

## CITY OF JACKSONVILLE, FLORIDA

RC # 26-

NOT RECOMMENDED

DIVISION CHIEF:

DATE

9/9/25

DEPARTMENT HEAD:

9/9/25

HR CHIEF:

9/9/2025

BUDGET OFFICE:

10-7-25

RECOMMENDED

DEPARTMENT: Neighborhoods Department / Housing & Community Development DivisionTO BE EFFECTIVE: October 1, 2025

ACTION	No.	ACTIVITY NO/ DESCRIPTION	TITLE	OCC CODE	PAY GRADE	PAY RANGE
<del>Delete</del>	<del>1</del>	<del>ERCD1N7-HCS001-26-011106</del>	<del>Community Development Assistant Administrator</del>	<del>04639</del>	<del>29.15</del>	<del>\$67,451.31 - \$113,566.07</del>
Authorize	1	ERCD1A1-PDC001-26-011117	Community Development Assistant Administrator	04639	29.15	\$67,451.31 - \$113,566.07

Funds are available within current appropriations for this change:

Yes ☒No ☐

(see description below)

If NO, funds will be provided by:

Funding for these positions is available in contained in the companion BT for this continuation grant.

## JUSTIFICATION:

To authorize grant employees for the grant period beginning October 1, 2025.

This position is being overfilled with 04553. This overfill must be maintained.

Reference TD/BT       Council approval required? Yes ☒No ☐Date action required:       

## ACTION TAKEN BY MBRC:

APPROVED BY:  
MAYOR'S BUDGET  
REVIEW COMMITTEE

AMENDMENTS:

DATE

OCT 13 2025

## SIGNATURES:

Chief Administrative Officer

MAYOR

Comments: