

LEGISLATIVE FACT SHEET

DATE: 11/19/25

BT or RC No: _____
(Administration & City Council Bills)

SPONSOR: Parks, Recreation and Community Services Department
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: Jill Enz

Provide Name: Jill Enz, Chief of Natural and Marine Resources

Contact Number: 255-7941

Email Address: Jenz@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.)

On an annual basis, the City of Jacksonville applies to the Florida Inland Navigation District (FIND) for grant funding for specific waterways-related projects through their Waterways Assistance Program. FIND grants fund both the design and construction phase of projects as well as acquisition projects. The project development costs are shared 50% by FIND and 50% by the City, while FIND contributes 25% for acquisition projects which is matched by 75% from the applicant. Internal project management fees charged by Public Works are ineligible expenses for reimbursement through FIND.

The Parks, Recreation and Community Services Department has developed a list of recommended 2026 FIND grant projects that was unanimously supported by a subcommittee of the Jacksonville Waterways Commission on October 22, 2025. The list was presented to the full Waterways Commission on November 12, 2025, which also voted in unanimous support. Authorization from City Council is needed to submit grant applications for these projects in late March. The recommended 2026 FIND projects are Downtown Dredging – Construction (CD 1/5/7), Sisters Creek Dock Extension & Bathhouse – Construction Phase 1 (CD 2), and T.K. Stokes Boat Ramp Bulkhead – Design (CD 10).

The three projects total \$6,380,000 (\$2,900,000 reimbursable from FIND and \$3,480,000 from City's match including internal engineering fees). If the City of Jacksonville applications are awarded by FIND, the grant agreements will require legislation to amend the CIP and MBRC authorization to execute the grant agreements.

The Parks, Recreation and Community Services Department respectfully requests Legislation to apply for the three (3) proposed FY26 Florida Inland Navigational (FIND) grant projects.

APPROPRIATION: Total Amount Appropriated: \$6,380,000.00 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: Florida Inland Navigation District	Amount: \$2,900,000.00
	To: _____	Amount: _____

Name of City of Jacksonville Funding Source(s):	From: Grant Capital Projects (interest)	Amount: \$3,480,000.00
	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 three projects total \$6,380,000 (\$2,900,000 reimbursable from FIND and \$3,480,000 from City's match including internal engineering fees). If the City of Jacksonville applications are awarded by FIND, the grant agreements will require legislation to amend the CIP and MBRC authorization to execute the grant agreements.

FIND grants fund both the design and construction phase of projects as well as acquisition projects. The project development costs are shared 50% by FIND and the 50% by the City, with exception of acquisition projects which are 25% from FIND and matched by 75% from the applicant. Internal Public Works fees for these projects are an ineligible expense for reimbursement through FIND. Grant agreements allow two years to complete the project and the City can request one additional year, if needed. Upon completion of the construction projects, City staff will take over maintenance responsibilities of the new facilities.

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

ACTION ITEMS:

	Yes	No	
Emergency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Justification of Emergency: If yes, explanation must include detailed nature of emergency. <div></div>
Federal or State Mandate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision. <div></div>
Fiscal Year Carryover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Note: If yes, note must include explanation of all-year subfund carryover language. <div></div>
CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.
Contract / Agreement Approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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? <div>Authorizes applications by Brian Burket in Parks, Recreation and Community Services. There are no negotiations as FIND requires their standard grant agreement. OGC will review the agreements, once the grants are awarded and Legal Request is submitted for Mayor's execution.</div>
Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate RC/BT form(s).
Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper. <div></div>
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper. <div></div>
Related Enacted Ordinances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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. <div></div>

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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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?

Two of the proposed grant projects, Downtown Dredging and Sisters Creek Dock Extension & Bathhouse, are construction phase projects which previously each received separate design-phase FIND grant awards. Reimbursement for both phases is contingent on moving forward with completion of construction. Grant program requires a 50/50 match for development projects. Grant agreements will be for a two-year term with an option to request a single, one-year extension.

Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reporting Requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment: If yes, attach appropriate form(s).

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.

Quarterly status reports on all active FIND grants due to FIND and Waterways Commission to be prepared by Brian Burket (255-7935) in Parks, Recreation and Community Services.

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. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code;
 - d. 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: 19 Nov 2025

Prepared By: _____

(signature)

Date: 19 Nov 2025

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 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 _____
(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