



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Regular Meeting Agenda - RESCHEDULED from 8/18/2022

CRA Public Art Advisory Committee

Thursday, August 25, 2022

3:00 PM

Council Chambers

MEMORANDUM TO:

Members of the City of Jacksonville Beach Community Redevelopment Agency Public Art Advisory Committee

The following Agenda of Business has been prepared for consideration and action at a Regular Meeting of the Community Redevelopment Agency Public Art Advisory Committee:

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- A. July 21, 2022 Minutes

OLD BUSINESS

- A. ByLaws Approval
- B. Operating Procedures Approval

NEW BUSINESS

ITEMS FOR DISCUSSION

- A. "Call to Artists"
- B. FY 23 Timeline

ADJOURNMENT

NOTICE

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299 no later than one business day before the meeting or by sending an e-mail to CityClerk@jaxbchfl.net.

**Minutes of CRA Public Art Advisory Committee Meeting
held Thursday, July 21, 2022 at 3:00 PM
in the Council Chambers**



CALL TO ORDER

This meeting was called to order at 3:06PM.

ROLL CALL

Absent:

Todd Rykaczewski

Trey Philips (notice given ahead of meeting)

A quorum is present.

NEW BUSINESS

A. By-Laws

The committee reviewed the proposed bylaws, and made comments regarding attendance. The committee agreed an attendance requirement should be added, that is directed towards "no-show" absences.

Staff will incorporate the changes and bring the final draft version for approval at the August 18, 2022 meeting.

ITEMS FOR DISCUSSION

A. Standard Operating Procedures

The committee reviewed the operating procedures provided. It was noted that the number of members in attendance that constitutes a quorum needed to increase from three to four members.

Staff will make edits and bring a final version for approval at the August 18, 2022 meeting.

B. Priority Projects

The committee reviewed the staff recommended "priority projects".

1. Former war memorial site
2. CAPE storage building
3. Surfer alleyway

4. Beach Blvd. Roundabout

The committee agreed its first primary project would be the former war memorial site. The committee discussed creating a piece that engages the public, and tells the history and story of "who we are" at Jax Beach.

The committee requested staff follow up with the building department to see if statues would need special building permits.

Discussion will continue at the next meeting in August, with a goal to have a plan in place for a call to artists by October.

ADJOURNMENT

There being no further business, this meeting adjourned at 4:56PM.

Submitted by: Taylor Mobbs

Approval:

Nominated committee member

Date: _____

BYLAWS OF THE COMMUNITY REDEVELOPMENT AGENCY PUBLIC ART ADVISORY COMMITTEE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA

Created by the CRA on the 25th day of April, 2022, via Resolution 2022-03

Article I. PURPOSE

- 1.1 CRA Resolution No. 2022-03 creates the Public Art Advisory Committee.
- 1.2 The CRA authorizes the Public Art Advisory Committee to adopt bylaws.
- 1.3 The within bylaws have been adopted by the Public Art Advisory Committee of the Jacksonville Beach Community Redevelopment agency.
- 1.4 Pursuant to the above-referenced resolution, this committee shall be known as the Public Art Advisory Committee, hereinafter referred to as "Committee" or "PAAC."
- 1.5 Pursuant to the above-referenced resolution, the Community Redevelopment Agency, hereinafter referred to as "CRA", shall have the final approval of all recommendations made by the PAAC.
- 1.6 The PAAC cannot enact on behalf of the CRA in any capacity.
- 1.7 The purpose of these bylaws is to establish rules and procedures necessary to carry out the purpose and duties of this Committee, as set forth in Resolution 2022-03.

Article II. ROLE OF THE PUBLIC ART ADVISORY COMMITTEE

- 2.1 **Role Established.** The CRA establishes the role of the PAAC to serve in an advisory capacity to:
 - a. Review artist proposals for placement of artworks on properties identified by the Art Master Plan, the CRA, or the City, and make recommendations for fabrication and acquisition.
 - b. Serve as a jury for proposals for potential artwork, making recommendations of finalist(s) to the CRA board.
 - c. Provide technical advisement to staff to develop the public art program for the City of Jacksonville Beach CRA.
 - d. Other duties as advised by the CRA, the City, and/or its Staff.

Article III. MEMBERSHIP

- 3.1 **Voting Members.** Membership on the Committee will follow the following procedures as set by the inaugural PAAC in the adoption of its bylaws:
 - a. Seven people shall serve on the PAAC.
 - b. Membership shall be made up of arts professionals, as listed in the application. Arts professionals for these purposes are defined as: curators, visual artists, art collectors, art fabricators, architects, art educators, and any other professionals deemed appropriate by the CRA and its Staff.
 - c. When a new member is appointed to the Committee, the position being filled will be so designated at the time of appointment.
- 3.2 **Staff Support.** The Jacksonville Beach CRA shall provide its staff as support to the PAAC.

- a. Primary staff support will uphold the following:
 1. Establish, notify Committee, and post online a schedule with the meeting date, times, and locations.
 2. Prepare, distribute to Committee, and post online meeting agendas.
 3. Provide necessary documents for meetings and decision making.
 4. Ensure that actions and activities of the Committee are consistent with policies and procedures of the City of Jacksonville Beach.
 5. Update the Committee's presence on the City Website.
 6. Assist the chairperson during the meeting(s), if necessary.

3.3 Compensation. All members shall serve without compensation.

3.4 Conflict of Interest. Members of the PAAC shall not hold a seat on the Jacksonville Beach City Council or Community Redevelopment Agency. Members of the Committee shall not submit their own work(s) of art or talent(s) in any RFQ, RFP, call to artists, and other means of acquiring public art.

3.5 Terms. Terms shall be four years, with exception to the inaugural Committee, who will designate three members to serve three year terms, and four members to serve the full four year terms.

3.6 Resignation. Resignation of members of the Committee shall be made in writing to the staff liaison who shall forward such resignation to the CRA Chairman. The resignation of the Committee member shall be effective immediately upon receipt and verification of Staff.

ARTICLE IV. OFFICERS, TERMS, DUTIES AND ELECTIONS

4.1 Chairperson and Vice Chairperson. The officers of the Committee shall be a Chairperson and Vice Chairperson. Officers shall serve one-year terms and may be reappointed as Chairperson/Vice Chairperson as long as they remain on the Committee.

4.2 Duties of Chairperson. The Chairperson shall preside at meetings and shall decide points of order or procedure with Staff. The Chairperson shall call the meeting to order, call for votes when necessary, call for adjournment, and act as the designated member to make reports to the CRA and City Council as needed. The Chairperson shall serve as the primary contact between the Committee and Staff liaison.

4.3 Temporary Chairperson. In case the Chairperson is absent, the Vice Chairperson shall assume the duties of the Chairperson. If both are absent, and a quorum is present, those members shall elect from among themselves a Chairperson to run that meeting.

4.4 Elections. Officers shall be elected by a majority vote of the members present at their first regular meeting of the calendar year, with exception of the inaugural Chairperson and Vice Chairperson, who shall serve the remainder of the calendar year they are elected (2022), and then one full calendar year (2023) prior to the next Chairperson and Vice Chairperson election.

- 4.5 Vacancy.** A vacancy in an officer position shall be filled by election at the next regular meeting of the Committee among the board members. Until such election, the Vice Chairperson shall serve as acting Chairperson if the Chairperson position is vacant. All officers elected to fill a vacant office position shall serve until the next officer election.

ARTICLE V. MEETINGS

- 5.1 Minimum Requirement.** The Public Art Advisory Committee shall meet on the third Thursday of the months, unless otherwise designated by staff.
- 5.2 Meeting Agendas.** The form of agendas shall be determined by the Committee and shall be posted on the city website.
- 5.3 Notice of Meetings.** Posting of meeting agendas on the City website shall serve as notice of the meeting. Notice of any regular or special meeting shall be posted no less than 24 hours prior to the holding of such meeting.
- 5.4 Special Meetings.** Special meetings may be called by the Chairperson at the recommendation of staff. When a special meeting is scheduled, all members must be notified at minimum 24 hours prior to the time set for such meeting, including a listing of all items to be discussed at the special meeting.
- 5.5 Public Meetings.** Committee meetings shall be open to the public. All meetings of a quorum, shall constitute a public meeting for purposes of this section.
- 5.6 Public Participation.** All public comments must be made during the public comment section of the agenda. Public attendees shall sit in the audience until their time to give their comments. The Committee may identify time limits for public comments at its discretion.
- 5.7 Quorum.** A quorum shall exist when a majority of the voting members of the Committee are present. When all seven positions are filled, a quorum shall consist of four members. In an absence of a quorum, no business shall be conducted by the Committee, except rescheduling of the meeting.
- 5.8 Attendance.** Should a member of the committee miss three (3) meetings without proper notice to staff and/or the Chairperson, the committee and staff shall notify that member, in writing, of their termination from the committee.
- 5.9 Order of Business.** The order of business shall follow the distributed agenda unless otherwise agreed to by the members of the Committee.
- 5.10 Decision Making.** The affirmative vote of a simple majority of those members present shall carry any motion made. All voting members of the Committee shall have equally weighted votes. Any member may make a motion, which must be seconded for further consideration. All voting shall be made by roll-call or voice vote.
- 5.11 Meeting Minutes.** Written minutes shall be made for Committee meetings. The minutes shall be posted to the City Website. The minutes of each meeting shall be approved by the Committee.

ARTICLE VI. AMENDMENTS TO BYLAWS

- 6.1** These bylaws shall be adopted, and later suspended, amended, or canceled only after an affirmative vote of 2/3rds of the membership of the Committee. Copies of the proposed amendment(s) shall be provided to each member at least one week prior to the date of any regular or special meeting at which the bylaw amendment(s) are on the agenda for consideration. All amendment(s) to the initial bylaws adopted July 21, 2022 shall go before the Community Redevelopment Agency for final approval.

BY A MAJORITY VOTE OF THE APPOINTED MEMBERS OF THE INAUGURAL PUBLIC ART ADVISORY COMMITTEE, THESE BYLAWS FOR THE COMMUNITY REDEVELOPMENT AGENCY PUBLIC ART ADVISORY COMMITTEE FOR THE CITY OF JACKSONVILLE BEACH, FLORIDA ARE HEREBY PASSED AND APPROVED THIS 21st DAY OF JULY, 2022.

DRAFT

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Jacksonville Beach

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COMMUNITY REDEVELOPMENT AGENCY **PUBLIC ART ADVISORY COMMITTEE**

Vision.

The Public Art Advisory Committee envisions a community where art and artists are valued, and where public art is integrated into the fabric of our place, enhances the quality of life of its citizens, visitors, and embraces “the beach life.”

Mission.

The Public Art Advisory Committee affirms the City’s role as an advocate to public art, fosters and enriches the aesthetic of the City of Jacksonville Beach, values and promotes the contributions of artists to the community, and furthers the objectives of the Jacksonville Beach CRA and City Council.

Duties of Committee:

1. Prepare implementation guidelines, selection criteria, and organizational guidelines to facilitate the Art Master Plan and provide technical advisement to the CRA board.
2. Responsible for program planning; prioritizing sites for public art in accordance with the Art Master Plan; overseeing the artist selection process, reviewing design, fabrication, execution, and placement of artworks on properties identified by the Art Master Plan and making recommendations of finalists and proposed action to the CRA board; determining project scope and budget; commissioning artworks approved by the CRA board; overseeing maintenance and repair of the artworks in cooperation with staff, all with the approval of the CRA board.
3. Ensure appropriate community participation in the public art and public education activities as part of the public art collection.



4. Coordinate, investigate, review, and recommend to the CRA means by which artworks may be obtained, including, but not limited to: donations to the public art fund, gifts of artwork, and grant applications for the public art collection.
5. Act as a liaison with private developers to encourage and facilitate private contributions and private art installations within corporate construction and reconstruction projects.
6. Encourage public art throughout the City and educate and stimulate the participation of all citizens in a joint public and private effort to promote art in public places.
7. Develop procedures detailing the rights and responsibilities of the artist(s) selected.
8. Establish, inventory, and archive existing and future public art.
9. Have other such duties and responsibilities as need at the direction of the CRA board/staff.

Standard Operating Procedures:

Meetings.

The Committee shall meet at least monthly, and as needed, to carry out its purpose at a suitable place mutually agreeable to the members and accessible to the public.

In considering all matters lawfully before it, the Committee may:

1. schedule and hold informal working sessions and consult with City staff, interested parties, or technical advisors;
2. request reports from City staff persons;

3. make on-site visits; and
4. all other things necessary and convenient to carry out its duties.

All business of the Committee shall be conducted by voice vote of seconded motions. A simple majority of those present and voting shall prevail in all question.

All meetings of the Committee shall be conducted in accordance with the provisions of the open meeting policies of the state of Florida, and public notice shall be provided in coordination with the city.

Officers.

Officers of the Committee shall be a Chairperson, Vice Chairperson (who shall preside in the absence of the Chairperson) and Secretary/Treasurer (who shall keep the minutes of committee meetings). Officers shall be elected by the Committee at its third meeting, and shall be elected by a majority vote of the Committee.

Quorum.

A majority of the Committee, at least four members, shall constitute a quorum. No business shall be transacted in the absence of a quorum.

Conflict of Interest

Any member of the Committee who has an actual or apparent conflict of interest with respect to any matter before the Committee shall disclose this conflict to the Committee and shall disqualify him or herself from participation in consideration of the matter, if appropriate. A motion duly made and passed by the Committee may disqualify a member of the Committee for conflict of interest.

Agendas

Committee officers shall see that complete agendas and documents relating to business on the agenda are published and reach Committee members in a reasonable time before each meeting. The Committee may not consider matters not on the agenda of that meeting unless a majority of members vote otherwise.

Minutes

The Secretary, or a staff person designated by the Committee, shall record, prepare and issue accurate summary minutes of each meeting of the Committee. The minutes shall reflect with reasonable completeness, all matters discussed, parties appearing and actions taken at the meeting. A copy of the minutes shall be provided to the City Clerk.

Consultation

The Committee may consult with experts in relevant technical areas, with approval and appropriate budget modification by the CRA board.

Amendments to Standard Operating Procedures

These procedures may be altered, amended or repealed and new procedures may be adopted by a vote of a simple majority of those present and voting at a regular or special meeting, with final approval going before the CRA board. Once the CRA board approves new procedures, they are effectively immediately.



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

PUBLIC ART ADVISORY COMMITTEE MEMO	
TO:	PAAC
FROM:	Taylor Mobbs
DATE:	08/18/2022
SUBJECT:	Call to Artists

BACKGROUND

The PAAC plans to issue a call to artists in FY23. Staff is requesting assistance in developing the content the calls to artists should include. This document will become a template that all calls to artists will follow in the future.

FINANCIAL IMPACT

None at this time

REQUESTED ACTION

Staff requests assistance from the committee to structure what a 'call to artists' should include, how the message needs to be sent out to the public, and any additional information to build a draft call to artists.

ATTACHMENTS

1. Call to Artists Topics
2. Example Flyer

Call to Artists:

Application Requirements:

- Portfolio of 2-3 samples (minimum) similar in size and type
- Resume
- References (optional?)

WE need to provide:

- Location
- Images of site
- Type of art sought after
- Size (how large is display space)
-



CALL TO ARTISTS!

CALLING PROFESSIONAL ARTISTS TO SUBMIT
QUALIFICATIONS FOR ACQUISITION OF WORK(S) OF
ART TO BE INSTALLED ON PUBLIC PROPERTY WITH THE
COMMUNITY REDEVELOPMENT AGENCY DOWNTOWN
DISTRICT. WE ARE LOOKING FOR A PIECE THAT
CAPTURES JACKSONVILLE BEACH'S SPIRIT AS "LIVING
THE BEACH LIFE", AND ALSO REFLECTING ON THE
BEACHES HISTORY. THIS PIECE SHOULD HAVE
EMPHASIS ON: UNITY, COMMUNITY, HISTORY, ??????????

Deadline: _____

Submit to: Taylor Mobbs, tmobbs@jaxbchfl.net, 9045802841



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PUBLIC ART ADVISORY COMMITTEE MEMO	
TO:	PAAC
FROM:	Staff
DATE:	08/18/2022
SUBJECT:	Schedule for FY23

BACKGROUND

The PAAC will receive funding from the CRA budget beginning October 1, 2022 (start of FY23). Staff has begun a timeline of goals for the committee to review. Once the committee feels there is a realistic timeline, staff will add this to its staff report to the Community Redevelopment Agency.

FINANCIAL IMPACT

No impact at this time

REQUESTED ACTION

Discussion on creating a realistic timeline of events for the PAAC in FY23.

ATTACHMENTS

1. FY23 Draft Timeline

PAAC Draft Timeline for FY23

October 2022 - Council adopts budget - Finalize plan for war memorial concept	April 2023
November 2022 - Draft call to artist review	May 2023
December 2022 - Finalize call to artist for war memorial - Draft plan for first mural	June 2023
January 2023 - Review applicants for war memorial - Make recommendation for staff and Chair to take to CRA for approval	July 2023
February 2023 - Call to artist for mural -	August 2023
March 2023	September 2023