

RESOLUTION RA/CRA-2025-01

A RESOLUTION OF THE RENEW ARLINGTON COMMUNITY REDEVELOPMENT AGENCY (“RA/CRA”) BOARD REQUESTING THE CITY COUNCIL (“COUNCIL”) TO APPROPRIATE \$108,886 OF ADDITIONAL AD VALOREM REVENUE RECEIVED IN FISCAL YEAR 2024/2025 FOR THE RA/CRA TRUST FUND AS FOLLOWS: \$63,595.00 TO THE ADMINISTRATIVE EXPENDITURES CATEGORY TO FUND THE PART-TIME SALARY EXPENSES FOR AN ADDITIONAL PROFESSIONAL LANDSCAPE DESIGNER TO ASSIST WITH THE MANDATORY COMPLIANCE GRANT PROGRAM, AND \$45,291 TO UNALLOCATED PLAN AUTHORIZED EXPENDITURES FOR FUTURE ALLOCATION BY THE RA/CRA BOARD; AND TO APPROVE THE TRANSFER OF 1,248 PART-TIME HOURS FROM THE GENERAL FUND TO THE RA/CRA; PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Funds provided through the MCGP must be used for fencing, signs and landscaping/landscape buffers of nonresidential properties that are within the boundary of the Renew Arlington CRA to bring the property into compliance with the Renew Arlington Zoning Overlay, and grant projects that fall within the five-year amortization as stated in the Zoning Overlay will qualify for a Mandatory Compliance Grant; 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 within CRA to assist with the application and design review for the MCGP; and

WHEREAS, pursuant to Section 106.346, *Ordinance Code*, the Council has provided for appropriation of additional revenues, in an amount not to exceed \$100,000, received during a fiscal year by each CRA Trust Fund, without further Council approval; and

WHEREAS, the CRA Trust Fund has accrued an additional \$108,886 of ad valorem revenue, which, pursuant to Sec. 106.346, *Ordinance Code*, requires action of the City Council; and

WHEREAS, pursuant to Section 106.342(6), *Ordinance Code*, during the fiscal year and subject to available funds, the CRA Board may transfer funds from Plan Authorized Expenditures to existing line items within the Administrative Expenditures Category, provided that the total transfers do not exceed \$10,000, in aggregate, provided such transfers do not apply to salaries or other personnel-related expenses; and

WHEREAS, the CRA Board requests additional assistance for the MCGP, including the transfer of 1,248 part-time hours from the general fund to the CRA, which requires action of the City Council, now therefore

BE IT RESOLVED, by the Board:

Section 1. The requested FY2024/2025 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 RA/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 the additional \$108,886 of ad valorem revenue, as requested above and shown in **Exhibit B**, attached hereto which will become the B.T. for the purpose of funding up to 1,248 hours for a part-time professional landscape designer (\$62,400.00 for salary, \$290.00 for General Liability Insurance, and \$905.00 for Medicare tax) and adding to the Unallocated Plan Authorized Expenditures (\$45,291).

Section 4. The Board hereby requests that the City Council approve the transfer of 1,248 part-time hours from the General Fund Vacancy Pool to the CRA for the part-time professional landscape designer, as shown in **Exhibit C**, attached hereto which will become the R.C. for the transfer request.

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

WITNESS:



Signature



Print

**RENEW ARLINGTON COMMUNITY
REDEVELOPMENT AGENCY**



Randy White, Chairman

Date signed: 2-11-25

VOTE: In Favor: 15

Opposed: Ø

Abstained: Ø

FORM APPROVAL:



Office of General Counsel

**ARLINGTON CRA TRUST
FUND 10806
FY 24/25 AMENDED BUDGET**

	FY 24/25 BUDGET	FY 24/25 AMENDED BUDGET	
REVENUES			
Property Taxes	\$ 2,755,982	\$ 2,855,982	(A)
Investment Pool Earnings	244,505	244,505	(B)
Total Revenues	\$ 3,000,487	\$ 3,100,487	
EXPENDITURES			
Administrative Expenses			
Professional and Contractual Services	\$ 1,000	\$ 1,000	
Salaries Part Time	101,288	163,688	(C)
Permanent Salaries	34,381	34,381	
Disability Trust Fund	103	103	
GEPP Defined Contribution	4,023	4,023	
Group Life Insurance	122	122	
Group Hospitalization	3,354	3,354	
Medicare Tax	1,969	2,874	(D)
General Liability Insurance	610	900	(E)
Travel	3,688	3,688	
Local Mileage	300	300	
OGC Internal Service	20,000	20,000	
Advertising and Promotion	1,000	1,000	
Office Supplies	500	500	
Employee Training	988	988	
Dues, subscriptions	175	175	
Supervision Allocation	147,257	147,257	
Annual Independent Audit	2,500	2,500	
Total Administrative Expenses	\$ 323,258	\$ 386,853	
Financial Obligations			
903 University Blvd, LLC: College Park TID Grant	\$ 400,000	\$ 400,000	
Total Financial Obligations	\$ 400,000	\$ 400,000	
Plan Authorized Expenditures			
Unallocated Plan Authorized Expenditures	\$ 2,277,229	\$ 2,313,634	(F)
Total Plan Authorized Expenditures	\$ 2,277,229	\$ 2,313,634	
Total Expenditures	\$ 3,000,487	\$ 3,100,487	

(A) Amended budget reflects \$100,000 of additional ad valorem in FY25

(B) Estimate provided by Budget Office. Subject to change.

(C) Increase of \$62,400 for additional PT staff salaries.

(D) Increase of \$905 for additional PT Landscape Design staff.

(E) Increase of \$290 for additional PT Landscape Design staff.

(F) Subject to change and may be allocated by the Board for eligible expenses during the FY in accordance with Section 106.341-342, Ord. Code.

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Exhibit A

**City of Jacksonville, Florida
Request for Budget Transfer Form**

Office of Economic Development (Renew Arlington CRA)
Department or Area Responsible for Contract / Compliance / Oversight

Reversion of Funds: _____
(if applicable)

Fund / Center / Account / Project * / Activity / Interfund / Future
N/A

Section of Code Being Waived (if applicable): _____
N/A

Justification for Waiver
N/A

Council District(s)
1

Fiscal Yr(s) of carry over (all-years funds do not require a carryover)
N/A

CIP (yes or no): _____
No

Justification for / Description of Transfer:
The purpose of this request is to appropriate \$108,886 of additional ad valorem received in FY25 for the Renew Arlington CRA as follows: \$63,595 to cover the cost of a second PT Landscape Designer to assist with the Mandatory Compliance Grant Program review and \$45,291 to Unallocated Plan Authorized Expenditures. Sec. 106.346, Ordinance Code only allows for an additional \$100,000 of revenue to be appropriated in a given fiscal year for the CRA Trust without prior City Council approval. Further, Sec. 106.342(6) requires Council approval to transfer funding to salaries or other personnel-related expenses in the CRA Trust.

Net Amount Appropriated and/or Transferred: \$108,886.00

* This element of the account string is titled project but it houses both projects and grants.

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

Department Head
Mayor's Office
Accounting Division
Budget Division

Date of Action By Mayor: _____

Division Chief: _____

Prepared By: _____

Initiated / Requested By (if other than Department): _____

TD / BT Number: _____

Date Initiated: _____

Phone Number: _____

Approved: _____

* This element of the account string is titled project but it houses both projects and grants.

Budget Officer Initials

Total: \$108,886.00

Total: \$108,886.00

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Exhibit B
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	DATE	RECOMMENDED	NOT RECOMMENDED
DIVISION CHIEF:	_____	_____	_____
DEPARTMENT HEAD:	_____	_____	_____
HR CHIEF:	_____	_____	_____
BUDGET OFFICE:	_____	_____	_____

DEPARTMENT: _____ TO BE EFFECTIVE: _____

ACTION	No. of Hours	ACTIVITY NO/ DESCRIPTION	TITLE	OCC CODE	PAY GRADE	PAY RANGE
Authorize	1,248	JEJE18E	Part-Time Hours	Part-Time Hours		
Delete	1,248	JXMS011VAC	Part-Time Hours	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:

Additional ad valorem revenue received in FY25 for RA CRA will be appropriated to cover the expense.

JUSTIFICATION:

Authorize transfer of 1,248 Part Time Hours for the RA CRA to allow for a PT Landscape Architect to assist with the application review and design of plans for the Mandatory Compliance Grant Program.

Reference TD/BT _____ CRA BT25-_____ Council approval required? Yes ☐ No ☒ Date action required: _____

ACTION TAKEN BY MBRC: _____

SIGNATURES: _____

Chief Administrative Officer _____

MAYOR _____

AMENDMENTS: _____

Comments: _____