

Recorder's Office Cover Sheet

Recording Requested By:

Name LISA GRANAHAN

Department: COUNTY MANAGER



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KAREN ELLISON, RECORDER

Type of Document: (please select one)

- Agreement
- Contract
- Grant
- Change Order
- Easement
- Other specify: _____

CONTRACT FOR PROFESSIONAL SERVICES

A CONTRACT BETWEEN
DOUGLAS COUNTY, NEVADA
AND
DEBRA J. SOULE

FILED
NO. 2022.223
DATE 9/26/22
DOUGLAS COUNTY CLERK
MINDEN, NV
BY [Signature] DEPUTY

THIS CONTRACT FOR PROFESSIONAL SERVICES (THE "CONTRACT") IS ENTERED INTO BY AND BETWEEN DOUGLAS COUNTY, NEVADA, A POLITICAL SUBDIVISION OF THE STATE OF NEVADA ("COUNTY"), AND DEBRA J. SOULE, AN INDIVIDUAL ("CONTRACTOR"). THE COUNTY AND CONTRACTOR ARE AT TIMES COLLECTIVELY REFERRED TO HEREINAFTER AS THE "PARTIES" OR INDIVIDUALLY AS THE "PARTY."

WHEREAS, the County, from time to time, requires the services of independent contractors;

WHEREAS, the County believes that the services of Contractor are necessary, desirable, and in the best interests of Douglas County; and

WHEREAS, Contractor represents that Contractor is duly qualified, equipped, competent, ready, willing and able to perform the services required by County as hereinafter described.

WHEREAS, Contractor represents that Contractor possess all required licenses and permits to perform the services required by County;

NOW, THEREFORE, in consideration of the agreements herein made, the parties mutually agree as follows:

1. **EFFECTIVE DATE OF CONTRACT.** This Contract shall be effective upon the signature of both parties, and will terminate on June 30, 2023, unless the Contract is terminated earlier in accordance with Paragraph 8.
2. **SERVICES TO BE PERFORMED.** The Parties agree that the services to be performed by Contractor are as follows: The Contractor shall prepare an Art in Public Places Program for Douglas County as further detailed in the August 24, 2022 Proposal submitted by Contractor attached hereto as **Exhibit 1**.
3. **PAYMENT FOR SERVICES.** Contractor agrees to provide the services set forth in Paragraph 2 for a total cost not to exceed \$41,000.00 consistent with the "Project Description: Scope of Work, Schedule and Fees" on page 5 of the August 24, 2022 Proposal submitted by Contractor and attached hereto as **Exhibit 1**. Contractor agrees to

submit itemized invoices within ten days of the end of the prior month for any services rendered. County will pay invoices it receives within a reasonable time.

Contractor shall be responsible for all costs and expenses incurred while performing any services under this Contract, including without limitation licenses fees, memberships and dues; automobile and other travel expenses; and all salary, expenses and other compensation paid to Contractor's employees or contract personnel Contractor hires to perform the services described by this Agreement.

4. INDEPENDENT CONTRACTOR STATUS. The Parties agree that Contractor, her associates and employees shall have the status of an independent contractors and that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 333.700, as necessarily adapted to the parties, including that Contractor is not a Douglas County employee and that there shall be no:

- (1) Withholding of income taxes by the County;
- (2) Industrial insurance coverage provided by the County;
- (3) Participation in group insurance plans which may be available to employees of the County;
- (4) Participation or contributions by either the independent contractor or the County to the public employees' retirement system;
- (5) Accumulation of vacation leave or sick leave;
- (6) Unemployment compensation coverage provided by the County if the requirements of NRS 612.085 for independent contractors are met.

Contractor and County agree to the following rights and obligations consistent with an independent contractor relationship between the Parties:

- a. Contractor has the right to perform services for others during the term of this Agreement.
- b. Contractor has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
- c. Contractor shall not be assigned a work location on County premises.
- d. Contractor, at Contractor's sole expense, will furnish all equipment and materials used to provide the services required by this Agreement.
- e. Contractor, at Contractor's sole expense, has the right to hire assistants as subcontractors, or to use Contractor's employees to provide the services required by this Agreement.
- f. Contractor or Contractor's employees or contract personnel shall perform the services required by this Agreement, and Contractor agrees to the faithful performance and delivery of described services in accordance with the time frames contained herein; County shall not hire, supervise or pay any assistants to help Contractor.
- g. Neither Contractor nor contractor's employees or contract personnel shall receive any training from County in the skills necessary to perform the services required by this Agreement.
- h. County shall not require Contractor or Contractor's employees or contract

personnel to devote full time to performing the services required by this Agreement.

- i. Contractor understands that Contractor is solely responsible to pay any federal and state taxes and/or any social security or related payments applicable to money received for services provided under the terms of this contract. Contractor understands that an IRS Form 1099 will be filed by County for all payments County makes to Contractor.

5. INDUSTRIAL INSURANCE. Contractor shall, as a precondition to the performance of any work under this Contract and as a precondition to any obligation of the County to make any payment under this Contract, provide the County with a work certificate and/or a certificate issued by a qualified insurer in accordance with NRS 616B.627. Contractor also shall, prior to commencing any work under the contract, complete and provide the following written request to a qualified insurer:

Debra Soule has entered into a contract with Douglas County to perform work through June 30, 2023 and requests that the insurer provide to Douglas County (1) a certificate of coverage issued pursuant to NRS 616B.627 and (2) notice of any lapse in coverage or nonpayment of coverage that the contractor is required to maintain. The certificate and notice should be mailed to:

Douglas County Manager
Post Office Box 218
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the Contract. If Contractor does not maintain coverage throughout the entire term of the Contract, Contractor agrees that County may, at any time the coverage is not maintained by Contractor, order the Contractor to stop work, suspend the Contract, or terminate the Contract. For each six-month period this Contract is in effect, Contractor agrees, prior to the expiration of the six-month period, to provide another written request to a qualified insurer for the provision of a certificate and notice of lapse in or nonpayment of coverage. If Contractor does not make the request or does not provide the certificate before the expiration of the six-month period, Contractor agrees that County may order the Contractor to stop work, suspend the Contract, or terminate the Contract.

Contractor may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that she is a sole proprietor and that:

- A. In accordance with the provisions of NRS 616B.659, has not elected to be included within the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS; and
- B. Is otherwise in compliance with those terms, conditions and provisions

6. LICENSING. Contractor agrees to maintain any required licenses to perform any services for County. The failure to maintain any required license will result in immediate termination of this Contract.

7. PROFESSIONAL LIABILITY INSURANCE. Contractor is required to acquire and maintain professional liability insurance in the minimum amount of \$1,000,000 during the term of this Contract at Contractor's sole expense. Proof of insurance must be sent to the Douglas County Manager. Such proof of insurance must be provided at least annually throughout the term of this Contract and Douglas County must be notified at least 30 days in advance of any cancellation or nonrenewal of such insurance.

8. TERMINATION OF CONTRACT. This Contract may be revoked without cause by either Party prior to the date set forth in Paragraph 1, provided that a revocation shall not be effective until 30 days after a party has served written notice upon the other party. The Contractor shall submit billings for work performed up to the effective date of termination.

9. CONSTRUCTION OF CONTRACT. This Contract shall be construed and interpreted according to the laws of the State of Nevada. Any dispute regarding this Contract shall be resolved by binding arbitration, with an arbiter jointly selected from a list maintained by the Nevada Supreme Court of senior/retired judges, with both parties to pay their own attorney fees. There shall be no presumption for or against the drafter in interpreting or enforcing this Contract.

10. COMPLIANCE WITH APPLICABLE LAWS. Contractor shall fully and completely comply with all applicable local, state and federal laws, regulations, orders, or requirements of any sort in carrying out the obligations of this contract, including, but not limited to, all federal, state, and local accounting procedures and requirements and all immigration and naturalization laws.

11. ASSIGNMENT. Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this contract without the prior written consent of the County.

12. COUNTY INSPECTION. The books, records, documents and accounting procedures and practices of Contractor related to this contract shall be subject to inspection, examination and audit by the County.

13. DISPOSITION OF CONTRACT MATERIALS. Any books, reports, studies, photographs, negatives or other documents, data, or other materials prepared by or supplied to Contractor in the performance of its obligations under this Contract shall be the exclusive property of the County and all such materials shall be remitted and delivered, at Contractor's expense, by Contractor to the County upon completion of the project, or termination or cancellation of this Contract.

14. PUBLIC RECORDS LAW. Contractor expressly agrees that all documents submitted, filed, or deposited with the County by Contractor, unless designated as confidential by a specific statute of the State of Nevada or a court of competent

jurisdiction, shall be treated as public records pursuant to NRS Chapter 239 and shall be available for inspection and copying by any person, as defined in NRS 0.039, or any governmental entity.

15. INDEMNIFICATION. Contractor agrees to indemnify and save and hold the County, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this contract by Contractor or Contractor's agents or employees.

16. MODIFICATION OF CONTRACT. This Contract constitutes the entire agreement between the Parties and may only be modified by a written amendment signed by the Parties.

17. AUTHORITY. The Parties represent and warrant that they have the authority to enter into this Contract. Each signatory individually warrants that he or she is authorized to sign on behalf of the party for whom he or she is signing.

18. INCORPORATED DOCUMENTS. The Parties agree that this Contract incorporates in full the August 24, 2022 Proposal submitted by Contractor and attached hereto as **Exhibit 1**, and does not incorporate any other documents or exhibits.

19. SEVERABILITY. The illegality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of the Agreement and this Agreement shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of the Agreement unenforceable.

20. NO APPROPRIATION OF FUNDS. All payments and services provided under this agreement are contingent upon the availability of the necessary public funding. In the event that Douglas County does not receive the funding necessary to perform in accordance with the terms of this Agreement, this Agreement shall automatically terminate and all fees due and owing shall be paid.

21. NOTICES. All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given three business days after mailing by United States, postage prepaid, first class mail addressed to the other party at the addresses set forth below:

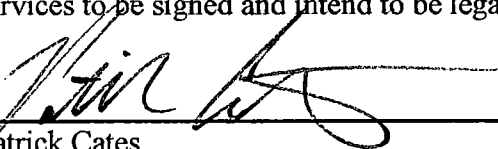
FOR COUNTY:

Douglas County, Nevada
Attn: Economic Vitality Manager
P.O. Box 218
Minden, Nevada 89423
(775) 782-6268

FOR CONTRACTOR:

Debra J. Soule
1317 Bridle Way
Minden, NV 89423
(512) 888-3985

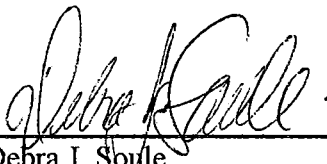
IN WITNESS WHEREOF, the parties hereto have caused this contract for professional services to be signed and intend to be legally bound thereby.



Patrick Cates
Douglas County Manager

9/22/22

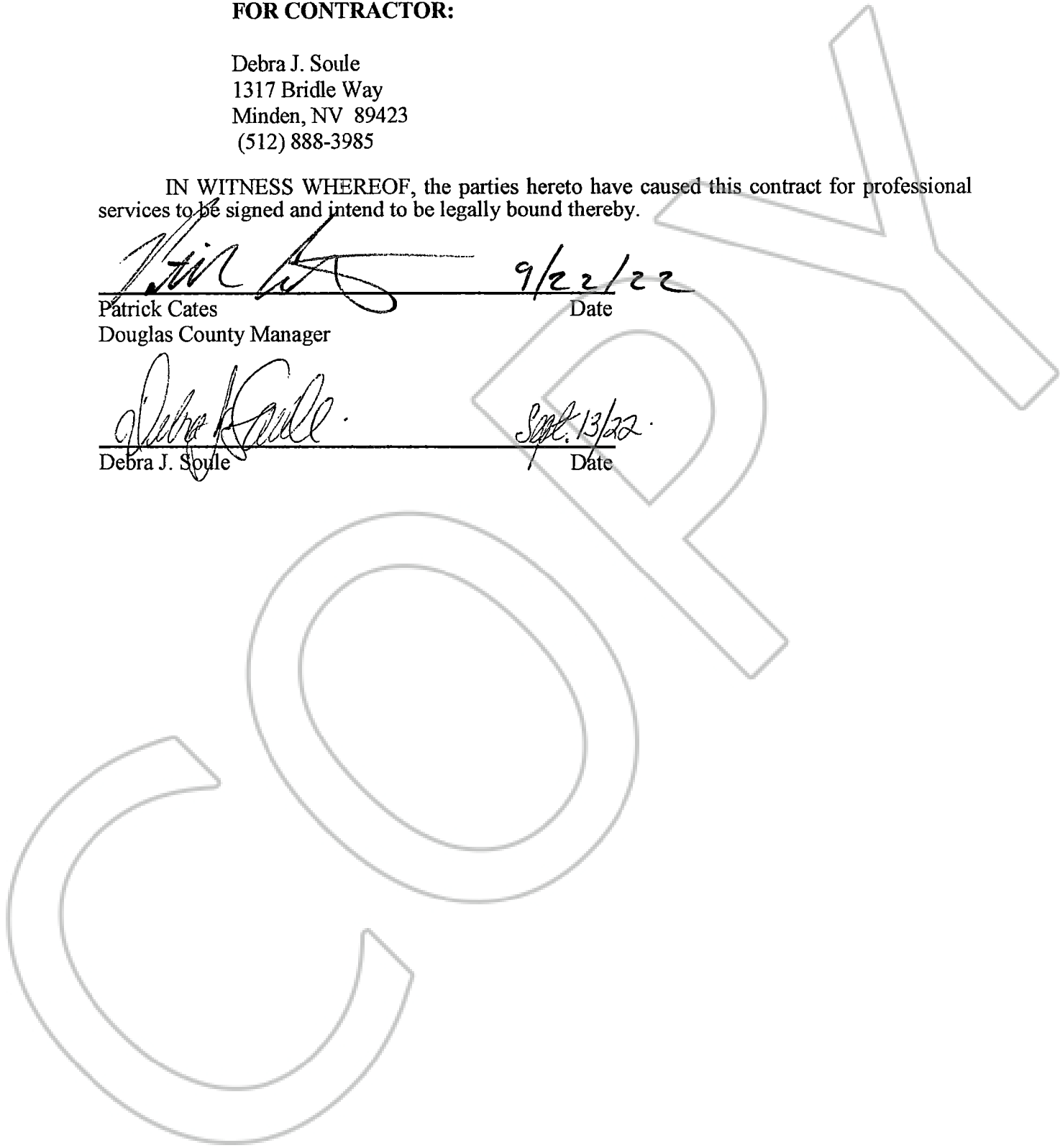
Date



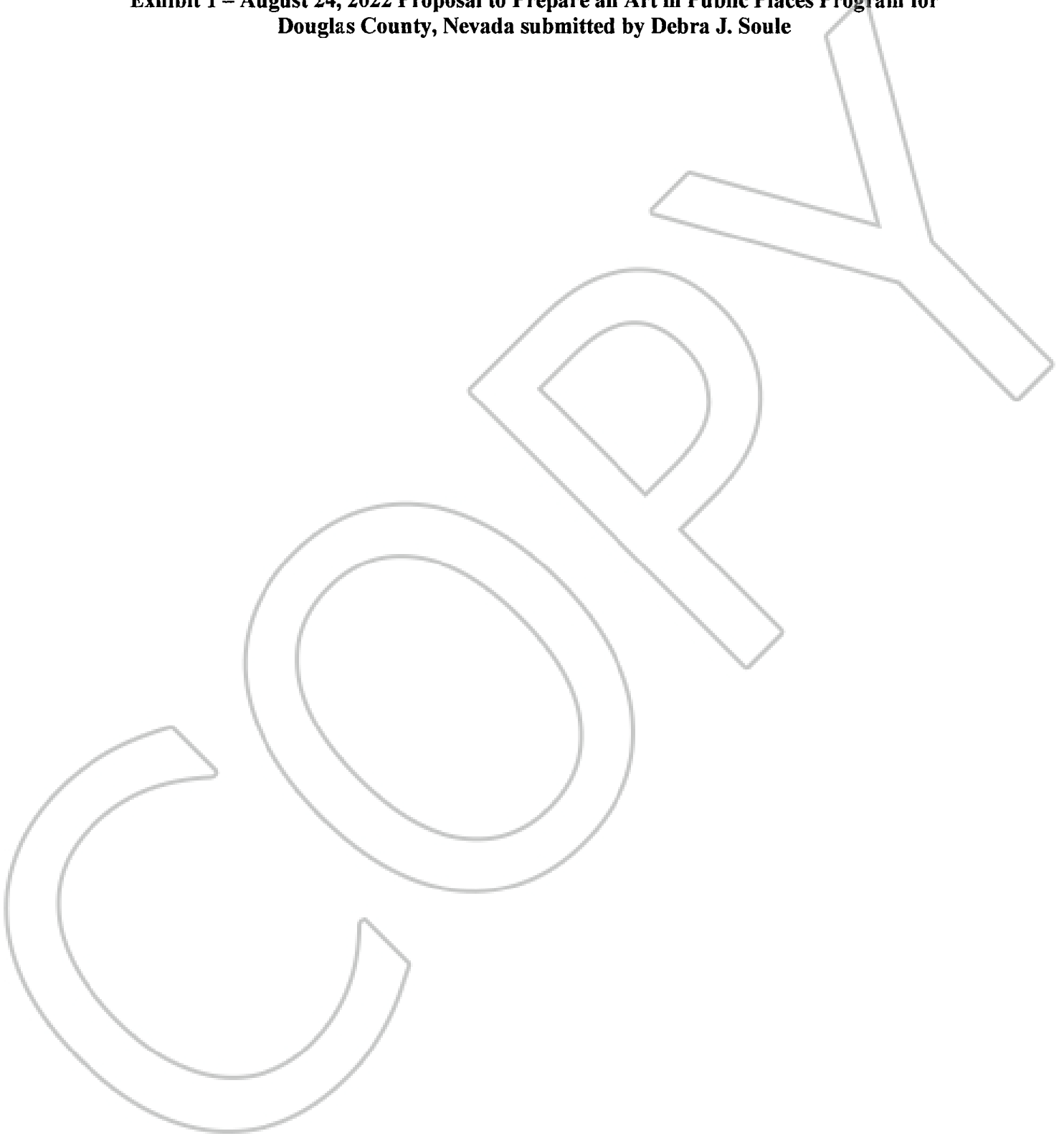
Debra J. Soule

Sept. 13/22

Date



**Exhibit 1 – August 24, 2022 Proposal to Prepare an Art in Public Places Program for
Douglas County, Nevada submitted by Debra J. Soule**



**PROPOSAL TO PREPARE AN
ART IN PUBLIC PLACES PROGRAM
FOR DOUGLAS COUNTY, NEVADA**



August 24, 2022

**Submitted by:
Debra Soule**

The Art in Public Places Project:

Situated in the Carson Valley at the foot of the Sierra Nevada Range on the western border of Nevada, Douglas County is a blend of expansive ranches and farms, open space and historic communities. The County is already home to several public art installations including murals and sculptural works.

The Art in Public Places Program Plan will enable Douglas County to build upon this foundation, providing overarching guidance for future art in public places that complements the authentic heritage and landscapes of the county. The plan will be based upon comprehensive engagement with county staff, residents, local businesses and the arts and culture community that informs the vision, goals and program content for art in public places in Douglas County. A framework for a future Arts and Culture Plan will also be provided.

The Consultant:

I will be the sole consultant undertaking all aspects of the project. As a resident of Douglas County, I have an understanding and appreciation of Douglas County's character, its arts and culture activities and public art potential.

I am a public art, cultural planning, community planning and community engagement specialist with over 25 years of experience in Canada, the United States and Australia. My research, community consultation and engagement expertise has been derived from a wide range of consulting roles for local, regional and state government and draws on her scholarly research at the Masters and Doctoral level.

The arts, cultural and community planning and policy development projects that I have completed as the sole consultant have included:

- 2022 Carson City Arts and Culture Strategic Plan
- The Carson City Public Art Policy and Procedures
- The City of Kawartha Lakes 2020 Cultural Master Plan
- City of Kawartha Lakes Public Art Policy and municipal public art program
- City of Peterborough Public Art Assets Inventory and Management Plan
- Boulder City Arts Council Cultural Plan
- 12 Community Renewal Action Plans for Queensland communities (Townsville, Cairns, Riverview, Goodna, Inala, Logan, Rockhampton, Robina, Eagleby, Beenleigh, Loganholme, and Ipswich)
- Ipswich to Brisbane Growth Corridor: Services Coordination Strategy

Community engagement experience includes:

- Community engagement and consultation for all of the above arts and culture and community development plans
- Development and implementation of city-wide community engagement policies and practices for Ipswich City as the Community Planning Manager

(Please refer the CV in Appendix A)

Hours to be Allocated for the Project:

I am currently employed by the Carson City Culture and Tourism Authority as the Arts and Culture Program Manager. The City has recently hired a second Arts and Culture staff person to assist in the City's implementation of the plan, and the hours for my position were reduced with a flex schedule, at my request.

I will allocate 20 hours per week to the fulfillment of this contract.

The Art in Public Places Plan will be based upon the following:

- Comprehensive community engagement with Douglas County staff, elected representatives, local arts and cultural organizations, local businesses, regional arts and cultural agencies and the community at large
- Review of guiding background documents including the Douglas County Master Plan, the Minden and Gardnerville Plan for Prosperity, the Gardnerville Economic Vitality Art Program project summary and the Gardnerville Public Arts Plan
- Identification of industry best practices for all aspects of public art policies and procedures
- Analysis of potential future sites for public art in Douglas County

The Public Art Program Plan will include:

- A vision, mission statement and goals that reflect community-wide aspirations for future art in public places in Douglas County
- Identification of linkages and supporting direction from the existing Douglas County Master Plan, the Minden and Gardnerville Plan for Prosperity, the Gardnerville Public Arts Plan, and the Douglas County Economic Vitality Art Program Summary
- An inventory of existing artworks and a step-wise plan to expand the County's Public Art program with a wide range of future art installations and potential locations for art in public spaces including murals and sculptural artworks that will provide a universal approach across town boundaries in the county

- An exploration of both permanent and temporary artworks identifying the advantages and purposes of each
- An Art in Public Places Policy and procedural guidance in planning, acquiring, installing and maintaining art in public places and de-accessioning procedures
- Recommended changes to existing planning ordinances to enable and accommodate art in public places
- Options for funding public artworks including grants, sponsorships, donations, and public-private partnerships
- A high level framework for a future overarching arts and culture plan



Project Description: Scope of Work, Schedule and Fees:

TASK	PROJECTED SCHEDULE	TASK FEES
Review background documents	Oct. 1 - Oct.15	\$2000
Review relevant planning ordinances	Oct.15 - October 22	\$1000
Conduct stakeholder engagement, tabulate results: 1. Key staff and elected representatives	Oct. 15 - Nov. 15	\$3000
Conduct stakeholder engagement, tabulate results: 2. Arts and culture organizations	Oct. 25 - Nov.15	\$2000
Conduct stakeholder engagement, tabulate results: 3. Businesses	Nov. 15 - Nov. 25	\$2000
Conduct stakeholder engagement, tabulate results: 4. Community at Large	Jan.1 -Feb. 27	\$4000
Inventory Existing Public Art and identification of future sites	Nov. 1 - Dec. 15	\$3000
Development of public art policy, procedures and overall public program including identification of potential funding sources	March 1 - May 1	\$15,000
Prepare High Level Framework for a Future Douglas County Arts and Culture Plan	April 15 - May 1	\$2200
Working sessions with Economic Vitality Team	Oct. 1 - May 1	\$2000
Prepare and present program plan to Parks & Rec Advisory Board	May 2, 2023	\$1000
Prepare and present program plan to Planning Commission	May 9, 2023	\$1000
Prepare and present program plan to Board of Commissioners	June 1, 2023	\$1000
Graphic Design		\$800
Project Total		\$41,000

APPENDIX A

CV - Debra J. Soule

djs2019@protonmail.com 512-888-3985

Professional Experience

Arts and Culture Program Manager, Carson City, Nevada 2021 - present

Currently managing all facets of the capital city's Arts and Culture program. Accomplishment to date include:

- Researched and prepared a new Arts and Culture Strategic Plan based upon comprehensive cultural sector and community engagement
- Worked with municipal departments, Carson City Culture and Tourism Authority and the cultural commission to re-structure arts and culture staffing and program delivery and to introduce a Local Arts Agency
- Prepared the city's Public Art Policy and Procedures and developed a comprehensive public art program
- Negotiated, prepared and managed artist contracts for the commissioning of public art and introduced interpretive signage and maintenance plans for existing public art
- Manage the Carson City Arts and Culture grant program
- Introduced an Arts and Culture Event Calendar
- Revised and expanded grant opportunities
- Developed new cultural tourism experiences including art on the trails and environmental art projects
- Introduced and coordinated planning for a new annual Mark Twain festival
- Introduced a regular series of round table meetings for cultural sector members to explore and develop new arts and culture projects that serve to implement the Arts and Culture Master Plan
- Prepared and managed annual program budgets

Cultural Planning Consultant 2019 – 2021

- Prepared the 2020 Cultural Master Plan (CMP) for the City of Kawartha Lakes identifying future opportunities and strategies to guide the growth of the municipality's cultural sector. The CMP includes a detailed assessment of existing cultural facilities and non-profit organizations and an implementation plan to strengthen non-profit organization capacity, foster arts and cultural businesses growth and enhance cultural tourism in the region.

Arts, Culture and Heritage Coordinator, City of Kawartha Lakes 2013 - 2019

Developed and managed the City's first cultural program and successfully implemented all facets of the 2012 Cultural Master Plan within the Economic Development Department within the City which is a regional government consisting of 10 villages and towns across the Kawartha Lakes region. Key accomplishments included:

- Developed and implemented methods for community and business involvement in cultural planning and cultural programs including workshops, cultural roundtables, forums, meetings and presentations

- Cultivated strong working relationships with cultural facilities, non-profit organizations, businesses, government agencies and City Departments and oversaw the establishment of new non-profit umbrella organizations within the cultural sector
- Introduced and facilitated a local Culture Round table program to encourage participation by organizations, businesses and individuals in new projects that serve to implement the Arts and Culture Master Plan
- Worked closely with creative economy businesses to encourage sourcing creative products made by local artisans rather than importing goods which has resulted in local arts business growth and improved supply availability for local gift shops
- Secured grant funding for non-profit administrative support and provided ongoing advice on non-profit board and facility operations which has advanced cultural sector activity and viability
- Expanded the tourism and the cultural economy through the introduction of an Arts and Heritage Trail showcasing cultural businesses and cultural tourism destinations throughout the region - this program has attracted new creative businesses and tripled the number of artists who have re-located to the region
- Provided business development advice, ran workshops for Arts & Heritage Trail members and oversaw the development of networks for marketing and event collaboration
- Created and managed the Kawartha Lakes Cultural Maps project, municipal cultural stories map and Legends and Lore Audio Walking Tours in Kawartha Lakes towns and villages
- Provided ongoing advice to museums, art galleries and cultural organizations on non-profit board management, business planning, marketing, new ventures' grant applications and fund-raising that has significantly improved operations and success
- Introduced policies and SCP's to improve culture and heritage management and arts sector development
- Conducted assessments of cultural non-profit organizations and introduced a training program to enhance governance, operational and business practices
- Introduced and oversaw the development of experiential arts and cultural events and tourism products in partnership with the Tourism Office and facilitated educational workshops on experiential cultural tourism
- Managed the municipality's heritage conservation program, oversaw the municipal heritage committee, improved internal heritage conservation processes, and created the first two heritage conservation districts
- Prepared RFPs, evaluated candidates and managed consulting teams in the development of the Kawartha Lakes Music Strategy and two Heritage Conservation Districts
- Introduced a municipal public art program and developed public art policies
- Planned and managed cultural events
- Prepared marketing material for cultural tourism brochures and publications, the city website, events calendar, social media and facilitated collaborative marketing for cultural destinations
- Generated funds for cultural programs and events through government sources, grant programs, agency partnerships and community fund-raising programs
- Organized and facilitated forums, summits and public meetings
- Managed program planning and annual budgets
- Managed contracted staff, interns and student placements

Cultural Planner, City of Peterborough 2012 - 2013

Responsible for City of Peterborough's cultural portfolio, developing arts and cultural capacity, overseeing cultural facilities and strengthening the cultural economy in the region. Accomplishments included:

- Negotiated and coordinated partnerships between the municipality and cultural non-profit organizations that resulted in new heritage and community art initiatives

- Oversaw cultural facility planning in collaboration with managers of Market Hall and Showplace Theatre ensuring consistency with the Municipal Cultural Plan
- Advised and assisted in the development of Music Peterborough, a new non-profit organization focusing on the live music industry in the municipality
- Introduced and managed arts and cultural events and initiatives in collaboration with local arts and cultural organizations, Trent Severn Waterway, Music Canada, Music Ontario and the Regional Tourism office
- Coordinated economic impact assessment of local cultural events, and gathered and analyzed statistical and narrative data to monitor the effectiveness of cultural programs
- Developed the City of Peterborough's Cultural maps
- Planned and oversaw cultural events
- Developed the municipality's public art program, inventory, mapping and public art management plan
- Negotiated, prepared and managed artist contracts for the commissioning of public art and public art maintenance projects

Cultural Planning Consultant, Boulder City, Nevada, 2004 – 2005

Principal cultural planner in the following projects:

- Prepared the Boulder City Arts Council Cultural Plan - carried out all facets of research, community consultation, organizational liaison, data analysis and authorship of the Cultural Plan
- Conducted historical research for PME Productions including archival research and the collection of oral histories regarding the Hoover Dam construction era and the building of Boulder City

Community Renewal Planning Manager, Queensland Dept. of Housing, Australia 2003-2004

Planning coordinator for Queensland's statewide Community Renewal Program. The Community Renewal Program engaged with local communities and provided strategic planning to improve the coordination of service delivery by State agencies in the most economically disadvantaged communities in the state.

- Collaborated with Queensland Treasury Dept. to develop and manage a program to address the challenges faced in under-served communities across the state through improved the coordination of State-led service delivery in twelve communities
- Managed the Community Renewal Development team in the planning and implementation of community engagement and evaluations of service delivery in each of the Renewal Communities
- Conducted research with state service providers and community organizations to assess community needs and aspirations and the effectiveness of service delivery
- Facilitated community forums to develop initiatives addressing local needs and aspirations in each community
- Prepared renewal plans for state services in twelve Queensland's Renewal communities

Regional Planning Coordinator, Southern Nevada Regional Planning Coalition (SNRPC) Boulder City, Nevada 2002 - 2003

Coordinated regional planning activities and represented Boulder City in the Southern Nevada Regional Planning Coalition (SNRPC) for the cities of Las Vegas, North Las Vegas, Henderson, Boulder City and Clark County.

- Consulted with Mayors, CEO's and Planning Directors from each participating municipalities and counties and compiled aggregated monthly reports and planning agenda items pertaining to regional development and human services planning for all participating cities
- Prepared and presented budget reports and drafted legislative amendments
- Managed the SNRPC office and supervised administrative staff

Community and Cultural Planning Consultant, Queensland, Australia 2000 – 2002

Principal planner in the following projects:

Ipswich to Brisbane Growth Corridor: Services Coordination Strategy - Housing Queensland - Prepared a strategy to improve the coordination of state government services delivered within the growth corridor including housing, education, transportation, health, and corrective services.

Riverview, Goodna / Gales, and Leichhardt Community Action Plans, Community Renewal Program, Queensland – Prepared three Community Action Plans to guide community revitalization activities in conjunction with local government, state government and local organizations.

Gold Coast Community Facilities Study, Gold Coast City Council, Gold Coast, Queensland, Australia- prepared the scoping study to inform a comprehensive Community Facilities Master Plan for the City of the Gold Coast.

Community Planning Manager, Ipswich, Queensland, Australia 1996 – 2000

As the inaugural manager of the Community Planning branch, introduced and managed community planning operations within the City of Ipswich.

- Researched and prepared the Ipswich Social Plan, Social Atlas and Key Issues Papers to ensure that community and cultural needs and aspirations were integrated in the City's departmental functions, policies and programs
- Introduced a GIS function within the department that provided statistical profiling, analysis and demographic forecasting and prepared of socio-demographic profiles and social atlases to ensure a statistical foundation for decision-making and to guide Council in a social justice approach to service delivery across its program areas
- Successfully acquired state and federal grant funding for three new community development and GIS positions within the department
- Introduced an indigenous hiring policy that enabled training and fund permanent positions for indigenous Australians and for physically challenged persons
- Oversaw the preparation of the Multicultural Training Course through liaison with consultants, community and cultural organizations
- Directed the municipality's community engagement processes ensuring representative input on City initiatives, programs and policies

Arts Industry Manager, Ipswich, Queensland, Australia 1996

Developed and administered a regional arts industry enterprise program and facilities for artists, craftspeople and designers. The program provided support for artists to enable them to produce, exhibit and gain employment in their field of expertise.

- Prepared grant applications that successfully acquired funding for artists in residence over a two year period
- Directed the refurbishment and management of an arts industry facility in Queens Park
- Established and operated a gallery showcasing resident artist /designer works
- Liaised with local arts organizations, galleries and state agencies to acquire exhibition and project opportunities for local artists

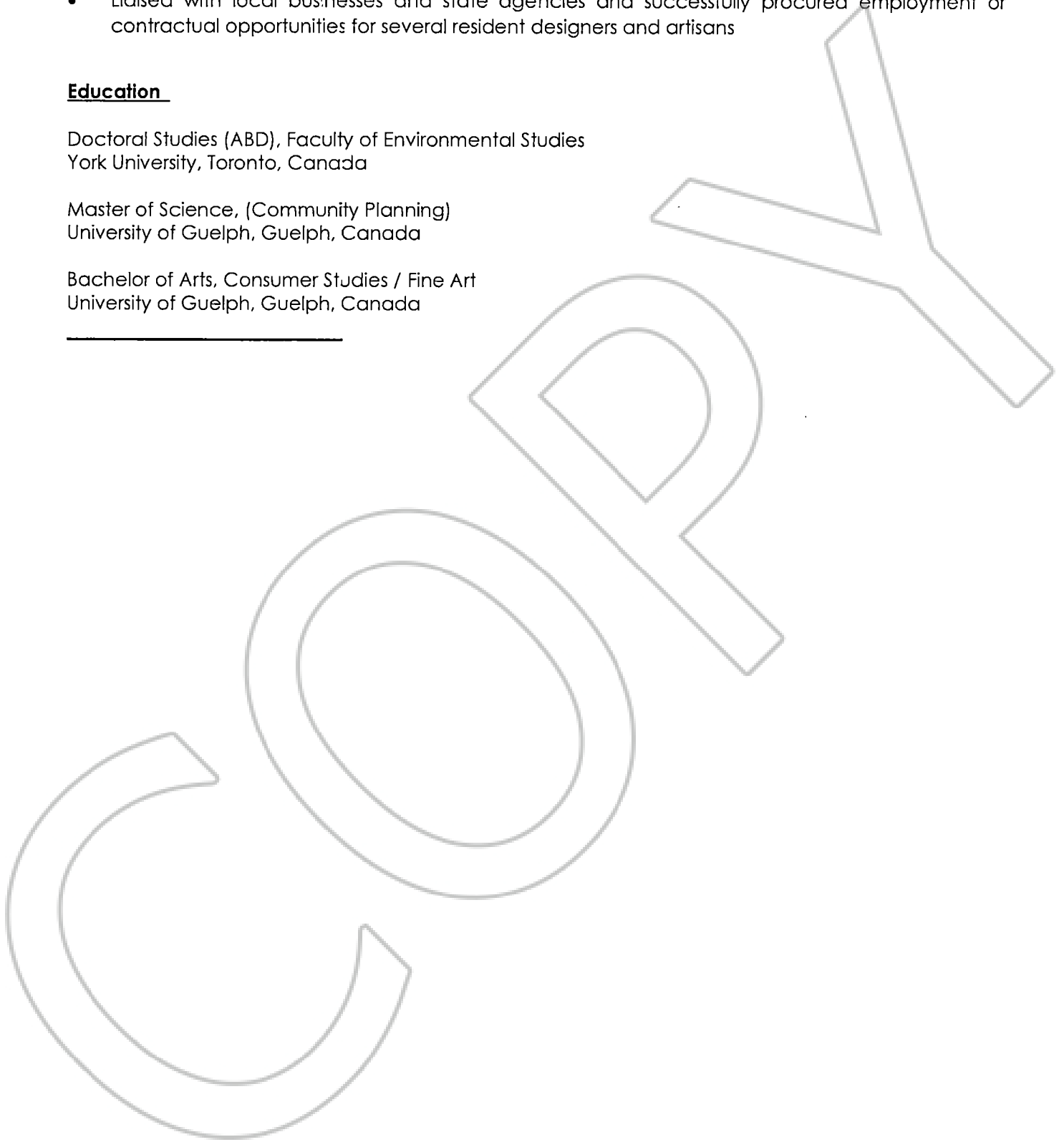
- Developed an awareness-raising campaign regarding the Arts Industry Program and the economic and cultural benefits of employing the skills of artists and designers that resulted in employment opportunities for local designers
- Liaised with local businesses and state agencies and successfully procured employment or contractual opportunities for several resident designers and artisans

Education

Doctoral Studies (ABD), Faculty of Environmental Studies
York University, Toronto, Canada

Master of Science, (Community Planning)
University of Guelph, Guelph, Canada

Bachelor of Arts, Consumer Studies / Fine Art
University of Guelph, Guelph, Canada



APPENDIX B

Business License

Affidavit of Sole Proprietorship

* General Liability Insurance will be acquired pending assignment of project contract



Douglas County

State of Nevada

CERTIFIED COPY

I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on this

26th day of September, 2022

By *Jaqueline O'Neil* Deputy