



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Regular Meeting Agenda Public Art Advisory Committee

Thursday, July 21, 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

NEW BUSINESS

- A. By-Laws

ITEMS FOR DISCUSSION

- A. Standard Operating Procedures
- B. Priority Projects

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.



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

PUBLIC ART ADVISORY COMMITTEE MEMO	
TO:	PAAC
FROM:	Taylor Mobbs, CRA Coordinator
DATE:	06/17/2022
SUBJECT:	Bylaws

BACKGROUND

Staff has attached the proposed bylaws for the Committee.

Staff would like to point out that the election of officers will be an important decision for the Committee to make, and recommends the Committee convene for two to three meetings prior to electing the Chairperson and Vice Chairperson. Staff will run the meetings until a Chair has been selected.

FINANCIAL IMPACT

No financial impact.

REQUESTED ACTION

For staff to receive Committee comments, and adoption of the official bylaws.

ATTACHMENTS

1. Bylaws (Draft)

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 Order of Business.** The order of business shall follow the distributed agenda unless otherwise agreed to by the members of the Committee.
- 5.9 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.
- 5.10 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.



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PUBLIC ART ADVISORY COMMITTEE MEMO	
TO:	PAAC
FROM:	Taylor Mobbs, CRA Coordinator
DATE:	06/17/2022
SUBJECT:	Operating Procedures

BACKGROUND

Prior to the first meeting of the Committee, staff provided them with a rough draft/example document of the standard operating procedures. The document provided is attached to this agenda item.

Staff would like to receive the committee feedback, and utilize the proposed bylaws, to finalize the operating procedures of the Committee. Staff will take feedback from the discussion, and provide a final draft at the committee meeting in August.

FINANCIAL IMPACT

No financial impact.

REQUESTED ACTION

Staff requests the Committee discuss the operating procedures and give staff direction on editing the draft SOP provided. Staff will take the final version of the SOP to the CRA for their acknowledgement.

ATTACHMENTS

1. Standard Operating Procedures

City of

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6231

Fax: 904.247.6107

Planning@jaxbchfl.net

www.jacksonvillebeach.org

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, 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 three 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/Treasurer, 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.



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PUBLIC ART ADVISORY COMMITTEE MEMO	
TO:	PAAC
FROM:	Taylor Mobbs, CRA Coordinator
DATE:	06/17/2022
SUBJECT:	Priority Projects

BACKGROUND

At the initial zoom kickoff meeting, staff identified the following four locations as "key" art installations for the committee to focus on initially. Those locations are the following:

1. Former War Veterans Memorial (P. 28, 19)
2. CAPE Storage Building (p. 8, 9)
3. Surfer Alley Way (p. 50, 51)
4. Beach Blvd. Roundabout (p. 30, 30)

(** page numbers referenced above refer to the art master plan document previously provided to the Committee)

Staff would like the Committee to discuss their initial thoughts and opinions regarding these locations, and discuss what next steps need to be taken to move these art locations forward.

FINANCIAL IMPACT

Financial impact to be determined as the projects progress and as the CRA budget for FY23 is finalized.

REQUESTED ACTION

No formal action requested at this time.

ATTACHMENTS