



A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Planning Department
Ed Ball Building Suite 300
214 North Hogan Street
Jacksonville, FL 32202
(904) 630-CITY
www.jacksonville.gov

MEMORANDUM

TO: *Anna Broschke*
~~Kelli O'Leary~~, Chairperson
Mayors Budget Review Committee

FROM: Arimus T. Wells, Planning Services Manager – Historic Planning and Preservation
Planning Department *ATL*

THRU: Helena A. Parola, Director *HAP*
Planning Department

RE: Florida Department of State Grant - North Riverside Survey Update

DATE: October 29, 2025

The Planning Department respectfully requests approval to accept a \$50,000 grant award through the State of Florida, Department of State, Division of Historical Resources for the North Riverside Survey Update project. Although titled a small matching grant, the City of Jacksonville will not have to provide matching funds.

The grant award is between the City of Jacksonville and State of Florida, Department of State, Division of Historical Resources to conduct a partial update of the 2004 historic survey of North Riverside. The scope of work includes procuring professional historic preservation services, conducting archival research, conducting field surveys; completing a minimum of four hundred (400) new Florida Master Site File forms, and preparing a survey report. In order to perform these services, the City of Jacksonville will utilize the University of Florida as a consulting partner.

A copy of the legislative fact sheet and Grant Agreement is attached for your review.

If you have questions, please contact Arimus T. Wells, Planning Services Manager, at 255-7824.

Attachments: Legislative Fact Sheet
Grant Agreement
UF Research Agreement (Draft)

LEGISLATIVE FACT SHEET

DATE: 10/29/25 BT or RC No: _____
(Administration & City Council Bills)

SPONSOR: Planning Department - Community Planning Division
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: Arimus Wells

Provide Name: Arimus Wells, Planning Services Manager

Contact Number: 904-255-7824

Email Address: ArimusW@coj.net

PURPOSE: White Paper (Explain Why this legislation is necessary? Provide; Who, What, When, Where, How and the Impact.) Council Research will complete this form for Council introduced legislation and the Administration is responsible for all other legislation.
(Minimum of 350 words - Maximum of 1 page.)

The Planning Department respectfully requests approval to accept a \$50,000 grant award through the State of Florida, Department of State, Division of Historical Resources for the North Riverside Survey Update project. Although titled a small matching grant, the City of Jacksonville will not have to provide matching funds. The scope of work includes procuring professional historic preservation services, conducting archival research, conducting field surveys; completing a minimum of four hundred (400) new Florida Master Site File forms, and preparing a survey report. In order to perform these services, the City of Jacksonville plans to utilize the University of Florida as a consulting partner. Copies of the scope and task lists of the projects is attached for review.

APPROPRIATION: Total Amount Appropriated: \$50,000.00 as follows:

List the source name and provide Object and Subobject Numbers for each category listed below:

(Name of Fund as it will appear in title of legislation)

Name of Federal Funding Source(s):	From _____	Amount: _____
	To: _____	Amount: _____
Name of State Funding Source(s):	From State of Florida, Department of State, Division of Historical Resources	Amount: \$50,000.00
	To: City of Jacksonville (Planning Department)	Amount: \$50,000.00
Name of City of Jacksonville Funding Source(s):	From _____	Amount: _____
	To: _____	Amount: _____
Name of In-Kind Contribution(s)	From _____	Amount: _____
	To: _____	Amount: _____
Name & Number of Bond Account(s):	From _____	Amount: _____
	To: _____	Amount: _____

PLAIN LANGUAGE OF APPROPRIATION / FINANCIAL IMPACT / OTHER:

Explain: Where are the funds coming from, going to, how will the funds be used? Does the funding require a match? Is the funding for a specific time frame? Will there be an ongoing maintenance? ... and staffing obligation? Per Chapters 122 & 106 regarding funding of anticipated post-construction operation costs.

(Minimum of 350 words - Maximum of 1 page.)

The Grantee has been awarded a Small Matching Grant by the Division, grant number 26.h.sm.200.127 for the Project "North Riverside (Lackawanna and Mixontown Neighborhoods) Survey Update," in the amount of \$50,000 ("Grant Award Amount"). The Division enters into this Agreement pursuant to Line Item 2918, contained in the 2026 General Appropriations Act, SB2500, Laws of Florida. The Division has the authority to administer this grant in accordance with Section 267.0617, Florida Statutes. Grant funds will be used to conduct the North Riverside (Lackawanna and Mixontown Neighborhoods) Survey Update, in Jacksonville. The scope of work will include: procuring professional historic preservation services, conducting archival research, conducting field surveys; completing a minimum of four hundred (400) new Florida Master Site File forms, and preparing a survey report conforming to Chapter 1A-46, Florida Administrative Code (FAC).

ACTION ITEMS: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

ACTION ITEMS:

	Yes	No	
Emergency?	☐	☒	Justification of Emergency: If yes, explanation must include detailed nature of emergency.
Federal or State Mandate?	☐	☒	Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.
Fiscal Year Carryover?	☐	☒	Note: If yes, note must include explanation of all-year subfund carryover language.
CIP Amendment?	☐	☒	Attachment: If yes attach appropriate CIP form(s). Include justification for mid-year amendment.
Contract / Agreement Approval?	☒	☐	Attachment & Explanation: If yes, attach the Contract / Agreement and name of Department (and contact name) that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed / drafted?
Related RC/BT?	☒	☐	Attachment: If yes, attach appropriate RC/BT form(s).
Waiver of Code?	☐	☒	Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.
Code Exception?	☐	☒	Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.
Related Enacted Ordinances?	☐	☒	Code Reference: If yes, identify related code section(s) and ordinance reference number in the box below and provide detailed explanation and any changes necessary within white paper.

ACTION ITEMS CONTINUED: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

ACTION ITEMS:

	Yes	No	
Continuation of Grant?	☐	☒	Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?
Surplus Property Certification?	☐	☒	Attachment: If yes, attach appropriate form(s).
Reporting Requirements?	☐	☒	Explanation: List agencies (including City Council / Auditor) to receive reports and frequency of reports, including when reports are due. Provide Department (include contact name and telephone number) responsible for generating reports.

BUSINESS IMPACT ESTIMATE

Pursuant to Section 166.041(4), F.S., the City is required to prepare a Business Impact Estimate for ordinances that are NOT exempt from this requirement.

A list of ordinance exemptions are provided below. Please check all exemption boxes that apply to this ordinance. If an exemption is applicable, a Business Impact Estimate IS NOT required.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☒ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement;
- ☐ The proposed ordinance is enacted to implement any of the following:
 - a. Development orders and development permits, as those terms are defined in Section 163.3164, Florida Statutes, and development agreements, as authorized by the Florida Local Government Development Agreement Act under Sections 163.3220-163.3243, Florida Statutes;
 - b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
 - c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - d. Section 553.73, Florida Statutes, relating to the Florida Building Code;
 - e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If none of the boxes above are checked, then a Business Impact Estimate **IS REQUIRED** to be prepared by the using agency/office/department and submitted in the MBRC filing packet along with the memorandum request, legislative fact sheet, etc. A Business Impact Estimate form can be found at:

<https://www.coj.net/departments/finance/budget/mayor-s-budget-review-committee>

Division Chief: 
(signature)

Date: 10-30-25

Prepared By: 
(signature)

Date: 10/30/25

ADMINISTRATIVE TRANSMITTAL

To: MBRC, c/o the Budget Office, St. James Suite 325

Thru: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor
(Name, Job Title, Department)
Phone: 255-5000 E-mail: BNorris@coj.net

From: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor
Initiating Department Representative (Name, Job Title, Department)
Phone: 255-5000 E-mail: BNorris@coj.net

Primary Contact: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor
(Name, Job Title, Department)
Phone: 255-5000 E-mail: BNorris@coj.net

CC: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor
Phone: 255-5000 E-mail: BNorris@coj.net

COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL

To: Mary Staffopoulos, Office of General Counsel, St. James Suite 480
Phone: 904-255-5062 E-mail: mstaff@coj.net

From: _____
Initiating Council Member / Independent Agency / Constitutional Officer
Phone: _____ E-mail: _____

Primary Contact _____
(Name, Job Title, Department)
Phone: _____ E-mail: _____

CC: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor
Phone: 255-5000 E-mail: BNorris@coj.net

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item:

Yes

No

Boards Action / Resolution?

☐☐

Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED