.79
Facebook		Event Boost		\$18.00
TOTAL EXPENSES			\$7,284.90	\$8,507.77
EXPENSE TOTAL				\$8,507.77
Revenue + General Fund Budgeted Amount				\$13,200.00
PROFIT/LOSS				\$4,692.23
Profit/Loss without Staff Expenses				\$ 11,592.23
Actual Profit/Loss:			\$4,692.23	
Cost Recovery			155%	
% Supplemented by Tax Dollars			-55%	
*In-kind contribution				



EXECUTIVE SUMMARY

02/8/2023

AGENDA SUBJECT: Discuss and consider action on donation of sculpture art piece at Lakewood Park Sculpture Garden.

BACKGROUND: The Commissioners will discuss the possible donation of a sculpture art piece at Lakewood Park Sculpture Garden.

PREPARED BY: Mark Tummons