

**LEGISLATIVE FACT SHEET**

DATE: **01/09/2020**

BT or RC No: **BT20-041 and RC20-066**

(Administration & City Council Bills)

SPONSOR: **Office of Economic Development**

(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: **Office of Economic Development**

Provide Name: **Kirk Wendland/Karen Nasrallah**

Contact No: **255-5446**

Email

**karenn@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)

Ordinance 2019-239-E authorized the creation of the Renew Arlington (RA) Zoning Overlay and Ordinance 2019-879 is currently in process to amend the Zoning Code to create a consolidated review process within the Planning & Development Department for Properties within the RA Zoning Overlay that are out of conformance w/overlay guidelines for Fences, Landscaping/Landscape buffers & Signage. In order to assist with the design, development, review, and inspection of construction projects for the Renew Arlington Mandatory Compliance Grant Program offered to property owners/applicants located within the Renew Arlington Community Redevelopment Area (CRA), the OED would like to hire a part-time professional landscape designer. This would be funded with available Unallocated Plan Authorized Expenditures from the Renew Arlington CRA Budget. Ordinance 2018-555-E revised the City's Community Redevelopment Agencies (CRA), including amendments to Chapter 106, Ordinance Code. Per Sections 106.341, a CRA Board may not transfer funds within the Administrative Expenditures Category without prior Council approval. As such, legislation is required to approve the appropriation of funds for the position and additional funding for advertising and marketing of the Compliance Grant Program. The funding would allow for up to 400 part-time hours and the position would report to the Executive Director of the OED. See attached job description.

APPROPRIATION: Total Amount Appropriated \$34,435, 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 the title of the legislation)

Name of Federal Funding Source(s)

From: \_\_\_\_\_ Amount: \_\_\_\_\_

To: \_\_\_\_\_ Amount: \_\_\_\_\_

Name of State Funding Source(s)

From: \_\_\_\_\_ Amount: \_\_\_\_\_

To: \_\_\_\_\_ Amount: \_\_\_\_\_

Name of COJ Funding Source(s)

From: Renew Arlington CRA Trust Fund - Trust Fund Authorized Expenditures Amount: \$34,435.00

To: Renew Arlington CRA Trust Fund - Salaries Part-Time Amount: \$30,000.00

To: Renew Arlington CRA Trust Fund – Medicare Tax Amount: \$435.00

To: Renew Arlington CRA Trust Fund – Advertising and Promotion Amount: \$4,000.00

Name of In-Kind Contributions:

From: \_\_\_\_\_ Amount: \_\_\_\_\_

To: \_\_\_\_\_ Amount: \_\_\_\_\_

Name & No. 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 ongoing maintenance and staffing obligation? Per Chapter 122 & 106 regarding funding of anticipated post-construction operation costs. (Minimum of 350 words – maximum of 1 page.)

**Allocating \$30,435.00 of Trust Fund Authorized Expenditures from the Renew Arlington CRA Trust Fund to Salaries Part-Time and Medicare Tax, as well as \$4,000 for advertising and marketing of the Compliance Grant Program from the same source. This will fund up to 400 part-time hours for a landscape designer to design, develop, review, and inspect construction projects for the Renew Arlington Mandatory Compliance Grant Program offered to property owners/applicants located within the Renew Arlington Community Redevelopment Area (CRA).**

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

**ACTION ITEMS:**

**Emergency?** Yes \_\_\_\_\_ No **X** \_\_\_\_\_

**Justification of Emergency:** If yes, explanation must include detailed nature of emergency.

**Federal or State Mandate?** Yes \_\_\_\_\_ No **X** \_\_\_\_\_

**Explanation:** If yes, explanation must include detailed nature of mandate include Statue or Provision.

**Fiscal Year Carryover?** Yes \_\_\_\_\_ No **X** \_\_\_\_\_

**Note:** If yes, note must include explanation of all-year subfund carryover language.

18E is an all years subfund.

**CIP Amendment?** Yes \_\_\_\_\_ No **X** \_\_\_\_\_

**Attachment:** If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.

**Contract/Agreement Approval?** Yes \_\_\_\_\_ No **X** \_\_\_\_\_

**Attachment & Explanation:** If yes, attach the Contract/Agreement & provide name of the Department and include contact name and telephone number of the person r that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed/drafted?

**Related RC/BT?** Yes **X** \_\_\_\_\_ No \_\_\_\_\_ If yes, attach appropriate RC/BT form(s)

**Waiver of Code?** Yes \_\_\_\_\_ No **X** \_\_\_\_\_

**Code Reference:** If yes, identify code section(s) in space below & provide detailed explanation (including impacts) within white paper.

**Code Exception:** Yes \_\_\_\_\_ No **X** \_\_\_\_\_

**Code Reference:** If yes, identify code section(s) in space below & provide detailed explanation (including impacts) within white paper.

**Related Enacted Ordinances?** Yes **X** \_\_\_\_\_ No \_\_\_\_\_

**Code Reference:** If yes, identify related code section(s) and ORD reference number in the space below & provide detailed explanation and any changes necessary within whitepaper.

2018-555-E, 2019-239-E, 2019-879

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

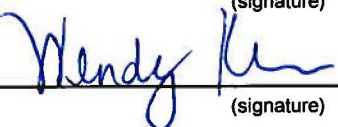
Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reporting Requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Division Chief:   
(signature)

Date: 1/9/2020

Prepared By:   
(signature)

Date: 1/9/2020

**ADMINISTRATIVE TRANSMITTAL**

To: MBRC, c/o Roselyn Chall, Budget Office, St. James Bldg., Suite 325

Thru: N/A  
(Name, Job Title, Department)

From: Kirk Wendland, Executive Director, Office of Economic Development (OED)  
Initiating Department Representative (Name, Job Title, Department)

Phone: 255-5445 E-Mail: kwendland@coj.net

Primary Contact: Kirk Wendland, Executive Director, Office of Economic Development (OED)  
(Name, Job Title, Department)

Phone: 255-5445 E-Mail: kwendland@coj.net

CC: Jordan Elsbury, Director of Intergovernmental Affairs, Office of the Mayor

Phone: 255-5013 E-Mail: jelsbury@coj.net

**COUNCIL MEMBER/INDEPENDENT AGENCY/CONSTITUTIONAL OFFICER TRANSMITTAL**

To: Peggy Sidman, Office of General Counsel, St. James Bldg., Suite 480

Phone: 255-5055 E-Mail: psidman@coj.net

From: N/A  
Initiating Council Member/Independent Agency/Constitutional Officer

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Primary Contact: N/A  
(Name, Job Title, Department)

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

CC: Jordan Elsbury, Director of Intergovernmental Affairs, Office of the Mayor  
Phone: 255-5013 E-Mail: paulc@coj.net

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

**Independent Agency Action Item:**

Board(s) Action/Resolution? Yes \_\_\_\_\_ No X

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

Board action is not required, but is scheduled for January 28, 2020.

**FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED**