

**RESOLUTION RA/CRA-2020-02**

**A RESOLUTION OF THE RENEW ARLINGTON COMMUNITY REDEVELOPMENT AGENCY BOARD (“RA/CRA”) REQUESTING THE CITY COUNCIL TO APPROPRIATE \$34,435.00 FROM THE PLAN AUTHORIZED EXPENDITURES CATEGORY OF THE RENEW ARLINGTON CRA TRUST FUND, TO THE ADMINISTRATIVE EXPENDITURES CATEGORY, FOR THE PART-TIME SALARY EXPENSE FOR A PROFESSIONAL LANDSCAPE DESIGNER (\$30,435.00) AND FOR ADVERTISING AND MARKETING COSTS FOR THE MANDATORY COMPLIANCE GRANT PROGRAM (\$4,000.00); PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Ordinance 2019-239-E authorized the creation of the Renew Arlington Zoning Overlay, and pending Ordinance 2019-879 which proposes to amend the Renew Arlington Zoning Overlay to create a consolidated review process within the Planning & Development Department for properties within the Zoning Overlay that are out of conformance with Zoning Overlay standards for fences, landscaping/landscape buffers, and signage (the “Mandatory Compliance elements”); and

**WHEREAS**, to assist with the design, development, review, and inspection of construction projects for the Mandatory Compliance elements, a Renew Arlington Mandatory Compliance Grant Program (“MCGP”) has been created to offer assistance to property owners/applicants located within the Renew Arlington Community Redevelopment Area (CRA); and

**WHEREAS**, as part of the assistance to the property owners faced with complying with the Mandatory Compliance elements, the Office of Economic Development (“OED”) proposes to hire a part-time professional landscape designer; and

**WHEREAS**, on January 8, 2020, the Renew Arlington CRA Advisory Board voted unanimously to recommend hiring the part-time professional landscape designer, and also to allocate \$4,000.00 to properly market the Mandatory Compliance Grant Program; and

**WHEREAS**, there is \$1,233,334.76 remaining in the FY 19/20 Budget line item “Unallocated Plan Authorized Expenditures” of the Plan Authorized Expenditures Category; and

**WHEREAS**, pursuant to Section 106.341, Ordinance Code, a CRA Board may not transfer funds from the Plan Authorized Expenditures to the Administrative Expenditures Category without Council approval, therefore, legislation will be introduced to approve the appropriation of funds for the part-time position and for advertising and marketing of the MCGP; now therefore

**BE IT RESOLVED**, by the Board:

**Section 1.** The requested FY2019/2020 Amended Budget attached hereto as **Exhibit A** is hereby adopted by the RA/CRA.

**Section 2.** The development of the MCGP is in compliance with, and furthers the purposes and objectives of, the Renew Arlington CRA Redevelopment Plan as follows:

1. Renew Arlington Redevelopment Plan Page 25 - Primary Objective 5:  
“Establish possible CRA matching improvement grants for projects such as facade, building improvements, signage and landscaping programs that meet specific criteria.”;
2. Renew Arlington Redevelopment Plan Page 25 - Primary Objective 6:  
“To create attractive, safe, viable and sustainable commercial corridors along University Blvd./Merrill/Arlington Roads to correct blighted and unsafe conditions as stated in the Finding of Necessity.”;
3. Renew Arlington Redevelopment Plan Page 26 - Primary Objective 9:  
“Establish one or more public/private partnerships to encourage and use expertise of private enterprise to implement the redevelopment vision.”; and
4. Renew Arlington Redevelopment Plan Page 27 - Primary Objective 11:  
“Establish a creative, equitable, efficient and practical funding and financing mechanism to properly implement this plan.”

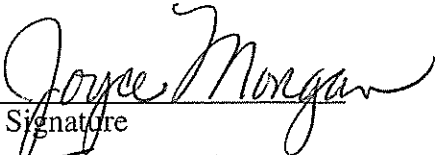
**Section 3.** The Board hereby requests that the City Council appropriate \$34,435.00 from the Unallocated Plan Authorized Expenditures line item of the Plan Authorized Expenditures Category to the Administrative Expenditures Category, as shown in **Exhibit B**, attached hereto which will become the B.T. Exhibit to the Council legislation, for the purpose of funding up to 400 hours for a part-time professional landscape designer (\$30,000.00 for salary and \$435.00 for Medicare tax), and \$4,000.00 to fund advertising and marketing for the MCGP, leaving a balance of \$1,198,899.76 in the Unallocated Plan Authorized Expenditures line item of the FY19/20 Amended Budget as initiated by B.T. 20-041.

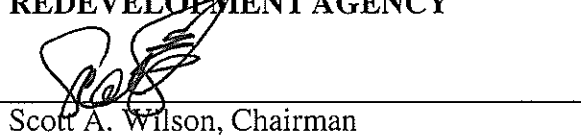
**Section 4.** The Board hereby requests the Council approve part-time hours for the professional landscape designer, as shown in R.C. 20-066, which will become the R.C. Exhibit to the Council legislation.

**Section 5.** This Resolution shall become effective upon a majority vote of the RA/CRA and upon execution by the Chair.

WITNESS:

**RENEW ARLINGTON COMMUNITY  
REDEVELOPMENT AGENCY**

  
Signature

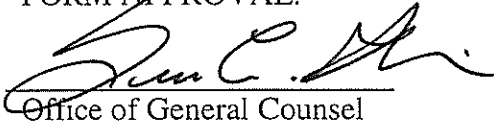
  
Scott A. Wilson, Chairman

Joyce Morgan  
Print

Date signed: 1-28-2020

VOTE: In Favor: 13 Opposed: 0 Abstained: 0

FORM APPROVAL:

  
Office of General Counsel

GC-#1336517-v1-RESO\_RA\_CRA\_2020-02\_.docx

**RENEW ARLINGTON TID  
SUBFUND 18E  
FY 19/20 AMENDED AND RESTATED BUDGET**

	FY 19/20 ORIGINAL BUDGET	FY 19/20 AMENDED BUDGET	FY 19/20 AMENDED & RESTATED BUDGET	FY 19/20 AMENDED & RESTATED BUDGET
<b>REVENUES</b>				
Property Taxes	\$ 1,316,900	\$ 1,314,768 (A)	\$ 1,314,768	\$ 1,314,768
Investment Pool Earnings	\$ -	\$ 3,454	\$ 3,454	\$ 3,454
<b>Total Revenues</b>	<b>\$ 1,316,900</b>	<b>\$ 1,318,222</b>	<b>\$ 1,318,222</b>	<b>\$ 1,318,222</b>
<b>EXPENDITURES</b>				
Administrative Expenses				
Professional and Contractual Services (not "Plan Professional Services")	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Salaries Part Time	-	-	30,000 (B)	30,000
Medicare Tax	-	-	435 (B)	435
Travel	900	900	900	900
Local Mileage	500	500	500	500
OGC Internal Service	7,348	7,348	7,348	7,348
Advertising and Promotion	1,000	1,000	5,000 (C)	5,000
Office Supplies	500	500	500	500
Employee Training	700	700	700	700
Dues, subscriptions	342	342	342	342
Supervision Allocation	70,097	70,097	70,097	70,097 (D)
Annual Independent Audit	2,500	2,500	2,500	2,500
<b>Total Administrative Expenses</b>	<b>\$ 84,687</b>	<b>\$ 84,687</b>	<b>\$ 119,322</b>	<b>\$ 119,322</b>
Financial Obligations	\$ -	\$ -	\$ -	\$ -
<b>Total Financial Obligations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Future Years Debt Reduction	\$ -	\$ -	\$ -	\$ -
<b>Total Future Years Debt Reduction</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Plan Authorized Expenditures				
Mandatory Compliance Grant Program	\$ -	\$ -	\$ -	\$ 1,000,000 (E)
Unallocated Plan Authorized Expenditures	1,232,013	1,233,335	1,198,900	198,900
<b>Total Plan Authorized Expenditures</b>	<b>\$ 1,232,013</b>	<b>\$ 1,233,335</b>	<b>\$ 1,198,900</b>	<b>\$ 1,198,900</b>
<b>Total Expenditures</b>	<b>\$ 1,316,900</b>	<b>\$ 1,318,222</b>	<b>\$ 1,318,222</b>	<b>\$ 1,318,222</b>

(A) FY19/20 Amended Budget reflects actual property taxes, or a difference of (\$2,132).

(B) Resolution RA/CRA-2020-02 allocated funding for a PT landscape designer to assist with the review of applications for the Mandatory Compliance Grant Program. Legislator is pending City Council approval.

(C) Resolution RA/CRA-2020-02 allocated an additional \$4,000 to advertising and marketing for the Mandatory Compliance Grant Program. Legislation is pending City Council approval.

(D) Amount provided by Budget Office.

(E) Resolution RA/CRA-2017-04 authorized Program and Ordinance 2017-504 appropriated \$50,000. RA/CRA-2019-04 amended the FY18/19 Budget and transferred an additional \$684,275 to the Program. RA/CRA-2019-06 specified that investment pool earnings through the end of FY18/19, as well as any remaining funds at the close of FY18/19, once all obligations are met, shall be allocated towards the Facade Grant Program, allocating an additional \$41,343.27. RA/CRA-2020-03 changes the name of the Project from Facade Grant Program to Mandatory Compliance Grant Program and allocates an additional \$1M to the Program. Total allocated to-date = \$1,775,618.27.

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City of Jacksonville, Florida  
Request for Budget Transfer Form

Office of Economic Development  
Department or Area Responsible for Contract / Compliance / Oversight  
7  
Council District(s)

Reversion of Funds:  
(if applicable)  
18E  
Subfund / Indexcode / Subobject / Project Proj-Dtl / Grant Grt-Dtl  
All Years Fund  
Fiscal Yr(s) of carry over (at-years funds do not require a carryover)

Section of Code Being Waived (if applicable):  
CIP (yes or no): No

Justification for Waiver  
N/A

Justification for / Description of Transfer:  
Allocating \$30,435.00 of Unallocated/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 for the Compliance Grant Program. This will fund up to 400 part-time hours for a landscape designer to sketch landscaping plan options in compliance with the Renew Arlington Zoning Overlay for completed Compliance Grant applications. Accounting will need to move revenue from CRAPAE-AL to CRAOPR-20. Related RC20-066

Total Amount Appropriated: \$34,435.00

CITY COUNCIL  
Requesting Council Member:  
Requesting Council Member:  
Prepared By:  
CM's District:  
CM's District:  
Ordinance:

OFFICE OF THE MAYOR  
BUDGET ORDINANCE  TRANSFER DIRECTIVE   
Date Rec'd. Date Fwd. Approved Disapproved  
JAN 13 2020 1/9/2020 [Signature]  
11/14/20, 1/16/20 [Signature]  
1/9/20 [Signature]  
Date of Action By Mayor: JAN 13 2020  
Division Chief: [Signature]  
Prepared By: Wendy [Signature]  
Initiated / Requested By (if other than Department):  
APPROVED BY: Mayor's Budget REVIEW COMMITTEE  
Lenny Curry  
Date Initiated: 1/9/2020  
Phone Number: 255-5448  
TD / BT Number: BT 20-041  
BT 20:

JAN 13 2020 DATE

Budget Transfer Line Item Detail

TRANSFER FROM: (Revenue line items in this area are being appropriated and expense line items are being de-appropriated.)

Rev Exp	SF ID	Subfund Title	Activity / Grant Title	Line Item / Subobject Title	Amount	Accounting Codes					
						Indexcode	Subobject	Project	Pri-DII	Grant	Gr-DII
REV	18E	Renew Arlington CRA Trust Fund	Subfund Level Activities	Property Taxes	\$34,435.00	JXSF18E	31101	CRAOPR	20		
EXP	18E	Renew Arlington CRA Trust Fund	Unallocated Plan Authorized Expenditures	Trust Fund Authorized Expenditures	\$34,435.00	JXSF18EPLAN	04904	CRAPAE	AL		
Total:					\$68,870.00						

TRANSFER TO: (Revenue line items in this area are being de-appropriated and expense line items are being appropriated.)

Rev Exp	SF ID	Subfund Title	Activity / Grant Title	Line Item / Subobject Title	Amount	Accounting Codes					
						Indexcode	Subobject	Project	Pri-DII	Grant	Gr-DII
REV	18E	Renew Arlington CRA Trust Fund	Subfund Level Activities	Property Taxes	\$34,435.00	JXSF18E	31101	CRAPAE	AL		
EXP	18E	Renew Arlington CRA Trust Fund	Arlington Area CRA	Salaries Part-Time	\$30,000.00	JEJE18E	01306	CRAOPR	20		
EXP	18E	Renew Arlington CRA Trust Fund	Arlington Area CRA	Medicare Tax	\$435.00	JEJE18E	02102	CRAOPR	20		
EXP	18E	Renew Arlington CRA Trust Fund	Arlington Area CRA	Advertising and Promotion	\$4,000.00	JEJE18E	04801	CRAOPR	20		
Total:					\$68,870.00						

## LEGISLATIVE FACT SHEET

DATE: 01/09/20

BT20- 041  
BT or RC No: 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 Number: 255-5455 / 255-5449

Email Address: 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: \$34,435.00 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: _____	Amount: _____
	To: _____	Amount: _____
Name of City of Jacksonville 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 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.)

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. 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:		Yes	No	
Emergency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<p>Justification of Emergency: If yes, explanation must include detailed nature of emergency.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Federal or State Mandate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<p>Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Fiscal Year Carryover?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<p>Note: If yes, note must include explanation of all-year subfund carryover language.</p> <p>18E is an all years subfund.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<p>Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.</p>
Contract / Agreement Approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<p>Attachment &amp; 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?</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Related RC/BT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<p>Attachment: If yes, attach appropriate RC/BT form(s).</p>
Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<p>Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<p>Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Related Enacted Ordinances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<p>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.</p> <p>2018-555-E, 2019-239-E, 2019-879</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></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 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?

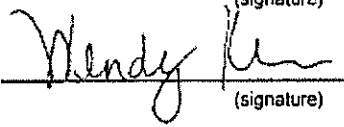
Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reporting Requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 Suite 325

Thru: N/A  
(Name, Job Title, Department)  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

From: Kirk Wendland, Executive Director, Office of Economic Development (OED)  
Initiating Department Representative (Name, Job Title, Department)  
Phone: 255-5455 E-mail: kwendland@coj.net

Primary Contact: Kirk Wendland, Executive Director, Office of Economic Development (OED)  
(Name, Job Title, Department)  
Phone: 255-5455 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 Suite 480  
Phone: 904-255-5055 E-mail: psidman@coj.net

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

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

CC: Jordan Elsbury, Director of Intergovernmental Affairs, Office of the Mayor  
Phone: 255-5013 E-mail: jelsbury@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?  

Board Action Scheduled for January 28, 2020

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

## **PART-TIME LANDSCAPE DESIGNER** **OFFICE OF ECONOMIC DEVELOPMENT**

**JOB DESCRIPTION:** This is professional landscape design work in the Office of Economic Development (OED). This is technical work in 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). Work requires knowledge of site planning principles and practices to include site design and layout, building elevations, driveway design and linkages, parking requirements, use of materials, land use and zoning classifications, current code applicable to properties located within the CRA boundary, grading and drainage, basic electrical and irrigation requirements gained through a combination of education and experience. An understanding of the Renew Arlington Zoning Overlay, Ordinance 2019-239-E, and Ordinance 2019-879, amending the Zoning Code is a requirement. The candidate will also work with engineers, architects, landscape architects, contractors and internal staff to ensure project success. The work is performed in an office setting and/or field environment. The physical demands are minimal. The work is performed under administrative direction of the Executive Director of the OED.

### **EXAMPLES OF WORK:**

- Provides schematic site plan designs for property owners/applicants within the Renew Arlington CRA boundary.
- Reviews designs and specifications appropriate for bidding projects.
- Coordinates design services for landscape architecture and site planning projects with the Office of Economic Development and the Renew Arlington Design Review (RADR) Team.
- Conducts field inspections of projects, when needed.
- Reviews Construction Documents, master plans, and other drawings for site clearing, tree removal, landscaping, and other site development.
- Consults with architects, engineers, contractors, and the general public concerning sites, plans, codes, and ordinances.
- Reviews fee proposals for project coordination, site planning and landscape architect services as provided by the property owner/applicant.
- Interprets rules, regulations, and policies for enforcement of applicable codes and regulations.
- Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the theories, principles, and practices of landscape architecture.
- Strong graphic skills.
- Strong problem solving, analytical and creative skills.
- Knowledge of City of Jacksonville landscape tree protection and site development codes and ordinances.
- Knowledge of plant materials related to the Renew Arlington Façade Design Review Guidelines. Familiarity with Florida Grades and Standards.

- Knowledge of Florida Building Code, including ADA requirements.
- Ability to calculate design and bid requirements.
- Ability to communicate effectively and work within a fast-paced team environment.
- Ability to read and interpret construction drawings and specifications.

**OPEN REQUIREMENTS:** Graduation from an accredited college or university with major course work in landscape architecture, with the active pursuit of becoming a licensed landscape architect. A six (6) year combination of education, training, and experience in landscape design.

**LICENSING/CERTIFICATION/REGISTRATION:** FL Class E Driver's License Is required prior to appointment & must be maintained.

(24)

CITY OF JACKSONVILLE, FLORIDA

RC #: RC20-066

	DATE	RECOMMENDED	NOT RECOMMENDED
DIVISION CHIEF:	<u>1/2/20</u>	<u>[Signature]</u>	_____
DEPARTMENT HEAD:	<u>1/2/20</u>	<u>[Signature]</u>	_____
HR CHIEF:	<u>1/6/2020</u>	<u>[Signature]</u>	_____
BUDGET OFFICE:	<u>1-6-20</u>	<u>[Signature]</u>	_____

DEPARTMENT: Office of Economic Development TO BE EFFECTIVE: 3/1/2020

ACTION	No. of Hours	ACTIVITY NO/ DESCRIPTION	TITLE	OCC CODE	PAY GRADE	PAY RANGE
Authorize	400	JEJE18E - 01306	Part-Time Hours	Part-Time Hours		
		CRAUPR-20	Part-time hours			

FUNDING: Indicate funding for this change:  
 Funds are available within current appropriations for this change: Yes  No   
 If NO, funds will be provided by:

Funding is to be appropriated from Unallocated Plan Authorized Expenditures in the Renew Arlington CRA Trust.

See related BT20-

JUSTIFICATION:

Authorize 400 Part Time Hours for a landscape designer 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 Zoning CRA Overlay.

Reference TD/BT BT20-D41 Council approval required? Yes  No  Date action required: \_\_\_\_\_

ACTION TAKEN BY MBRC:  
**APPROVED BY:**  
**MAYOR'S BUDGET**  
**REVIEW COMMITTEE**

SIGNATURES:  
 \_\_\_\_\_  
 Chief Administrative Officer  
 \_\_\_\_\_  
 Mayor  
 \_\_\_\_\_  
 Comments: \_\_\_\_\_

DATE JAN 13 2020  
AMENDMENTS: \_\_\_\_\_