

**Mayport Waterfront, Inc. d/b/a Mayport Waterfront Partnership**  
**Economic Development Implementation Plan**  
**FY 2022-2023 City Grant Proposal Term Sheet**

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**Grant Recipient:** Mayport Waterfront, Inc. d/b/a Mayport Waterfront Partnership (“Recipient”)

**Program Name:** Economic Development Implementation Plan (the “Program”)

**City Funding Request:** \$140,000.00

**Contract/Grant Term:** October 1, 2022– September 30, 2023

**Any substantial change to this FY 2022-2023 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.**

**PROGRAM OVERVIEW:**

The Mayport Waterfront Partnership (MWP) is part of the Florida Working Waterfronts Program created to address the physical and economic decline of traditional working waterfront areas. Since 1997, a total of 24 communities have received designation as Waterfronts Florida Partnership Communities; Mayport Village was one of the first three designated in 1997.

JaxPort acquired the subject, now vacant, working waterfront over a decade ago, and in 2017, ownership of the parcels was transferred to the City of Jacksonville. Construction is underway on docks that will support the collaboration of OCEARCH and Jacksonville University to expand marine research and education. OCEARCH is a global non-profit organization conducting unprecedented research on our ocean's giants to help scientists collect previously unattainable data and accelerate innovation in critical scientific research, education, outreach, and policy using unique collaborations of individuals and organizations in the U.S. and abroad. The State of Florida is also supporting this effort by funding \$4.5 million for a research vessel in the recently approved state budget. Commercial dock replacement remains a vital need.

In 2021, MWP created a Development Committee committed to the revitalization and growth of Mayport Village to (a) leverage the city’s commitment to OCEARCH and Jacksonville University’s Marine Science Research Institute; (b) obtain a return on the city’s cumulative \$14 million investments since 1997 (c) and, other attributes develop partnerships with the Jacksonville Transportation Authority (JTA), the National Park Service, and the U.S. Navy. It is located in a designated Opportunity Zone per the Tax Cuts and Jobs Act of 2017 (PL 115-97). Our economic strategy is built on four key pillars of Education / Marine Research, Commercial Fishing, Historic preservation, and Tourism.

Our funding request includes programmatic and capital expenses to facilitate the development and revitalization of Mayport Village’ working waterfront. All funds will be used in the restoration of Mayport Village as a working waterfront under the guidance and direction of the Mayport Waterfront Partnership (MWP) working with respective COJ departments and private entities.

Mayport Village continues as an active commercial fishing operation The expansion of the commercial fishing fleet is among our primary development goals via the installation of commercial docks on the south waterfront torn out by JaxPort a decade ago (when they owned the subject property). This will be achieved in continued cooperation with the City of Jacksonville’s Public Works Department and approved City of Jacksonville Comprehensive Improvement Plan (CIP) funding. In addition, we will capitalize on the historic preservation of Mayport Village’ historic past through a collection of artifacts reflecting its origin in 1561 by French explorers and the conflict with Spain removing much of the French influence in the region. This funding will enable the implementation of our Economic Implementation Plan, enhancing the quality of life and income opportunities for all resident of Mayport Village; and its revitalization will have an impact on the entirety of Duval County and NE Florida region as it relates to economic activity from tourism and the expansion of commercial fishing opportunities.

**PROGRAM SCOPE OF WORK AND DELIVERABLES:**

The largest elements in this budget request relates to a Haskell Engineering update of their Master Plan to include predevelopment infrastructure / focus on Ocean Street Parking, and services of a grant writer. In addition, accounting and operational expenses will be needed to support the revitalization and appropriate development of the Mayport Village

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working waterfront to include marketing/outreach and public engagement to disseminate the Economic Development Implementation Plan. This marketing / outreach effort will provide public feedback on priorities to revitalize a thriving working waterfront community via the strategic development of the city-owned waterfront parcels with progress towards development of the City site.

Professional services will be procured to establish a website for the MWP, which will be maintained to include updates with regard to the progress made on grant applications, Haskell updates, and related activities. The first phase of the web design is expected to be complete by February 28, 2023. It is anticipated that the Haskell update will be completed by June 30, 2023. Following completion of the update, the MWP intends to submit for grants to support implementation of the Strategic Development Direction. A minimum of two grant applications will be submitted by June 30, 2023. Throughout the duration of the Program, MWP will continue to pursue outreach and fundraising opportunities to inform the community of on-going efforts and to assist with implementation of the Strategic Development Direction. The goal is to host three to five events and to raise at least \$10,000 by September 30, 2023.

**PROGRAM COSTS/PAYMENT TERMS:**

See attached 2022-2023 Budget Form for detail

Haskell Engineering Vision Update - Pre-Development Infrastructure / Ocean Street Parking	\$62,500
Grant Writer - Needed research and submission for various grant opportunities	\$20,000
Accounting Support - CPA services will be needed to augment Recipient Treasurer records.	
No City funds will be expended for audit services.	\$15,000
Capital budget - file cabinets, ink jet printer, presentation equipment	\$11,000
Administrative Assistant - Non-financial record keeping / meeting minutes	\$12,000
Website Design / Maintenance – Domain, hosting, content design	\$ 5,500
Business Travel - Marketing / recruit commercial fishing, restaurant, tourism	\$ 5,000
Printing / Advertising – Brochures / marketing materials and renderings	\$ 4,500
Office Supplies - Stationary, copy paper, dry erase board, office supplies	\$ 2,500
Rental & Leases / Equipment – Equipment needed for community outreach events	<u>\$ 2,000</u>
<b>TOTAL REQUEST</b>	<b><u>\$140,000</u></b>

The City will advance fund up to 30 percent, or a maximum of \$42,000, of program support. Advance funds are to be used for the engagement of professional services and/or capital expenditures. Recipient will communicate in April 2023 with City regarding reimbursement process to avoid over expenditure of City funds.

The City is authorized to pay submitted invoices and/or reimburse the Recipient quarterly on receipt of evidence that, by way of example, prescribed services, deliverables, payment has been made and products were provided and/or acquired. Recipient will work with the COJ entity (Office of Economic Development) administering these funds to devise a suitable acceptable process. Invoice packages shall be submitted on a quarterly basis. A narrative report will be submitted with each invoice aligned with outcomes for the period for which payment is sought demonstrating success of the program in meeting its objectives and deliverables. Updates on Program fundraising will be included in the narrative report.

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**PROGRAM IMPACT & REPORTING:**

**Goals / Objectives:** With the overarching goal to restore Mayport Village’s working waterfront, specific elements and tasks will be defined and derived via additional consultation with the Haskell Company in an update to their previous Strategic Development Direction for Mayport (Phase 1 & 2). All requested funding will be to support implementation.

**Funds Raised / Public Awareness:** The Mayport Waterfront Partnership has periodically held community cultural events to raise awareness and funds for operations. The recent Treasurer’s reports a very small balance in our account: inadequate capacity scope to support the needed professional services. The City expects fund raising efforts to continue and requires updates as portion of the quarterly reporting process.

The Mayport Waterfront Partnership will continue to coordinate and collaborate with the City of Jacksonville, stakeholders, and key strategic partners to achieve this Economic Development Implementation Plan and build momentum from the previous year’s achievements:

- The Florida Youth Maritime Institute is in the process of negotiating a lease with City of Jacksonville on an adjacent parcel for their operations to train at-risk youth for maritime careers at various skill levels.
- The Mayport Waterfront Partnership Development Committee collaborated with the Northeast Florida Regional Council to convene an Economic Development Implementation Plan workshop prior to submitting the Competitive Florida Partnership Grant for Florida Department of Economic Opportunity (DEO)
- Construction of the OCEARCH / JU Dock has been initiated by the City of Jacksonville Department of Public Works to support the collaboration of OCEARCH and Jacksonville University

Significant investments have been made by Duval County taxpayers into sanitary sewer and water infrastructure, underground utilities, and lighting along with enhancements to the St. Johns Ferry, and a recently completed community center. A targeted collaborative effort to achieve immediate strategic goals of the Economic Development Implementation Plan will derive a significant return on non-productive waterfront parcels. The Recipient embraces the opportunity to implement the long overdue revitalization of Mayport Village.

**Additional Grant Requirements and Restrictions:**

Recipient’s expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 through 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City’s Grant Administrator may amend this Term Sheet and the approved Program budget consistent with the Program’s needs, provided that any substantial change to this Term Sheet or the approved Program budget will require City Council approval. Revisions to the Program budget in excess of 20% of the total budget are considered substantial and will require City Council approval.

FY 2022/23 PSG / City Grant - Program Budget Detail

Lead Agency: Mayport Waterfront, Inc. d/b/a Mayport Waterfront Partnership

Program Name: Economic Development Implementation Plan

Agency Fiscal Year: 2023

Categories and Line Items	Prior Year Prg Funding FY 2020-2021	Current Year Prg Budget FY 2021-2022	Total Est. Cost of Program FY 2022-2023	BUDGET		Funding Partners		
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
<b>Personnel - 01201 (list Job Title or Positions)</b>								
1 Administrative Assistant (part time/1099 contract labor)	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Taxes and Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy - 04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$103,000.00	\$0.00	\$0.00	\$103,000.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
Travel - 04002	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$117,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$117,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$140,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$140,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Percent of Budget</b>			<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>

Last Modified: 02/11/2020

All PSG items listed must be included in the narrative section of the budget.

**Budget Narrative for Selected Items of Cost  
 FY 2023 PSG/ City Grant Application  
 Program Budget Narrative (Max. 2 Pages)  
 Proposed Funding Period: FY 2022-2023  
 COJ Funding Only**

**Agency:** Mayport Waterfront, Inc. d/b/a Mayport Waterfront Partnership  
**Program Name:** Economic Development Implementation Plan

**EXPENSES:** Please provide narrative description for all categories listed below for which you are seeking City Funding Only. We have included those required elements in the spaces below. See instructions when listing personnel expenses. Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

**I. Employee Compensation** - (not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

<b>Salary &amp; Wages</b>	<b>Discussion</b>
Administrative Asst (non-financial record keeping / coordination-facilitation)	\$ 12,000.00 \$50.00 per/hour @ 20 hrs per/month
<b>Payroll Taxes &amp; Benefits – N/A</b>	- position will be 1099 contract labor

**II. Operating Expenses**

<b>Occupancy Expenses - N/A</b>	-	
<b>Office Expenses</b>		
Office & Other supplies	2,500.00	Office supplies – copy paper, pens, ink cartridges for printer; dry erase board(s)
Printing / Advertising	4,500.00	Materials to educate/inform officials and public re: revitalization efforts: includes brochures and marketing materials
Professional Fees & Services (not audit)		
Haskell Engineering Consulting	62,500.00	Vision update-infrastructure design/consultation advocacy
Grant Writer Consulting	20,000.00	Research, create and submit applications for appropriate grant funding
Accounting/Tax Support (CPA)	15,000.00	Engage CPA firm to provide independent financial reports/augment MWP Treasurer; will not pay for audit services
Website design/maintenance	5,500.00	Services to provide platform to share information on revitalization effort. Domain, Hosting, Content design
<b>Travel Expenses - not related to entertainment expenses</b>		
Business travel / MWP Board	5,000.00	Travel to recruit commercial fishing interests; restaurants; promote tourism and visit other working waterfront communities; attend conferences & seminars
<b>Equipment Expenses</b>		
Rental & Leases-Equipment	2,000.00	Equipment needed for community outreach events, workshops and meetings
<b>Direct Client Expenses – N/A</b>	-	

**III. Operating Capital Outlay:**

<b>Machinery &amp; Equipment</b>		
File Cabinets	1,500.00	Lateral file cabinets for official records and storage
Printer	1,000.00	High functioning capacity printer / scanner
Presentation equipment	3,500.00	Projection equipment w/data interface for powerpoint and other software capabilities
<b>Computers &amp; Software</b>		
Computer	3,000.00	2 laptop computers / insurance-maintenance/repair, protective cases
Software	<u>2,000.00</u>	Virus protection / product licensing / wifi support
<b>TOTAL</b>	<b>\$ <u>140,000.00</u></b>	