

Introduced by Council Member Clark-Murray:

ORDINANCE 2025-687

AN ORDINANCE APPROPRIATING \$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 FUNDING TO STEP-BY-STEP 4 HELP FOUNDATION, INC. ("STEP-BY-STEP"), FOR THE PATHWAYS TO POTENTIAL AFTER-SCHOOL PROGRAM (THE "PROGRAM") AS DESCRIBED HEREIN; PROVIDING FOR CARRYOVER TO FISCAL YEAR 2025-2026; WAIVING SECTION 118.107 (NONPROFITS TO RECEIVE FUNDING THROUGH A COMPETITIVE EVALUATED AWARD PROCESS; WAIVER AND DISCLOSURES), PART 1 (GENERAL PROVISIONS), CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*, TO ALLOW FOR A DIRECT CONTRACT WITH STEP-BY-STEP; WAIVING SUBSECTION 118.301(A) (3) (IV) (EXPENDITURE OF APPROPRIATED FUNDS), PART 3 (ADMINISTRATION OF CITY GRANTS), CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*, TO ALLOW A PORTION OF THE CITY FUNDS TO BE EXPENDED FOR COSTS OF AMUSEMENTS, SOCIAL ACTIVITIES AND INCIDENTAL COSTS RELATING THERETO; APPROVING, AND AUTHORIZING THE MAYOR, OR HER DESIGNEE, AND THE CORPORATION SECRETARY TO EXECUTE AND DELIVER ON BEHALF OF THE CITY AN AGREEMENT BETWEEN THE 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 **Exhibit 2**, attached hereto and incorporated herein by this reference. The Program is designed as an afterschool experience that supports the academic, emotional and social development of elementary, middle and high school students in and near the Westside Community Recreational Center. In partnership with New Town Success Zone, the Program will offer

1 wraparound services to deliver engaging enrichment programs, build
2 social-emotional and coping skills, support homework completion and
3 boost academic confidence, create stronger family connections, and
4 empower parents with supportive programming, resource connections and
5 ongoing communication. The City funds will be used to pay the costs
6 to operate the Program including office and art supplies, costs for
7 several staff to operate or support the Program, general liability
8 insurance, vehicle insurance, computers, and direct client expenses
9 including food and beverage, materials for various workshops, field
10 trips, and student incentives for achievements in attendance,
11 behavior, or participation.

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

14 **Section 4. Waiver of Section 118.107, Ordinance Code.** The
15 provisions of Section 118.107 (Nonprofits to receive funding through
16 a competitive evaluated award process; waiver and disclosures), Part
17 1 (General Provisions), Chapter 118 (City Grants), *Ordinance Code*,
18 are hereby waived to allow for a direct contract with Step-by-Step 4
19 Help Foundation, Inc. This waiver is justified because Step-by-Step
20 provides afterschool programming for at-risk students and their
21 families in and near the Westside Community Recreational Center and
22 there is a significant need for daily structured learning and
23 educational activities and support for this area of the community.
24 Step-by-Step has provided the Affidavit of Disclosure required by
25 subsection 118.107(b)(2), *Ordinance Code*, attached hereto as **Exhibit**
26 **3**, to accompany this waiver.

27 **Section 5. Waiver of Subsection 118.301(a)(3)(iv),**
28 **Ordinance Code.** Subsection 118.301(a)(3)(iv) (Expenditure of
29 appropriated funds), Part 3 (Administration of City Grants), Chapter
30 118 (City Grants), *Ordinance Code*, is hereby waived to authorize
31 expenditure of a portion of the City funds appropriated herein for

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

16 **Section 6. Approval and Authorization to Execute.** There is
17 hereby approved, and the Mayor, or her designee, and the Corporation
18 Secretary are hereby authorized to execute and deliver on behalf of
19 the City an agreement with Step-by-Step 4 Help Foundation, Inc. in
20 an amount not-to-exceed \$76,525, subject to the Term Sheet and Budget
21 more particularly described in **Exhibit 2**, for a term commencing on
22 August 1, 2025 through May 31, 2026, and all other contracts and
23 documents, including extensions, renewals and amendments to the
24 agreement, and to otherwise take all action necessary to effectuate
25 the intent of this Ordinance, subject to appropriate legal review and
26 approval by the General Counsel, or his or her designee, and the
27 City's Risk Management Division for appropriate insurance and
28 indemnification requirements in accordance with Section 128.601,
29 *Ordinance Code*.

30 **Section 7. Oversight Department.** The Grants and
31 Contract Compliance Division of the Finance Department shall oversee

1 the project described herein.

2 **Section 8. Requesting One Cycle Emergency Passage Pursuant**
3 **to Council Rule 4.901 Emergency.** One cycle emergency passage of this
4 legislation is requested. The nature of the emergency is that the
5 funds appropriated herein were set aside for Council Member strategic
6 initiatives in Fiscal Year 2024-2025 and will lapse on September 30,
7 2025, if not appropriated within the current fiscal year.

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

11
12 Form Approved:

13
14 /s/Mary E. Staffopoulos

15 Office of General Counsel

16 Legislation Prepared By: Mary E. Staffopoulos

17 GC-#1707767-v2-Step-by-Step_Afterschool_Prog_-_FY25_Grant_(Clark-Murray).docx