



A NEW DAY.

***RENEW ARLINGTON
COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING
COUNCIL CHAMBERS
117 WEST DUVAL STREET, JACKSONVILLE, FL 32202
TUESDAY, FEBRUARY 11, 2025 – 4:00 PM***

**MEETING MINUTES
FEBRUARY 11, 2025**

Location: Council Chambers, 1st Floor, City Hall at St. James, 117 West Duval Street, Jacksonville, FL 32202

Agency Board Members Present: Agency Board Chair Randy White, Agency Board Vice Chair Ju'Coby Pittman, Agency Board Members Ken Amaro, Raul Arias, Michael Boylan, Joe Carlucci, Matt Carlucci, Kevin Carrico, Nick Howland, Tyrona Clark-Murray, Jimmy Peluso, Chris Miller, Terrance Freeman, Ron Salem, Rory Diamond, and Rahman Johnson

Agency Board Members Excused: Agency Board Members Will Lahnen, and Reggie Gaffney, Jr.

CALL TO ORDER

Chair White called the Renew Arlington Community Redevelopment Agency Board meeting to order at approximately 4:25 p.m. A quorum was confirmed.

II. ACTION ITEMS

APPROVAL OF THE NOVEMBER 26, 2024 RENEW ARLINGTON COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING MINUTES

A MOTION WAS MADE AND SECONDED APPROVING THE NOVEMBER 26, 2024 RENEW ARLINGTON COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY 15-0-0.

CONSIDERATION OF GRANT PROGRAM FUNDING FOR PART-TIME HOURS (RESOLUTION RA/CRA-2025-01)

Ms. Nasrallah advised that the request today pertains to the Mandatory Compliance Grant Program (MCGP) noting that she included the MCGP process as it will be helpful as we go through today's discussion especially as it pertains to steps 5, 6 7, and 8. She also included an example of what a Conceptual Site Plan looks like that is developed.

Ms. Nasrallah commented that staff's request today is to hire a temporary part-time Landscape Architect who will help with the creation of Conceptual Site Plans for properties. She added that the plans take approximately 20-25 hours of time to create per plan.

Ms. Nasrallah advised that the program process consists of a Conceptual Site Plan that coupled with review from the RADAR team (step 7), provides the applicant with an engineering document. The applicant takes the approved plan to a design professional of their choice who will put in the plan specifications and they are good to go – it takes the place of a 10-set. They do not have to have a 10-set to get through the MCGP.

The Conceptual Site Plan is issued a CDN number in the City's permitting portal. The applicants design professional works from that number to obtain the necessary permitting needed for project implementation.

Brian Wheeler, RA Design Review, works on a part-time basis and can work no more than 24 hours per week. If he solely committed to Conceptual Site Plans, he could get one done a week. However, he is overwhelmed with working with design professionals hired by the applicant on their plan specifications needed for project bidding. He also has to review and sign off on all city permits in the city portal that pertain to the MCGP projects. He has before, during and after on-site inspections, required by the program that also take time.

Ms. Nasrallah noted that the MCGP entails a lot of hand holding through every phase of the project.

There are 122 property owners who have needed Site Conceptual Plans for their landscape grant. We have completed 63 Conceptual Site Plans. There are 15 in the queue now that need a plan and 44 coming to us any day now that will eventually need Conceptual Site Plans. She noted that staff desperately needs someone part-time that can help with the Conceptual Site Plans for applicants.

The position is a temporary PT position that will be funded through the CRA MCGP and will go away once we get caught up.

If you approve this request today, you will also have to approve it as Council Because

- this hire will utilize Part-time hours from the general fund vacancy pool – Agency Board has no jurisdiction over.
- because our request is for \$108,886, which exceeds the \$100,000 threshold requiring City Council approval
- because Ordinance 2018-555, which governs the movement of money in the CRAs, does not allow the transfer of more than \$10,000 in administrative expenses within the CRA budget

For those reasons which are code driven you will need to also consider sitting as City Council.

Chair White opened the floor for public comment of which there was one, John J. Nooney.

A MOTION WAS MADE AND SECONDED REQUESTING CITY 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. THE MOTION PASSED 15-0-0.

Agency Board Member Rory Diamond was out of the room when the vote was taken.

Agency Board Member Arias asked if it was common for the CRA to add additional employees and if it has ever happened before. Ms. Nasrallah replied that this was a unique situation because it pertains to the MCGP, which was mandated by City Council and also has a date certain where it ends. All applications have to be received by April 28, 2025. Then we will work through the process from there. As long as an application is in by that time, we can work with them. This was mandated by City Council to help off set the costs to property owners for coming into compliance with the RA Overlay. To answer your question, it is project specific to the CRA to what was mandated by City Council in 2019.

Agency Board Member Arias commented regarding the \$108,000 coming from the general fund. Ms. Nasrallah replied that the funding is coming from the Mandatory Compliance Grant Program. We do have to go to the general fund for the part time pool. Where we pool from. This is going to be 100% funded from the RA MCGP.

NEW BUSINESS

No new business was discussed.

IV. OLD BUSINESS

No old business was discussed.

V. PUBLIC COMMENTS

One public comment from John J. Nooney.

VI. ADJOURNMENT

There being no further business, Chair White adjourned the Renew Arlington CRA Board meeting at approximately 4:37 p.m.

The written minutes for this meeting are only an overview of what was discussed. For verbatim comments of this meeting, an audio file of the meeting is available in its entirety upon request. Please contact Michelle Stephens at (904) 255-5452, or by email at msteph@coj.net.