

December 1, 2024

City of Key West Selection Committee
RFQ #25-001- Art in Public Places Administrative Services

Dear City of Key West Selection Committee Members:


The Monroe Council of the Arts, dba Florida Keys Council of the Arts, is the non-profit local arts agency serving Monroe County. Established in February 1997 by Florida Statute, the Council's Board of Directors, Board Advisors, and staff serve the Board of County Commissioners, and the 83,000 residents of the Florida Keys, and 5.1 million visitors each year.

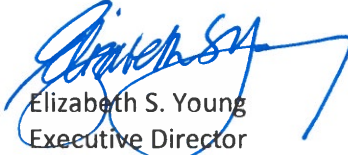
The Florida Keys Council of the Arts is proud to have extensive experience in administrating a robust 1% for Public Art program in the County since our ordinance passed in 2001. In our proposal you will find documentation of the Council's outstanding performance and successful public art projects that have been completed in the Key West Airport, courthouses, fire stations, library, parks and more. We believe that Art builds community, and therefore we focus our vision on supporting a vibrant arts and cultural community to advance economic development and promote the Florida Keys as a thriving cultural destination. In the past 27 years, the Arts Council has demonstrated substantial leadership in connecting the arts, business and hospitality communities. The Council partners with county and city governments in Art in Public Places 1% for art commissions and cultural tourism initiatives, administering more than \$1,800,000 annually for cultural marketing and public art programs.

Our dedicated, volunteer Board members guide our organization with business acumen, fiscal responsibility, ambitious goals and objectives, and a passion for the arts. Our experienced staff members focus their expertise on the mission to support, promote, connect and give to the arts in countless ways. We strive to enrich our cultural community with creative placemaking, and grant programming that concentrates on cultural equity, and partnerships that strengthen our communities with projects that connect the arts with local issues and opportunities for all people.

On behalf of the Board, Advisory Board and members, we humbly thank the City for its support of our efforts since our first agreement was launched in 2017, to build a comprehensive, sustainable and inspiring 1% for Public Art program in Key West. We are extremely proud of our accomplishments to date, and appreciate your time in reviewing the information requested and enclosed in this proposal response. We would be honored to be selected to continue and build upon the vibrant public art program of the City of Key West, where we know collaboration with artists, citizens and the City will benefit the entire island community.

Sincerely,


Joyce L. Burd
Chair, Board of Directors


Elizabeth S. Young
Executive Director

CITY OF KEY WEST RFQ #25-001

PUBLIC ART ADMINISTRATION SERVICES

VENDOR NAME: MONROE COUNCIL OF THE ARTS dba FLORIDA KEYS COUNCIL OF THE ARTS

CONTACT PERSON: ELIZABETH S. YOUNG, EXECUTIVE DIRECTOR and PUBLIC ART ADMINISTRATOR

ADDRESS: 1100 SIMONTON STREET, SUITE 2-263, KEY WEST, FLORIDA 33040

WEBSITE: www.keysarts.com

PHONE: office: 305.295.4369 mobile: 305.304.2812

The Florida Keys Council of the Arts is the leading arts and cultural organization in the Florida Keys. The Council provides services and grants to visual and performing artists, arts organizations, students, and the public, striving to instill a passion for and participation in the arts. To enrich and enhance the arts and cultural community, the Arts Council promotes and advances the destination for its rich, diverse history. The cultural arts play a fundamental role in the lives of our residents and visitors, and continue to be the signature of what makes our community unique and an international destination.

Our focus is to maintain and expand programming in a diverse, innovative and equitable manner. We strive for results that strengthen the economy, promote active community engagement, and provide support for arts education and advocacy. Outreach and advocacy are ongoing activities. We connect the public to a sense of place and community with the Art in Public Places commissioned permanent art collections for both Monroe County and City of Key West.



Florida Keys Council of the Arts **C. BACKGROUND**

The Council is recognized for its leadership, consistent service, constant support to the arts community, and successful relationships with our nonprofit partners, governments, school district, residents and visitors for 27 years. We have sufficient financial support, are current with all licenses, 990 filing, and per the County are audited each year by a professional CPA. We have an excellent reporting history with our annual State of Florida Cultural Division grants, and with grant awards from the Community Foundation of the Florida Keys. Our governing documents, 990 and current audit may be found on our website, under the About Us tab.

We advance the cultural community with our arts programming, education advocacy, and unique creative placemaking through our prestigious public art programs in both Monroe County and the City of Key West. Our impact is best summarized by our motto:

We Support. We Connect. We Promote. We Give. Art Builds Community.

WE SUPPORT

We support artists and arts organizations with a variety of grant programs, professional development workshops and how to apply for public art calls workshops each season. We offer virtual workshops to accommodate artists schedules as well as in person public art sessions called the, The Art of Public Art. These programs are offered for no cost to artists living and working in the Keys. We are also one of 5 counties collaborating in the South Florida Cultural Consortium. This important affiliation allows us to offer excellent programming of the highest quality for our public artists. Our Board of Directors and Development Committee members strive to increase grant funding awards in all categories each year. Creating access to these opportunities for Keys' artists is our main focus, however, to reach a broader spectrum of working public art artists, we maintain a pre-qualified database for the County's 1% for Public Art program that consists of almost 200 artists from around the globe. When we issue RFPs for the County and City, we use this noteworthy pre-qualified list, and are honored to reach such a diverse, worldwide audience of artists that wish to place their artwork in the Florida Keys. Additional local press releases and social media announcements alert Keys' artists of these opportunities. Mentoring artists is an essential component of our administrative skills, as it is cumbersome and often overwhelming for emerging talent to navigate public art calls for various municipalities. Our expertise, guidance and resources gained from national and state public art conferences enriches our ability to assist artists and build our programs. Since 2009 in the County, and 2017 in the City, as the Public Art Administrators, we have supported artists with public art commissions totaling over \$1.8 million dollars. Please see in the following section our comprehensive list of completed public art projects for Monroe County and the City of Key West.

WE CONNECT

Our mission states it is of utmost importance to connect our artists and organizations with residents (83,000) and visitors, 5.1+ million annually. Outreach and advocacy are tantamount in establishing and strengthening relationships. We connect the public to a sense of place with our Art in Public Places commissioned permanent art collection. We advocate in a leadership role by gaining knowledge through our membership and participation in the national organization, Americans for the Arts, located in Washington, D.C. and the statewide non-profits, the Florida Association of Local Arts Agencies (FALAA), and the Florida Association of Public Art Professionals (FAPAP). Our Executive Director has served as President, Past President and now as Treasurer on the Executive Board of FAPAP, she attends monthly meetings connecting her to public art trends, challenges and best practices. Her attendance at the

annual FAPAP Conference supports her professional development, education, and public art expertise. At the past 3 conferences she has had a leadership role as President and Past President, allowing her the chance to lead the group, and make presentations on collaborative topics including challenges of project management, co-curating the monumental Florida Keys Sculpture Trail, and navigating the creation of written guidelines and updating ordinances.

Furthering connections, the Arts Council's Board and Advisor members are engaged, educated and passionate ambassadors for all the arts. Their commitment to the organization and knowledge of the economic impact of the arts within the County is essential to our advocacy efforts for continued growth and relevance. The Executive Director reports to the Board Chair and Executive Committee members.

WE PROMOTE

The Council is the main source of information on the arts and culture scene. As a national and international tourist destination, the Keys' rich history, culture and diversity are promoted on our all-encompassing website. We focus on our objective to promote calendar events by informing the community in all media formats. The Executive Director speaks to the public on weekly US 1 radio spots and in two PSA's promoting grant opportunities and membership. She joins Keys Talk radio twice a month to share calls to artists opportunities, as well as update the listeners on what is trending in the art environment. Our current staff prepares comprehensive weekly calendars which are published in 3 local newspapers, e-blasts and social media. TV interviews with our Executive Director, Board and artists air on Comcast, Dish Satellite and streams on youtube. Working closely with the Tourist Development Council's marketing team, we provide leads and content for arts-related news stories for national/international media. We recommend subjects for Art Loft, Keys Voices, and Keys Traveler, an e-newsletter featuring videos and posts inviting on-line readers to discover the Keys. To promote Monroe County's 1% for Public Art ordinance, we produced a 6-minute virtual tour video of the collection. For added exposure for artists, it's on our website, and used for advocacy and education presentations. Plans are in the works to create a similar project for the City of Key West's growing collection of Public Art works.

WE GIVE

We give is a significant category of our mission and impacts all areas of our work on behalf of the community. We give grants, inform and support our members, residents, visitors, children, underprivileged citizens and, of course, artists. We offer valuable time researching grant opportunities and sharing them. Grant management and administration is conducted by the Business Manager who has been with the Council for over 8 years. Her attention to detail, excellent communication skills and sound fiscal oversight creates a professional and reliable support to our artists and arts organizations.

Our fiscal management of the public art program is not complicated finances. There is 1% of an overall Major Development Project calculated by the Building Department Director once permits are pulled and this figure is communicated to the Public Art Administrator/Executive Director. Once a budget is established it is shared with the Board. Project management and the architect identifies targeted spaces, often a site visit is setup for the Board, and the Executive Director writes the draft RFP for approval by the various department heads. Work begins with marketing the opportunity, often a *how to apply* workshop is conducted for artists, and following City policy a selection ranking committee is scheduled and advertised. The Director works with staff and the Clerk's office to facilitate the selection meeting, works with the recommended artists and their contracts so that we are able to seek City Commission approval. Each step is necessary, time consuming and patience and the ability to be patient and thorough makes a successful project come to life.

FLORIDA KEYS COUNCIL OF THE ARTS

Vision

The vision of the **Florida Keys Council of the Arts** is to enrich the arts and enhance the cultural heritage of the Florida Keys.

Mission Statement

The mission of the **Florida Keys Council of the Arts** is to advance the creative development and promotion of the arts in our cultural community by providing excellence in leadership, advocacy, education and financial support for artists, cultural organizations and citizens of Monroe County.

Cultural Equity Statement

The Florida Keys Council of the Arts is committed to ensuring that everyone in our community has equal access to the arts and the fundamental right to express their culture through the arts. We believe the arts have the power to change hearts and minds, and to inspire social change.

ALL THE KEYS
ALL THE ARTS
ALL THE TIME
KEYSARTS.COM



82,874

residents of Monroe County



5.1 million

visitors per year



100+ mile

island chain with 42 bridges

THE FINE PRINT

The Florida Keys Council of the Arts is a non-profit, 501 (c) (3) corporation in a public-private partnership with local county government since 1997, serving 82,874 local residents and 5.1 million visitors annually. A nine-member board of directors guides the Council, assisted by three alternate directors, two directors emeritus and advisory members. Daily functions are carried out by the executive director, staff and valued volunteers.

FKCA is incorporated with the State of Florida and recognized by the IRS as the Monroe Council of the Arts Corporation, dba Florida Keys Council of the Arts, FEIN 65-0737532. Governing documents, including: the articles of incorporation, bylaws, audit, 990, board handbook and strategic plan are available for review on the arts council's award-winning website, www.keysarts.com

Funding is provided by the National Endowment for the Arts, The State of Florida, Department of State Division of Arts & Culture, Monroe County Board of County Commissioners, Monroe County Tourist Development Council, City of Key West Board of City Commissioners, the Community Foundation of the Florida Keys, South Florida Cultural Consortium and private donations.

About the Council

As the Local Arts Agency designated by Florida Statute #265.32, we are committed to our leadership role as the community's umbrella organization for arts and culture.

The Florida Keys Council of the Arts is the leading arts and cultural organization in the Florida Keys.

The Arts Council provides services and grants to visual and performing artists, arts organizations, students, and the public, striving to instill a passion for and participation in the arts. To enrich and enhance the arts and cultural community, the Arts Council promotes the Art in Public Places program, and advances the destination for its rich and diverse history.

The cultural arts play a fundamental role in the lives of our residents and visitors. The Arts have been and continue to be the signature of what makes our community unique and an international destination.

Our focus is to maintain and expand our programming in a diverse, innovative and equitable manner. We

strive for results that strengthen the economy, promote active community engagement, and provide support for arts education and advocacy.

Outreach and advocacy are ongoing

initiatives.

Our Executive Director is currently President of FAPAP, attends monthly meetings and the annual conference, connecting her to public art trends,

Our focus is to maintain and expand our programming in a diverse, innovative and equitable manner.

activities. We connect the public to a sense of place and community with the Art in Public Places commissioned permanent art collection. We advocate in a leadership role by gaining knowledge through our participation in Americans for the Arts, Florida Association of Local Arts Agencies (FALAA), and Florida Association of Public Art Professionals (FAPAP)

and best practices. Arts Council's Board Members and Advisors are engaged, educated and passionate ambassadors for all of the arts.

Their commitment to the organization and knowledge of the economic impact of the arts within the County is essential to our advocacy efforts for continued growth and relevance.

WE SUPPORT: To date, **\$1,178,801** has been directly awarded in local grants. This fiscal year we awarded \$55,392 in grants to artists, teaching artists and arts organizations. Thousands of Monroe County artists and audiences benefit directly from our programming. These grants are funded in part by the State of Florida, Monroe County Board of County Commissioners, membership dues and private donations.

WE CONNECT: We focus on connecting the community to the arts. Our efforts included workshops and programming via an online platform, and expanded email outreach via Constant Contact. We raised awareness and funds for our grant programs throughout the Florida Keys through "The Connections Project: A Mosaic of the Keys."

WE PROMOTE: As the main source of information promoting arts and culture in the Keys, our annual Gallery Guide, Culture Magazine and the KeysArts Quarterly events calendar (produced in cooperation with the Monroe County Tourist Development Council) are distributed at nearly 200 Keys' locations, included in national and international press kits and distributed at travel trade shows. To promote our local artists, we create rotating exhibits for our program, Art in Public Buildings. We are also proud to administer Monroe County and the City of Key West's prestigious 1% for Public Art programs.

WE GIVE: Through the Cultural Umbrella, South Florida Cultural Consortium Grant Program, Art in Public Places commissions and our own grant programs, the total distributed through the Art Council's efforts in the Keys' cultural community is over **\$9.3 million** to date. The annual economic impact of the non-profit arts community in Monroe County is estimated at over \$86 million.

Arts Council Staff and Board of Directors

We have an extremely qualified Board of Directors and small, dedicated staff who are committed to the excellent reputation of our organization. For 27 years, the Council has worked to build a strong, vibrant arts and cultural community in each region of the Keys. From theater professionals, retired nonprofit leaders, educators, businessmen/women, to retired military, and artists of all ages, we have community leaders whom have collectively grown our organization into a thriving Council. The Board of Directors consists of 9 members, 3 alternates and an advisory board representing all of the Keys. Please visit our website, www.keysarts.com under, about us and visit the Executive and Board members pages to see the impressive bios of our outstanding Board of Directors.

The staff supports the Board in setting meeting agendas, taking the meeting minutes, creating all financial reports, and the advertising of all meetings per Sunshine Law. Staff also performs all of the administration for the County's Art in Public Places Committee meetings (monthly), and for the Tourist Development Council's Cultural Umbrella Committee. We faithfully keep all records, minutes, agendas, grants, scoresheets and documentation for all of these Boards. Our staff is assisted by an offsite webmaster who maintains our comprehensive website, which includes an artist registry and special public art section. As the designated local arts agency for the County, we are the keepers of all contact information, an arts directory, an events calendar, resources and calls for artists, press releases, meeting announcements and more.

Our staff is a dedicated team - each brings a diverse skill set. Our Business Manager has a background in Science, Nonprofit and Gallery Management, our Community Outreach Specialist is a seasoned graphic designer/journalist and photographer, and a part-time support staff is a database specialist and emerging public art artist. Our Executive Director has decades of experience as a nonprofit administrator, holds a bachelor's degree in Art History/Theater, specializing in Stage Management, and was a NYC Casting Director. She has been a fulltime resident of Key West for 37 years, and has dedicated herself to being an involved and proactive citizen in the arts community. In her tenure as Executive Director, she has developed a passion for public art administration. Ms. Young has been an advocate for the 1% for art ordinance in the County and City and has actively pursued her involvement with the statewide nonprofit organization, Florida Association of Public Art Professionals (FAPAP). She attends, (since 2009) and has helped plan the annual conferences (since 2015) and serves on the Board of Directors. She has held the position of Secretary, Vice President, President, and is now serving as Treasurer. Attending monthly meetings of FAPAP she is aware of the variety of public art programs around the State and has established valuable relationships with many other Public Art Administrators who share resources, ideas and best practices for the County and City's programs.

Please see our resumes attached. Thank you.

Florida Keys Council of the Arts E. EXPERIENCE AND REFERENCES

In alphabetical order, please find our list of references that reflect the variety and experience of work The Council performs for the Public Art program and just a small sample of our community partnerships, and government liaisons.

- 1. Susann D'Antonio** 16 years, AIPP Board member,
Co-Curator Florida Keys Sculpture Trail
Chair, Art in Public Places, Monroe County
30262 Poinciana Rd, Big Pine Key, FL
305.304.6005 susannda@mac.com
- 2. Christoher Elwell** 16 Years, Community Partner
Chair, Board of Directors, Waterfront Playhouse, Key West
Royal Furniture, Owner, 3326 N. Roosevelt Blvd., Key West
305.481.1790 christopher@keysfurniture.com
- 3. Malinda Horton** 15 Years, Public Art Administrator
Executive Director, Florida Association of Museums
and Florida Association of Public Art Professionals (FAPAP)
PO Box 10951, Tallahassee, FL 32302
850.933.3066 fam@flamuseums.org
- 4. Matthew Howard** 4 Years, Project Management
Plantation Key Courthouse, Monroe
County Sheriff's Office Campus
Project Manager, Monroe County
Project Management Department
1100 Simonton St., Key West
305.850.8123 howard-matthew@monroecounty-fl.gov
- 5. John Padget** 15 Years, Arts Patron and
Founder and Sponsor of the
Florida Keys Sculpture Trail
Patron, Golden Fleece Foundation
611 Frances Street, Key West
305.509.1628 johnpadget@aol.com
- 6. Commissioner Holly Merrill Raschein** 10 Years, BOCC current Liaison
Commissioner, District 5, Monroe County
Nelson Government Center, 102050 Overseas Highway, Key Largo
305.522.4721 raschein-holly@monroecounty-fl.gov
- 7. Richard Tallmadge** 6 Years as City AIPP Chair
30 Years as a fellow KW resident
Past Chair, Art in Public Places, City of Key West
1700 Jamaica Drive, Key West
305.395.2456 Richardtallmadge70@gmail.com

EXPERIENCE:

Our experience spans 16 plus years of serving Monroe County Art in Public Places Committee as the Administrators for the 1% for Art Ordinance that was established in 2001, and for the City of Key West since 2017, as a Florida nonprofit arts organization compliant with all Florida Statutes and laws. We operate our organization according to the Sunshine Law, and our references will attest to our ongoing excellent work, reliable and informed understanding of best practices in the public art field, and our tireless efforts to share our extensive knowledge and resources with the City of Key West. We honor and respect the City's mission to educate, enhance and preserve the Island's cultural heritage and diversity of our Island's population. Florida Keys Council of the Arts' mission and vision aligns with that of the City's and we strive to support our artists and arts organizations who enrich and inspire our unique island home.

Please see on the following pages a complete list of completed Public Art 1% projects for Monroe County AIPP and the City of Key West AIPP. These lists represent all of the projects that have been completed by the Arts Council and staff as the Public Art Administrators. The Executive Director managed all phases of these projects from start to finish. Attended all preliminary meetings, made site visits, wrote the RFP's for each call for artwork, established a selection committee, ran the meetings, met with the selected artists, worked with the attorney to complete the artists' contract, attended the Commission meeting for approval, worked with project management to insure all conditions were successful for artists installations. Wrote press releases announcing the new artwork, oversee proper signage and opening receptions when possible. From start to finish all correspondence and planning has occurred in a professional and efficient manner. Each project and the experiences learned create additional resources for the next project.

Currently the Arts Council is managing three of our largest projects. The historic Key West Seaport with an art budget of \$500,000, the Key West International Airport with a public art budget of \$480,000, and an ongoing expansion of the Florida Keys Sculpture Trail which to date has had funding of almost \$750,000. We continue to consult with ongoing private projects which currently are the Ocean Key House renovations, DePoo Hospital restoration, High School at the Basilica School of Key West, old Searstown Shopping Plaza and more.

Susann D'Antonio

305-304-6005 [susanna@mac.com](mailto:susannda@mac.com) 30262 Poinciana Rd, Big Pine Key, FL 33043

December 3, 2024

Mayor Henriquez and City Commissioners
City of Key West

RE: RFQ #25-001
Art in Public Places Administration Services

Dear Mayor and Commissioners,

By introduction, I am a 45-year resident of Big Pine Key, a small business owner, a studio artist, and Chair of the Monroe County Art In Public Places Board. I have been on the County AIPP board for a number of years, first for George Neugent, and now serve as Chair, as Michelle Lincoln's appointee. I have worked closely with the Florida Keys Council of the Arts during my tenure, as they have been the administrative arm of our County AIPP board since the County ordinance passed in 2001. Florida Keys Council of the Arts offers a unique view of the arts in the Keys as it represents everyone from Key West to Key Largo and works tirelessly to bring Art and Culture to everyone. The Arts Council excels in doing so, especially in the public art realm with its 25 years of experience, benefiting locals and visitors alike. This Keys wide outreach is an asset that only the Arts Council has in its extraordinary range of knowledge and relationships throughout the county.

As a board we have a healthy productive relationship with the Arts Council and all of the staff. They superbly handle all administration, work as the liaison between the board, the artists and the stakeholders in the public art locations. They handle the budget and ensure that the artists are paid on a timely schedule; they prepare and work with legal in obtaining contracts and ensure that the projects are done properly and are taken to completion. Essentially FKCA makes sure all our projects go smoothly, from inception, through the RFPs and production of the work, to the final sign off for the completed project.

In addition, the Arts Council sends Elizabeth Young annually to attend the FAPAP Conference. FAPAP is an extraordinary resource; the Florida Association of Public Art Professionals is the first organization of its kind in the country. We meet with seasoned professional arts staff and artists from all over the state, from small communities with programs like our own to the highly funded, major programs in Miami and Tampa. This conference is invaluable as a learning environment that keeps us informed of best practices in public art that we integrate into our program. While the conference is a wonderful learning experience the Arts Councils membership also gives year-round access to professionals who can help with just about any public art related question.

While the County does not have a private aspect to its AIPP, I have worked with Elizabeth Young in her position as Executive Director implementing the county wide, Florida Keys Sculpture Trail. It is a partnership with The Art Students League in New York City and funded by local philanthropist John Padgett. While some of these monumental sculptures are on county and city land, the majority are on private land. Our AIPP board and Liz have worked together to implement this extraordinary project that is a feather in the cap for the entire Florida Keys. This project certainly is experience in the private side of public art and the Council's implementation

of this Sculpture Trail has at times been miraculous, with tight time frames and weather challenges, indicating an ability to adapt and overcome obstacles that are out of our control.

In conclusion, the Arts Council and its Executive Director, Elizabeth Young, have deep ties throughout the Keys, giving them historic knowledge of our distinctive community, its artists and its cultural organizations as well as an excellent working knowledge of how our city and county governments work. I believe this combination of attributes as well as the well versed and well-rounded staff are an asset of utmost importance in implementing a successful Public Art program.

Sincerely yours,

Susann D'Antonio

Monroe County Art in Public Places Projects Completed and Current (by building A-Z)
Florida Keys Council of the Arts – Public Art Administration
Images available on our website: www.keysarts.com/publicart

Bernstein Park, Stock Island: Completed in 2018:

Budget: \$54,627. Art Budget: \$ 49,000

Artists selected:

J.H. Allen – Key West, FL. \$22,000
Stephanie Jaffe – FL \$22,000
Lucy Paige – Key West, FL. \$ 5,000

Big Pine Key Fire Station – Completed in 2009

Budget: \$20,000.00

Artist selected: William Kirby/Murals of Baltimore, Baltimore, MD
\$15,000.00 commission

Big Pine Park & Community Center - Completed in 2008

Budget: \$12,500.00

Artist selected: Nestor Madalengoitia - Poughkeepsie, NY
\$12,500.00 commission

Conch Key Fire Station – Completed October 2014

Budget: \$15,797.15

Artist selected: Maureen Melville - McLean, VA
\$14,000.00 commission

Cudjoe Key Fire Station – Completed June 2020

Budget: \$36,300

Artist selected: McMow Glass, Shanon Materio - Lake Worth, FL.
\$32,500.00 commission

Freeman Justice Center Drug Court Lobby – Completed 2015

Artwork moved to Gato Social Services July 2024

Budget: \$5,036.00

Artist selected: Amy Chan
\$4,400.00 commission

Freeman Justice Center Main Lobby Renovation – Completed 2015

Budget: \$2,359.70

Artist selected: Fran Decker
\$2,000.00 commission

Freeman Justice Center - Completed in 2008

Budget: \$130,000.00

Artists selected:

Garry Price - Talent, OR (resited to Key West Airport) \$10,800.00
Keith Oliver - Virginia Beach, VA \$3,900.00
James Russell - Lomita, CA \$72,300.00
Images in Concrete/Gerald Taylor/Steven Ochs-El Dorado, AR \$6,000.00
Terry Thommes - Stuart, FL
- in cooperation with Doreen Stanhouse - Key West, FL \$33,000.00

Freeman Justice Center RFP #2 - Completed in 2009

Budget: \$8,300.00

Artists selected: Dan Lawler – Key Largo, FL
\$8,300.00 commission

Key West Airport Terminal Complex – Completed in 2009

Budget: \$180,000.00

Artists selected:

Nan Thurn Kitchens - Key Largo, FL \$50,000.00

C.J. Groth - Key West, FL	\$16,000.00
Team McMow - Lake Worth, FL	\$22,800.00
Debra Yates - Key West, FL	\$17,500.00
Kim & Ian Workman - Cudjoe Key, FL	\$10,200.00
Dick Moody - Key West, FL	\$20,000.00
Elena Ortega - Key Largo, FL	\$4,000.00
Garry Price - Talent, OR (resited from Freeman Justice Center)	\$10,800.00

Key West Airport Departure Terminal – Completed July 2014

Budget: \$3,043.25

Artist selected: W.B. Thompson – St. Thomas, USVI
\$2,200.00 commission

Key West Airport TSA "Special Project" Phase 1 – Completed 2014

Budget: \$13,000.00

Artist selected: McMow Glass – Lake Worth, FL
\$13,000.00 commission

Marathon Library & Adult Education Center – Completed in March 2021

Budget: \$63,000

Artist selected: Shawn Trentlage and Darcy Ferrill of Trelage-Ferrill Studio – Key West, FL.
\$50,000.00 commission for main lobby
Carlos Alves & JC Carroll of Miami
\$6,000 commission for Adult Ed lobby

Marathon Courthouse – Completed 2016

Budget: \$8,211.05

Artists selected: Colin Selig
\$7,200.00 commission

Murray E. Nelson Government Center - Completed in 2009 and _____

Budget: \$77,850.00

Artists selected:

Xavier Cortada - Miami, FL	\$14,000.00
Stephen Frink - Key Largo, FL	\$15,895.00
John David Hawver - Islamorada, FL	\$29,000.00
Alan S. Maltz - Key West, FL	\$20,000.00
Cris Sandifer - Key Largo, FL	\$10,800.00

Additional Artwork added:

Bailey Cypress – mosaic medallions	\$ _____
Duane & Cindy King -bronze easel	donation

North Key Largo Fire Station - Completed in 2007

Budget: \$17,800.00

Artists selected:

Tom Virgin - Miami, FL	\$14,000.00
Xavier Cortada - Miami & Key Largo, FL	\$3,000.00
Michelle Wisniewski - Cudjoe Key, FL	\$600.00

Plantation Key Courthouse, Tavernier - Completed in 2023

Budget: \$209,000

Artists selected:

Lori Nozick, Miami, FL.	\$60,000
Christian Eckart, Houston, TX	\$53,000
Dayton Claudio, Chico, CA.	\$28,000
Lothar Speer, Key West, FL.	\$28,000
Maureen Melville, McLean, VA.	\$14,000
Sally Binard, Key West, FL.	\$14,000
John David Hawver, Islamorada, FL.	\$12,000

Roth Building, Tavernier - Completed in 2003

Budget: \$32,000.00

Artists selected:

Rick Worth - Key West, FL \$12,460.00

Debra Yates - Key West, FL \$7,120.00

John David Hawver - Islamorada, FL \$8,900.00

Stock Island Fire Station - Completed in 2014

Budget: \$27,347.97

Artist selected: David Harrison Wright - Key West, FL

\$21,530 commission

Tavernier Fire Station - Completed in 2007

Budget: \$9,000.00

Artist selected: Nestor Madalengoitia - Poughkeepsie, NY

\$9,000.00 commission

City of Key West Art in Public Places Projects Completed and Current
(by building A-Z)
Florida Keys Council of the Arts – Public Art Administration

PUBLIC PROJECTS – 1%

City Hall Restoration -Completed in 2018

Art Budget: \$ 200,000

WPA Murals restored	\$90,000
Ralph Gilbert – Atlanta, GA	\$60,000
Jim Salem – Key West, FL.	\$10,000
J.H. Allen – Key West, FL.	\$28,000
C.R. Gray – Key West, FL.	\$28,000

Douglass Community Center- current

Budget: \$75,000

3 Key West artists selected for recommendation at December City Commission meeting

Douglass Gym Renovations – Completed in 2019

Budget: \$39,400

Artist selected:

J.H. Allen – Key West, FL.	\$12,900
McMow Glass/Shanon Materio	\$26,500

Key West Historic Seaport – in process

Budget \$ 500,000

Artists Selected;

Ferrill- Trellage, Inc.	\$500,000
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Truman Waterfront Park NEA Our Town grant -completed in 2021

Master Arts Plan	\$150,000
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Truman Waterfront Park: Completed in 2020:

Art Budget: \$ 50,000

Artists selected:

Marlene Koenig – Key West, FL	\$ 8,000
Jim Gallucci – Greensboro, NC	\$10,000
Jim Gallucci – Greensboro, NC	\$32,000

Jeffrey Sundheim and Damon Hamm -*Wave Henge*,
a gift from Mr. John Padgett for the Sculpture Trail
\$13,00 for concrete pad

Ramos-Lopez Duval Pedestrian Park and Art Garden - Ongoing

Two installations of 6 sculptures each for ART on LOAN program

For Keys Artists – 1405 Duval Street

Current Projects for the CITY AIPP

Key West Fire Station – 616 Simonton St., \$ 35,675

Key West Police headquarters - \$5,000

Truman Waterfront Park Sports Complex -\$15,000

John Jones Navigational Center -\$40,000

Caroline Street "old Piano" Store - pending

Florida Keys Council of the Arts **F. APPROACH and METHODOLOGY**

The Arts Council strives daily to build and maintain relationships within our community. We are a “big” small town where our accomplishments include bringing people together for positive, uplifting and expansive experiences which are acknowledged throughout the community. Forging partnerships at the government level, with the School District, the many cultural organizations and artists is not only rewarding but also creates an essential economic impact within the Keys. Our list of references are just a tiny sampling of the leaders, project managers, artists, volunteer committee members, stakeholders, and elected officials with whom we interact in our community. They will gladly acknowledge the importance and positive outcomes of our partnerships and collaborations we create and promote. Each of our programs foster partnerships and aim to expand audiences, engage artists and facilitate community engagement.

Our ongoing business of running a successful and reliable nonprofit consists of contracts with the Board of County Commissioners, the Tourist Development Council, Monroe County’s and City of Key West’s Art in Public Places Committees, the Community Foundation of the Florida Keys and the Key West Writers Guild. We also are proud of our programming partnerships with the Monroe County School District, the South Florida Symphony Orchestra, Waterfront Playhouse, Tropic Cinema, Williams Hall, the History of Diving Museum, Our Place in Paradise Gallery, Taylor Hale Gallery, Ocean Sotheby’s International Realty, Royal Furniture, the Artists in Paradise Gallery, the First State Bank of the Florida Keys, United Way of Collier and the Keys, and First Horizon Bank, and more. Additional collaborations continue to thrive with our Gather ‘Round Culture Circle Series each season as we partner with 4 – 6 nonprofit arts and cultural organizations to highlight the work and creative process that exists in the visual, performing, literary and museum disciplines. Each of these collaborations support new, innovative programming to promote positive creative energy in our diverse communities.

Our overall approach to public art administration is to *always advocate* for the 1% for public art ordinance, facilitate understanding and compliance, survey the community for input when necessary, and serve the volunteer Art in Public Places Board members with respect and clear communication. Our 15 years of serving Monroe County’s program, assisted us in jumpstarting the City’s program by immediately creating simplified guidelines, best practices and consistent hard work on a monthly basis. Goals, and how to achieve them are addressed with the Board members – all of whom are dedicated and educated, and strive to follow the stated public art process. The Council’s Executive Director attends and facilitates all meetings, does pre-planning with the Board Chair and City Clerk, to make certain meetings run smoothly and effectively. She also meets regularly with City Commissioners and the Mayor, City Staff in Planning, HARC, Engineering, Legal and Finance to fully communicate and address issues and appropriate process. Since the Council began their services for the City, great strides have been made. Compliance with the private and public development projects have successfully moved forward, including completing an NEA, National Endowment for the Arts Our Town grant for the Truman Waterfront Park. Working alongside Alison Higgins, Director of Sustainability, Carolyn Sheldon, Grants Manager, and Parks and Rec staff and Board members, and an entire team of stakeholders who were nonprofit leaders, was a winning combination. This undertaking was the first of many City projects that had stalled without a knowledgeable public art administrator. Our team collaborated and created a timeline, workload and successful completion by the extended deadline so that the City garnered a

\$150,000 award. We installed three public art projects, held a celebratory opening celebration, and received an 88-page Master Arts Plan, and a 14-page Executive Summary from our selected consultants, Civic Moxie. We facilitated the release of the RFQ, ran the Selection committee meeting, organized site visits, community meetings, released calls for public art, oversaw the installations, designed and installed signage and finally presented the Plan to the City Commission for their unanimous approval. This Master Arts Plan has been shared with all stakeholders, elected officials and the Parks & Recreation Board members. Our overall efforts created a comprehensible, user-friendly guide with attainable goals and objectives to be replicated for all of the City's 30+ parks.

Our method and approach throughout this first effort continues to date; we assess the situation, partner with all staff involved in each department, keep everyone informed with clear, concise communication, involve artists and listen to their creative input, stay on budget, be patient, share information with the public, and work hard and work smart to bring outstanding, inspiring public art into our island city.

Since the Arts Council's original agreement began in 2017, we have, along with City Staff and the AIPP Board members, reviewed and guided private 1% for Public Art projects to successful completion. Working on behalf of the City is rewarding when dealing with private developers and owners who are enthusiastic and more than compliant with the 1% ordinance. They have often overspent the required budget, and are proud to support artists and are engaged in commissioning new artwork that enhances their property and contributes to the beauty and uniqueness of our Island.

We will continue to communicate with all stakeholders at the City in several methods. The Executive Director is always available by email and phone, she consistently copies the Board Chair on all correspondence, and often includes the Planning Director. We aim to update the web page on the City's website on a quarterly basis. Currently the standard forms, agreements and guidelines are posted along with meeting dates and Board Members. Public Art project photos are also online, and the Board is working to update the Collections Management and inventory to be placed on a Citywide app to promote the City's growing collection. Any inquiries regarding the Public Art program are directed to the Executive Director and are answered within one day.

Community Surveys are conducted when needed. Examples include: a study of audiences for the performing arts, economic impact of the non-profit cultural community, and input on general needs. The Council staff can quickly survey membership via Constant Contact. For public input, we use our Facebook page and Survey Monkey effectively to serve this purpose.

Public meetings convey and collect information to and from the field. Often, we encourage artists to attend the Art in Public Places meetings to offer their insight and ideas during Public Input, for the City's program. The Council also offers an opportunity for feedback from citizens at each and every public meeting including the annual membership meeting, Creative Conversations, grant workshops, Gather 'Round Culture Series, County Art in Public Places Committee meetings, and the Cultural Umbrella's annual input session.

Applying feedback from evaluations to refine a program is an ongoing part of our work. There is a system in place to continually identify "what we're doing right and what we can do better," through the annual planning process and regular reviews and updates of our strategic plan.

The Arts Council's superb reputation, fiscal management, collections management, and decades of experience managing a public art program are just a few reasons the City should continue their relationship with our team. Additionally, our established partnerships, wealth of community knowledge, understanding of the unique challenges of placing public art in a subtropical hostile environment, and overall passion for the arts demonstrate our commitment to excellence.

We currently bill the City of Key West on a monthly basis for hours worked on behalf of the Art in Public Places Board. We have a limit of 10% of the 1% per project for administration, and we have never come close to billing a full 10%. Our business manager creates a monthly reimbursement invoice based on the hours the Executive Director works on City projects. Time is logged for meetings, emails, site visits and phone calls. We have completed many projects for AIPP, and have become more and more involved with city initiatives such as Clinton Square, Mallory Square and Duval Street revitalization projects.

Our focus continues to make hours available to work on Collections Management, assessing the condition of each artwork, creating a maintenance plan and use the City's app to highlight the collection for residents and visitors.

At this time, we are billing approximately \$42 per hour for the Executive Director's time. If an assistant is required for additional larger projects, billing will be at their hourly salary rate, approx. \$25-30/hour.

We have committed to the City as a part-time vendor and have billed monthly on average 8-12 hours depending on the month and nature of the current project needs. As the program's needs grow, the Council will work with the AIPP Board members to prioritize goals and budgets and adjust time allocations for staff as required.

Our Business Manager uses QuickBooks daily to track and evaluate our progress and monitor budget goals. The Arts Council is governed by Sunshine laws and conducts all business in public. Accounting and reporting procedures are transparent and readily tracked. Staff provides financial reports to the Board monthly. A financial audit is prepared annually by an independent auditor, is available at our annual membership meeting and website. We continue to maintain a strong fiscal condition with two endowment funds at the Community Foundation of the Florida Keys.

Work performed for the City to date has come in on budget with no overruns. We focus on fiscal responsibility when recommending public art projects so that long term maintenance is at a minimum. Artists are informed in the RFP process to be acutely aware of our environment when selecting materials for exterior installations. We are keenly aware of budgets, fabrication issues, installations and working with the engineering team, our community service department, and the Parks and Recreation board, as well as HARC when necessary.

Elizabeth Server Young

711 Frances Street, Key West, Florida | 305-304-2812 | director@keysarts.com

Professional Experience

Florida Keys Council of the Arts

Key West, FL.

Executive Director | Public Art Administrator

March 2008 -Present

Responsible to advance the countywide designated local arts agency, a non-profit organization, as the chief arts advocate for the Florida Keys arts and cultural community. Arts administration excellence includes building professional staff, budget and financial oversight, grant writing and grant management, nonprofit fund development, Board and Advisor relations, cultural tourism and policy development, arts education advocacy, and strategic planning. Develops and facilitates all membership programming and event planning, oversees donor database, and manages all daily operations. Attends State, County and City meetings to represent the Council and promote the vibrant cultural community. **Public Art administration** includes preparing monthly Board meetings, and calls for artists, RFP's, RFQ's, calls for bids and proposals, finalizing contracts and insurance issues, coordinating site visits, installations, artist meetings, and collections management and maintenance for public and private projects following best practices in the City and County on behalf of the Arts Council.

Alan S. Maltz Gallery

Key West, FL.

Executive Assistant | Business Manager

September 2002 - February 2008

Implemented policies and procedures, and collaborated with artist, owner Alan S. Maltz and staff in all aspects of the business. Responsible for all bookkeeping, Quickbooks Pro including payroll, IRS tax reporting, sales tax and year-end budgeting. Facilitated corporate fine art sales, marketing and publicity.

Island Wellness Center

Key West, FL.

Owner | Business Manager

June 1987 - June 2002

Managed all operations of Vegetarian Café, Licensed Massage Establishment and retail sales. Maintained inventory, appointment scheduling, payroll, customer service and client interaction.

NBC, Lyons Issacson Casting, BBDO, Inc and SSCB, INC

New York, NY.

Casting Director for Film, Television and Advertising

1981-1987

Education

Wheaton College, Norton, Massachusetts May 1981

Bachelor of Arts in Art History and Theatre

Dartmouth College, Hanover, New Hampshire Summer 1980

Summer Repertory Theater Company - Stage management

Eugene O'Neill Theater Center, New London, Connecticut Fall 1980

The National Theater Institute College program

New Trier West High School, Northbrook, Illinois June 1977

Leadership and Volunteer Activities

Florida Association of Public Art Professionals (FAPAP) - Treasurer, Executive Board

State of Florida, Department of State Cultural Division - Grant Panelist

John S. and James L. Knight Foundation - Miami, FL. - Grant Panelist

Monroe County Leadership Monroe – Class of XXII

Montessori Children's School – President, Board of Directors

Martha E. Resk

Key West, FL 33040 • 305-304-1058
martharesk@gmail.com • linkedin.com/in/martha-resk-517267a/

Director of Finance - Business Manager

Resourceful and meticulous administrative leader and financial support professional, with 20+ years accomplishment in the non-profit sector, delivering sound financial management and leadership through emotional intelligence.

– Areas of Expertise –

Non-Profit Administration | Grants Management | Event Facilitation
Financial Reporting | Bookkeeping & QuickBooks expertise | Volunteer Coordination
Donor Management | Membership Services | Educational Programs

Professional Experience

FLORIDA KEYS COUNCIL OF THE ARTS

Business Manager

Key West, FL

2016 - Present

Directs financial operations, such as payroll, bookkeeping, IRS tax reporting and managing 990 yearly financial audit. Coordinate membership, manage volunteers, and assist with the public art program. Perform all actions to maintain compliance with Federal, State, County, IRS, and their reporting mandates.

- Initiated solid financial management, driving nonprofit financial security, and funds required for operations.
- Provide strong administrative support to Board of Directors, and the Executive Director.

KEY WEST ART CENTER

Executive Director

Key West, FL

2013 - 2015

Held responsibility for the general operations for this membership-based gallery, including acquiring members, financial oversight, marketing, press relations, board interaction, special events, and the functions of the retail gallery.

- Introduced and coordinated educational programs, and managed volunteers with nonprofit experience.
- Managed and coordinated 50 local artists, events, educational programs, and increased volunteer participation.

AUDUBON HOUSE & TROPICAL GARDEN

Gallery Manager

Key West, FL

2002 - 2012

Identified and built a strong client base, while creating educational programs for customers focused on natural history antique engraving, and lithographs. Managed archival framing studio, shipping and ordering for a high-end museum gallery. Collaborated with consignors, negotiating contracts, and trained team members and staff.

- Interfaced with clientele in creating collectors to the museum gallery.
- Exceeded gallery expectations in sales, client satisfaction, and financial gains.

Additional Experience: **Volunteer Coordinator** - St. Augustine Lighthouse Museum, Augustine, FL | **Interpretive Specialist** for Forest Preserve District of Will County, Joliet, IL | **Programs Supervisor** for Pilcher Park Nature Center, Joliet, IL | **Naturalist** for Aspen Center for Environmental Studies, Aspen, CO | **Naturalist** for Yankee Fleet, Key West, FL

Education and Credentials

Bachelor of Arts - Ecology & Evolutionary Biology - Chemistry, Physics and Math
University of Arizona

Mary P. Martin

709 Pearl St. #101, Key West, FL 33040
305/304-1754 • mmphoto123@gmail.com

Education

Bachelor of Science, University of Wisconsin-Madison, 1987 Major: Political Science Concentration: Print/Photo Journalism

Work Experience

COMMUNITY OUTREACH, GRAPHIC DESIGN AND EXECUTIVE ASSISTANT, Florida Keys Council of the Arts, Key West, FL (2023 - present)

OWNER, MMPHOTO, DESIGN & MEDIA, Key West, FL (2021 - present)

- Work with individuals and small businesses to overcome the unique challenges of creating one fluid package of original photographs, graphic layout/design, and copy writing as one package of separate services

PAGE DESIGNER, The Citizen Newspaper, Key West, FL (2015-2019)

- Design, copy edit and finalize daily news, life, business and Paradise pages for The Citizen Newspaper
- Produce articles and photographs for niche magazines

COORDINATOR, ADVERTISING AND PUBLICATIONS, Florida Keys Community College, Key West, FL (2007-2015)

- Marketing coordinator and graphic designer for all website, in-house videos, print, and online publications.
- Create promotional materials for all fundraising, recruiting, marketing, and student outreach department
- Design and produce diverse in-house publications (print and electronic), including annual catalog, course schedules, posters, program brochures, publication covers, campus signage, TV monitor and fliers
- Integrate print and website materials Keys-wide covering three campuses
- Produce digital artwork, copywriting, graphic design, on-site photography, video production, and camera ready artwork
- Work with students, staff and faculty to develop fresh ideas and pertinent content for website, recruiting and inter-department communication; coordinate materials and maintain design consistency within budget parameters across multiple departments, including Office of the President, Foundation, Human Resources, Advising, Student Activities, Faculty, and Academic Departments
- Collaborate with multiple departments and supervisors to develop marketing campaigns for registration, fund-raising and specialty events
- Place all print, radio and online ads and provide art design and production-ready advertising
- Maintain budget, expense tracking and processing of all invoices relating to marketing and public relations department
- Create a custom data analysis metrics with pivot tables to analyze the marketing campaign's effectiveness on a monthly basis
- Consistently work ahead on projects to assure planning is proactive and all deadlines are met

ADMINISTRATIVE ASSISTANT, DIVE PROGRAM Florida Keys Community College, Key West, FL (2001-2007)

- Serve as support staff to the Program Director, Degree Advisor, and Office Manager
- Design and manage website for the Dive Program and Underwater Port Security, a highly specialized and sensitive law enforcement course
- Help re-secure and coordinate a U.S. Army Corps of Engineers five-year training contract involving 100 personnel per year
- Produce original photography and develop flyers and ads for various course promotions
- Coordinate six contract courses each year requiring updating instructor lesson plans and course manuals
- Handle all inquiries and secure proper documentation for eligibility and registration of students
- Assist revenue tracking, public outreach, and general office support

LAB TECHNICIAN, Pro Photo, Key West, FL (1999-2001)

Photo processing and finishing for public and commercial accounts; digital photo restoration projects

EXECUTIVE DIRECTOR, Wisconsin Women's Network, Madison, WI. (1992-96)

Responsible for administrative, financial, grassroots fundraising, and public policy efforts for a statewide women's rights coalition representing over 90 organizations and 1,000 individuals. Duties included: insuring successful fundraising efforts and oversight to operate a statewide political organization; providing administrative support and direction to 5 issue specific task forces; coordinating volunteer staffing; developing media strategy and press coverage; spokesperson before the Wisconsin media; State Legislature; Governor and US Congressional delegation; served as chief legislative lobbyist for the coalition.

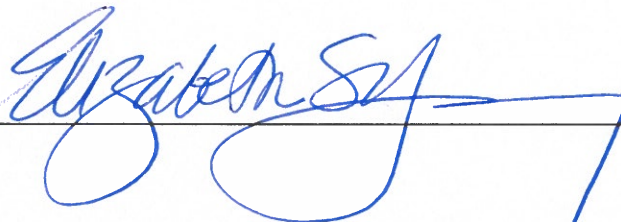
ANTI-KICKBACK AFFIDAVIT

STATE OF Florida)

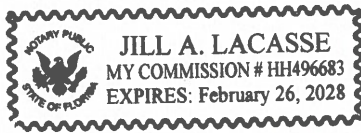
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COUNTY OF Manatee)

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of Key West as a commission, kickback, reward, or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: 

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 2024, by Elizabeth Yang.



(NOTARY SEAL)

Jill A Lacasse
(Signature of Notary Public- State of Florida)

Jill A Lacasse
(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification

Type of Identification Produced FLD

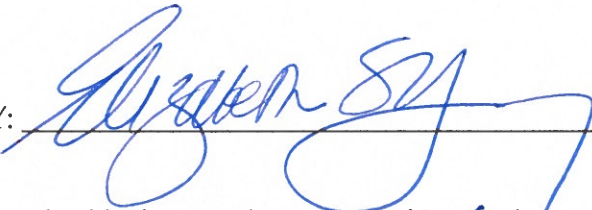
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STATE OF Florida)

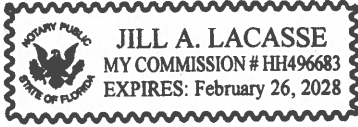
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COUNTY OF Monroe)

I, the undersigned hereby declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract.

BY: 

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 2024, by Elizabeth Yang.




(Signature of Notary Public- State of Florida)

(NOTARY SEAL)

Jill A Lacasse
(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification ✓

Type of Identification Produced FLDL

**SWORN STATEMENT UNDER SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted with Bid or Proposal for RFQ # 25-001
Art in Public Places Administration Services

2. This sworn statement is submitted by: Monroe Council of the Arts dba Florida Keys
Council of the Arts (Name of entity submitting sworn statement)

whose business address is: 1100 SIMONTON Street - Suite # 2-263
KEY WEST, FLORIDA 33040

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____

FEI/EIN # 65-0737532

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

3. My name is ELIZABETH S. YOUNG
(Please print name of individual signing)

and my relationship to the entity named above is: EXECUTIVE DIRECTOR

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, 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 with the United States, including but not limited to, any bid or contract for goods or services to be provided to any public or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication guilt, in any federal or state trial court of record relating to charges brought by

indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. 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 entity 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 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.

7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, 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 provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, 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, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any 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, or agents who are active in the management of the 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, or agents who are active in the

management of the 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).

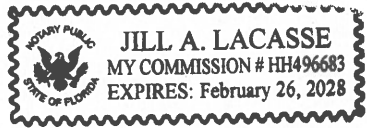
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[Handwritten Signature]
(Signature)
12/3/2024
(Date)

STATE OF Florida

COUNTY OF Monroe

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 2024, by Elizabeth Young.



[Handwritten Signature]
(Signature of Notary Public- State of Florida)

(NOTARY SEAL)

Jill A Lacasse
(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification

Type of Identification Produced FLDL

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF Florida)

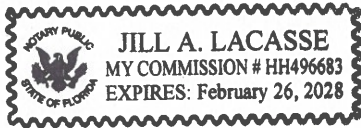
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COUNTY OF Monroe)

I, the undersigned hereby duly sworn, depose and say that the firm of Monroe Council of the Arts provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By: [Signature]

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this day of, 2024 by Elizabeth Yang.



Jill Lacasse
(Signature of Notary Public- State of Florida)

(NOTARY SEAL)

Jill A Lacasse
(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification

Type of Identification Produced FLDL

CONE OF SILENCE AFFIDAVIT

Pursuant to City of Key West Code of Ordinances Section 2-773 (attached below)

STATE OF Florida)

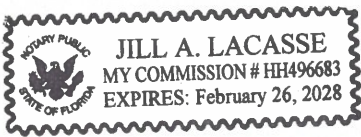
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COUNTY OF Monroe)

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees, and agents representing the firm of Monroe Council of the Arts have read and understand the limitations and procedures regarding communications concerning City of Key West Code of Ordinances Sec. 2-773 Cone of Silence (attached).

By: *Elizabeth Young*

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 2024, by Elizabeth Young.



(NOTARY SEAL)

Jill A Lacasse
(Signature of Notary Public- State of Florida)

Jill A Lacasse
(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification

Type of Identification Produced FLDL

Sec. 2-773. Cone of Silence.

- a. Definitions. For purposes of this section, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The following definitions apply unless the context in which the word or phrase is used requires a different definition:
 - (1) Competitive solicitation means a formal process by the City of Key West relating to the acquisition of goods or services, which process is intended to provide an equal and open opportunity to qualified persons and entities to be selected to provide the goods or services. Competitive solicitation shall include request for proposals ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation to bid ("ITB") or any other advertised solicitation.
 - (2) Cone of silence means a period of time during which there is a prohibition on communication regarding a particular competitive solicitation.
 - (3) Evaluation or selection committee means a group of persons appointed or designated by the city to evaluate, rank, select, or make a recommendation regarding a vendor or the vendor's response to the competitive solicitation. A member of such a committee shall be deemed a city official for the purposes of subsection (c) below.
 - (4) Vendor means a person or entity that has entered into or that desires to enter into a contract with the City of Key West or that seeks an award from the city to provide goods, perform a service, render an opinion or advice, or make a recommendation related to a competitive solicitation for compensation or other consideration.
 - (5) Vendor's representative means an owner, individual, employee, partner, officer, or member of the board of directors of a vendor, or a consultant, lobbyist, or actual or potential subcontractor or sub-consultant who acts at the behest of a vendor in communicating regarding a competitive solicitation.
- b. Prohibited communications. A cone of silence shall be in effect during the course of a competitive solicitation and prohibit:
 - (1) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the city's administrative staff including, but not limited to, the City Canager and his or her staff;
 - (2) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the Mayor, City Commissioners, or their respective staff;
 - (3) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and any member of a city evaluation and/or selection committee; therefore, and
 - (4) Any communication regarding a particular competitive solicitation between the Mayor, City Commissioners, or their respective staff, and a member of a city evaluation and/or selection committee, therefore.
- c. Permitted communications. Notwithstanding the foregoing, nothing contained herein shall prohibit:
 - (1) Communication between members of the public who are not vendors or a vendor's representative and any city employee, official or member of the City Commission;
 - (2) Communications in writing at any time with any city employee, official or member of the city commission, unless specifically prohibited by the applicable competitive solicitation. (A) However, any written communication must be filed with the City Clerk. Any city employee, official or member of the City Commission receiving or making any written communication must immediately file it with the City Clerk. (B) The City Clerk shall include all written communication as part of the agenda item when publishing information related to a particular competitive solicitation;

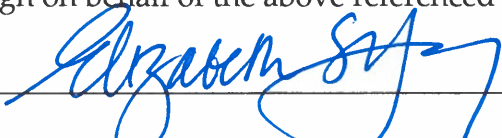
- (3) Oral communications at duly noticed pre-bid conferences;
 - (4) Oral presentations before publicly noticed evaluation and/or selection committees;
 - (5) Contract discussions during any duly noticed public meeting;
 - (6) Public presentations made to the city commission or advisory body thereof during any duly noticed public meeting;
 - (7) Contract negotiations with city staff following the award of a competitive solicitation by the City Commission; or
 - (8) Purchases exempt from the competitive process pursuant to section 2-797 of these Code of Ordinances;
- d. Procedure.
- (1) The cone of silence shall be imposed upon each competitive solicitation at the time of public notice of such solicitation as provided by section 2-826 of this Code. Public notice of the cone of silence shall be included in the notice of the competitive solicitation. The city manager shall issue a written notice of the release of each competitive solicitation to the affected departments, with a copy thereof to each commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.
 - (2) The cone of silence shall terminate at the time the city commission or other authorized body makes final award or gives final approval of a contract, rejects all bids or responses to the competitive solicitation or takes other action which ends the competitive solicitation.
 - (3) Any city employee, official or member of the city commission that is approached concerning a competitive solicitation while the cone of silence is in effect shall notify such individual of the prohibitions contained in this section. While the cone of silence is in effect, any city employee, official or member of the city commission who is the recipient of any oral communication by a potential vendor or vendor's representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.
- e. Violations/penalties and procedures.
- (1) A sworn complaint alleging a violation of this ordinance may be filed with the City Attorney's office. In each such instance, an initial investigation shall be performed to determine the existence of a violation. If a violation is found to exist, the penalties and process shall be as provided in section 1-15 of this Code.
 - (2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the competitive solicitation void at the discretion of the city commission.
 - (3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key West advisory board, evaluation and/or selection committee.
 - (4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.
 - (5) If a vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2- 834 that the vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new competitive solicitation. The city's purchasing agent shall also commence any available debarment from city work proceeding that may be available upon a finding of two or more violations by a vendor of this section. (Ord. No. 13-11, § 1, 6-18-2013)

VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS

Respondent Vendor Name: Monroe Council of the Arts dba Florida Keys Council of Arts
Vendor FEIN: # 65-0737532
Vendor's Authorized Representative Name and Title: ELIZABETH S. YOUNG, EXEC. DIRECTOR
Address: 1100 SIMONTON STREET, SUITE 2-263
City: KEY WEST State: FLORIDA Zip: 33040
Phone Number: 305.295.4369
Email Address: director@keysarts.com

Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject such company to civil penalties, attorney's fees, and/or costs and termination of the contract at the option of the awarding governmental entity.

Certified By: ELIZABETH S. YOUNG EXECUTIVE DIRECTOR
Print Name *Print Title*
who is authorized to sign on behalf of the above referenced company.
Authorized Signature: 

CITY OF KEY WEST INDEMNIFICATION FORM

PROPOSER agrees to protect, defend, indemnify, save and hold harmless The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, City's Consultant, agents, servants and employees, including volunteers, from and against any and all claims, debts, demands, expense and liability arising out of injury or death to any person or the damage, loss of destruction of any property which may occur or in any way grow out of any act or omission of the PROPOSER, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the City as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, agents, servants and employees. The PROPOSER agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. The City of Key West does not waive any of its sovereign immunity rights, including but not limited to, those expressed in Section 768.28, Florida Statutes. PROPOSER understands and agrees that any and all liabilities regarding the use of any subcontractor for services related to this agreement shall be borne solely by the PROPOSER. Ten dollars of the consideration paid by the City is acknowledged by PROPOSER as separate, good and sufficient consideration for this indemnification. This indemnification shall be interpreted to comply with Section 725.06 and 725.08, Florida Statutes.

These indemnifications shall survive the term of this agreement. In the event that any action or proceeding is brought against the City of Key West by reason of such claim or demand, PROPOSER shall, upon written notice from the City of Key West, resist and defend such action or proceeding by counsel satisfactory to the City of Key West.

The indemnification provided above shall obligate PROPOSER to defend at its own expense to and through appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at the City of Key West's option, any and all claims of liability and all suits and actions of every name and description covered above which may be brought against the City of Key West whether performed by PROPOSER, or persons employed or utilized by PROPOSER.

The PROPOSER's obligation under this provision shall not be limited in any way by the agreed upon Contract Price as shown in this agreement, or the PROPOSER's limit of or lack of sufficient insurance protection.

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COMPANY SEAL

PROPOSER: Monroe Council of the Arts dba
FLORIDA KEYS COUNCIL of the Arts

Address 1100 Simonton St, Suite 2-263
KEY WEST, FLORIDA 33040

Signature *[Handwritten Signature]*
ELIZABETH S YOUNG

Print Name

12/3/2024
Date

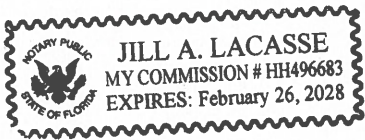
EXECUTIVE DIRECTOR
Title

NOTARY FOR THE PROPOSER

STATE OF Florida

COUNTY OF Monroe

The foregoing instrument was acknowledged before me by means [] physical presence or [] online notarization, this day of, 2024, by Elizabeth Young.



(NOTARY SEAL)

Jill A Lacasse
(Signature of Notary Public- State of Florida)

Jill A Lacasse
(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification

Type of Identification Produced FLDL

**AFFIDAVIT ATTESTING TO NONCOERCIVE CONDUCT
FOR LABOR OR SERVICES**

Entity/Vendor Name: Monroe Council of the Arts dba Florida Keys Council of the Arts
Vendor FEIN: 65-0737532
Vendor's Authorized Representative: ELIZABETH S. YOUNG, EXECUTIVE DIRECTOR
(Name and Title)
Address: 1100 SIMONTON STREET, SUITE 2-263
City: KEY WEST State: FLORIDA Zip: 33040
Phone Number: 305.295.4369
Email Address: director@keysarts.com


As a nongovernmental entity executing, renewing, or extending a contract with a government entity, Vendor is required to provide an affidavit under penalty of perjury attesting that Vendor does not use coercion for labor or services in accordance with Section 787.06, Florida Statutes.

As defined in Section 787.06(2)(a), coercion means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or service are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03 to any person for the purpose of exploitation of that person.

As a person authorized to sign on behalf of Vendor, I certify under penalties of perjury that Vendor does not use coercion for labor or services in accordance with Section 787.06. Additionally, Vendor has reviewed Section 787.06, Florida Statutes, and agrees to abide by same.

Certified By: ELIZABETH S. YOUNG, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: 
Print Name: ELIZABETH S. YOUNG
Title: EXECUTIVE DIRECTOR

END OF SECTION 4

2024 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# N97000000960

Entity Name: MONROE COUNCIL OF THE ARTS CORPORATION

Current Principal Place of Business:

1100 SIMONTON ST
2-263
KEY WEST, FL 33040

Current Mailing Address:

1100 SIMONTON ST
2-263
KEY WEST, FL 33040 US

FEI Number: 65-0737532

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

YOUNG, ELIZABETH
711 FRANCES STREET
KEY WEST, FL 33040 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title BOARD CHAIR
Name WEIKEL, BARBARA
Address 11 AQUAMARINE DR
City-State-Zip: KEY WEST FL 33040

Title BOARD CHAIR
Name BURD, JOYCE
Address 1118 CURRY LANE UNIT 102
City-State-Zip: KEY WEST FL 33040

Title TREASURER
Name ANDERSON, ERIC
Address 151 LAKE ROAD
City-State-Zip: TAVERNIER FL 33070

Title VICE CHAIR
Name BAKER, JILL MIRANDA
Address 152 JASMINE ST
City-State-Zip: TAVERNIER FL 33070

Title SECRETARY
Name CALERO, LESLIE
Address 11270 6TH AVE. GULF
City-State-Zip: MARATHON FL 33050

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BARBARA WEIKEL

BOARD CHAIR

02/07/2024

Electronic Signature of Signing Officer/Director Detail

Date