

1 Introduced by Council Member Clark-Murray and Co-Sponsored by Council  
2 Member Johnson and amended by the Neighborhoods, Community Services,  
3 Public Health and Safety Committee:  
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6 **ORDINANCE 2025-687-E**

7 AN ORDINANCE APPROPRIATING \$76,525 FROM THE  
8 SPECIAL COUNCIL CONTINGENCY ACCOUNT TO THE STEP  
9 BY STEP 4 HELP FOUNDATION - SUBSIDIES AND  
10 CONTRIBUTIONS TO PRIVATE ORG ACCOUNT TO PROVIDE  
11 FUNDING TO STEP-BY-STEP 4 HELP FOUNDATION, INC.  
12 ("STEP-BY-STEP"), FOR THE PATHWAYS TO POTENTIAL  
13 AFTER-SCHOOL PROGRAM (THE "PROGRAM") AS  
14 DESCRIBED HEREIN; PROVIDING FOR CARRYOVER TO  
15 FISCAL YEAR 2025-2026; WAIVING SECTION 118.107  
16 (NONPROFITS TO RECEIVE FUNDING THROUGH A  
17 COMPETITIVE EVALUATED AWARD PROCESS; WAIVER AND  
18 DISCLOSURES), PART 1 (GENERAL PROVISIONS),  
19 CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*, TO  
20 ALLOW FOR A DIRECT CONTRACT WITH STEP-BY-STEP;  
21 WAIVING SUBSECTION 118.301(A)(3)(IV)  
22 (EXPENDITURE OF APPROPRIATED FUNDS), PART 3  
23 (ADMINISTRATION OF CITY GRANTS), CHAPTER 118  
24 (CITY GRANTS), *ORDINANCE CODE*, TO ALLOW A  
25 PORTION OF THE CITY FUNDS TO BE EXPENDED FOR  
26 COSTS OF AMUSEMENTS, SOCIAL ACTIVITIES AND  
27 INCIDENTAL COSTS RELATING THERETO; APPROVING,  
28 AND AUTHORIZING THE MAYOR, OR HER DESIGNEE, AND  
29 THE CORPORATION SECRETARY TO EXECUTE AND DELIVER  
30 ON BEHALF OF THE CITY AN AGREEMENT BETWEEN THE  
31 CITY OF JACKSONVILLE AND STEP-BY-STEP 4 HELP

FOUNDATION, INC. FOR THE PROGRAM; PROVIDING FOR  
OVERSIGHT BY THE GRANTS AND CONTRACTS COMPLIANCE  
DIVISION OF THE FINANCE DEPARTMENT; REQUESTING  
ONE CYCLE EMERGENCY PASSAGE; PROVIDING AN  
EFFECTIVE DATE.

**BE IT ORDAINED** by the Council of the City of Jacksonville:

**Section 1. Appropriation.** For the 2024-2025 fiscal year,  
within the City's budget, there is hereby appropriated the indicated  
sum(s) from the account(s) listed in subsection (a) to the account(s)  
listed in subsection (b):

(The account information is attached hereto as **Exhibit 1** and  
incorporated herein by this reference)

(a) Appropriated from:

See **Exhibit 1** \$76,525

(b) Appropriated to:

See **Exhibit 1** \$76,525

(c) Explanation of Appropriation:

The funding above is an appropriation of \$76,525 from the  
Special Council Contingency account to the Step by Step 4  
Help Foundation - Subsidies and Contributions to Private  
Org account to provide a grant to Step-by-Step 4 Help  
Foundation, Inc. ("Step-by-Step") for the Pathways to  
Potential After-School Program (the "Program") as  
described herein.

**Section 2. Purpose.** The purpose of the appropriation in  
Section 1 is to provide funding from the City of Jacksonville to  
Step-by-Step for the Program as described in **Revised Exhibit 2**,  
labeled as "Revised Exhibit 2, Rev Term Sheet & Budget, September 15,  
2025 - NCSPHS" attached hereto and incorporated herein by this  
reference. The Program is designed as an afterschool experience that

1 supports the academic, emotional and social development of  
2 elementary, middle and high school students in and near the Westside  
3 Community Recreational Center. In partnership with New Town Success  
4 Zone, the Program will offer wraparound services to deliver engaging  
5 enrichment programs, build social-emotional and coping skills,  
6 support homework completion and boost academic confidence, create  
7 stronger family connections, and empower parents with supportive  
8 programming, resource connections and ongoing communication. The  
9 City funds will be used to pay the costs to operate the Program  
10 including office and art supplies, costs for several staff to operate  
11 or support the Program, general liability insurance, vehicle  
12 insurance, computers, and direct client expenses including food and  
13 beverage, materials for various workshops, field trips, and student  
14 incentives for achievements in attendance, behavior, or  
15 participation.

16 **Section 3. Carryover.** The funds appropriated herein shall  
17 not lapse but shall carryover to Fiscal Year 2025-2026.

18 **Section 4. Waiver of Section 118.107, Ordinance Code.** The  
19 provisions of Section 118.107 (Nonprofits to receive funding through  
20 a competitive evaluated award process; waiver and disclosures), Part  
21 1 (General Provisions), Chapter 118 (City Grants), *Ordinance Code*,  
22 are hereby waived to allow for a direct contract with Step-by-Step 4  
23 Help Foundation, Inc. This waiver is justified because Step-by-Step  
24 provides afterschool programming for at-risk students and their  
25 families in and near the Westside Community Recreational Center and  
26 there is a significant need for daily structured learning and  
27 educational activities and support for this area of the community.  
28 Step-by-Step has provided the Affidavit of Disclosure required by  
29 subsection 118.107(b)(2), *Ordinance Code*, attached hereto as **Exhibit**  
30 **3**, to accompany this waiver.

31 **Section 5. Waiver of Subsection 118.301(a)(3)(iv),**

1 **Ordinance Code.** Subsection 118.301(a)(3)(iv) (Expenditure of  
2 appropriated funds), Part 3 (Administration of City Grants), Chapter  
3 118 (City Grants), *Ordinance Code*, is hereby waived to authorize  
4 expenditure of a portion of the City funds appropriated herein for  
5 the costs of amusements, social activities and incidental costs  
6 relating thereto, such as incentives, field trips, food and beverage,  
7 and t-shirts for Program participants as well as for parent  
8 engagement/events. This waiver is justified because the City funds  
9 will be expended for educational and experiential learning  
10 opportunities such as museum visits and cultural outings the Program  
11 participants may not otherwise have the opportunity to experience.  
12 In addition, this waiver will allow Step-by-Step to offer snacks to  
13 Program participants and light refreshments to family and members of  
14 the community attending monthly family nights, workshops or other  
15 community-bonding events hosted by the Program. Finally, this waiver  
16 will allow Step-by-Step to celebrate the achievements of the Program  
17 participants by offering incentives in the form of books, prizes and  
18 certificates for success in attendance, good behavior and  
19 participation.

20 **Section 6. Approval and Authorization to Execute.** There is  
21 hereby approved, and the Mayor, or her designee, and the Corporation  
22 Secretary are hereby authorized to execute and deliver on behalf of  
23 the City an agreement with Step-by-Step 4 Help Foundation, Inc. in  
24 an amount not-to-exceed \$76,525, subject to the Term Sheet and Budget  
25 more particularly described in **Revised Exhibit 2**, for a term  
26 commencing on August 1, 2025 through May 31, 2026, and all other  
27 contracts and documents, including extensions, renewals and  
28 amendments to the agreement, and to otherwise take all action  
29 necessary to effectuate the intent of this Ordinance, subject to  
30 appropriate legal review and approval by the General Counsel, or his  
31 or her designee, and the City's Risk Management Division for

appropriate insurance and indemnification requirements in accordance with Section 128.601, *Ordinance Code*.

**Section 7. Oversight Department.** The Grants and Contract Compliance Division of the Finance Department shall oversee the project described herein.

**Section 8. Requesting One Cycle Emergency Passage Pursuant to Council Rule 4.901 Emergency.** One cycle emergency passage of this legislation is requested. The nature of the emergency is that the funds appropriated herein were set aside for Council Member strategic initiatives in Fiscal Year 2024-2025 and will lapse on September 30, 2025, if not appropriated within the current fiscal year.

**Section 9. Effective Date.** This Ordinance shall become effective upon signature by the Mayor or upon becoming effective without the Mayor's signature.

Form Approved:

/s/Mary E. Staffopoulos

Office of General Counsel

Legislation Prepared By: Mary E. Staffopoulos

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