



EASTPORT BUSINESS CENTER COMMUNITY
REDEVELOPMENT AGENCY MEETING AGENDA

COUNCIL CHAMBERS – 6:30 PM – CITY HALL

SEPTEMBER 19, 2017

A. OPENING

1. Roll Call

B. DISCUSSION/ACTION

2. Approval of Minutes - March 28, 2017
3. Resolution No. 17-1 - Eastport Business Center CRA Tax Increment District FY18 Operating Budget
4. Public Comments
5. CRA Member Comments

C. ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDING UPON WHICH THE APPEAL IS TO BE BASED.

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, CITYCLERK@PORT-ORANGE.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-8771. UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT.

IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.

EASTPORT COMMUNITY REDEVELOPMENT AGENCY
MEETING MINUTES
CITY OF PORT ORANGE
COUNCIL CHAMBERS
1000 CITY CENTER CIRCLE
MARCH 28, 2017

THE REGULAR MEETING OF THE EASTPORT COMMUNITY REDEVELOPMENT AGENCY was called to order by Mayor Donald Burnette at 6:53 p.m.

ROLL CALL: Present: Member Bob Ford
Member Don Burnette
Member Scott Stiltner
Member Chase Tramont
Chairman Drew Bastian

Also Present: Jake Johansson, City Manager
Margaret Roberts, City Attorney
Robin Fenwick, City Clerk

2. Election of Chairman

Motion to elect Drew Bastian as Chairman was made by Member Tramont, and Seconded by Member Ford. Motion carried unanimously by voice vote.

3. Election of Vice Chairman

Motion to elect Scott Stiltner as Vice Chairman was made by Member Burnette, and Seconded by Member Ford. Motion carried unanimously by voice vote.

DISCUSSION/ACTION

4. Approval of Minutes – September 20, 2016

Motion to approve the minutes of September 20, 2016 was made by Member Burnette, and Seconded by Member Ford. Motion carried unanimously by voice vote.

5. Eastport Business Center CRA Annual Report – FY 2015/2016

Penelope Cruz, Planner, provided details from the report. There were no questions.

Motion to accept the report as presented
was made by Member Burnette, and
Seconded by Member Ford. Motion
carried unanimously by voice vote.

PUBLIC COMMENTS

Margaret Preston, citizen, asked if the Board was aware of the sign along Commonwealth Avenue for Eastport that was damaged during the storm. Mr. Johansson advised that Don Bell Signs is in the process of replacing the sign for the City.

BOARD COMMENTS

There were none.

ADJOURNMENT: 6:57 p.m.

Chairman Drew Bastian



EASTPORT BUSINESS CENTER

COMMUNITY REDEVELOPMENT AGENCY

REQUESTED AGENCY MEETING DATE: 09/19/2017

Consent item: No

SUBJECT: (B3) Resolution No. 17-1 - Eastport Business Center CRA Tax Increment District FY18 Operating Budget

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to approve Resolution 17-1.

SUMMARY: Attached is the proposed operating budget for the Eastport Business Center CRA tax increment district for FY18 (October 1, 2017 to September 30, 2018).

ATTACHMENTS:

1.	Reso. No. 17-1	Reso. No. 17-1.pdf
2.	FY18 Eastport CRA Final Budget	FY18 Final Budget Worksheets - RV and XP - Eastport CRA for Review at CRA Meeting on 9-19-17.pdf

Penelope Cruz
Wayne Clark
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/09/2017
Approved - 08/10/2017
Approved - 09/12/2017
Approved - 09/13/2017
Approved - 09/13/2017
Final Approval - 09/13/2017

AGENCY ACTION: New
CONTINUATION DATE:

Follow up letter/action needed by: Department-**No**, Clerk's Office-**No**, or N/A-**No**

RESOLUTION NO. 17-1
EASTPORT

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR EASTPORT BUSINESS CENTER, VOLUSIA COUNTY, FLORIDA; ADOPTING THE FINAL EASTPORT TAX INCREMENT DISTRICT OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$199,872; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION AND PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Port Orange has prepared the annual budget for the Eastport Tax increment district of the City of Port Orange for fiscal year 2018 and has submitted same to the Community Redevelopment Agency for Eastport Business Center and the City Council; and

WHEREAS, the proposed budget reports in detail, information on revenues and expenditures, including debt service, and comparative figures for preceding fiscal years; and

WHEREAS, the Community Redevelopment Agency for Eastport Business Center and the City Council have made a study of the recommended budget and have made amendments thereto as indicated in the budget; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY FOR EASTPORT BUSINESS CENTER as follows:

Section 1. The following amounts are appropriated for various funds:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
102	Tax Increment Eastport Fund	<u>199,872</u>
TOTAL		\$ <u>199,872</u>

A summary of the estimated revenues and appropriations for all funds is attached hereto as Composite Exhibit A.

Section 2. The 2018 fiscal year operating budget for the Community Redevelopment Agency for Eastport Business Center tax increment district of the City of Port Orange, as submitted by the City Manager and as amended to fund the amounts necessary for the successful operation of the district, is hereby adopted.

Section 3. The budget finally adopted in the preceding section shall govern the expenditures of the Eastport tax increment district of the City during the ensuing fiscal year effective October 1, 2017 through September 30, 2018.

Section 4. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the City Council and the City Manager as deemed necessary in strict compliance with the procedures specified in Chapter 2, Article VI, Division 3, Code of Ordinances, City of Port Orange, Florida.

Section 5. This resolution shall become effective immediately upon adoption.

CHAIRMAN DREW J. BASTIAN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed and adopted on the _____ day of September, 2017

Reviewed and Approved: _____
Margaret T. Roberts, City Attorney

COMPOSITE EXHIBIT A**Resolution Numk 17-1****FY 2018: TAX INCREMENT EASTPORT FUND (#102)****PREPARED: September 6, 2017****FINANCE: Finance Staff**

	PROPOSED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	77,896
Intergovernmental Revenue	119,576
Appropriated Fund Balance	-
Interest	2,400
TOTAL REVENUES:	199,872
<u>EXPENDITURES:</u>	
Eastport Tax Increment Expenses	199,872
TOTAL EXPENDITURES:	199,872

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
TAX INCREMENT EASTPORT							
102-0000-311.10-00	CURRENT AD VALOREM	59,471	59,699	62,310	62,310	62,311	77,896
LEVEL 4	TEXT PROPERTY VALUE 17,952,215 X 4.4542 MILLS PER 1000 AT 95% (PRELIM VALUES CLB 6-16-17) ***** ADD'L RV DUE TO INCREASE IN MILLAGE TO 4.4770 (LP 7-13-17) ***** ADD'L RV DUE TO INCREASE IN MILLAGE TO 4.8370 PROP VALUE AT \$17,952,879 (LP 7-13-17) ***** REDUCE RV DUE TO DECREASE IN MILLAGE TO 4.5673 FY18 ESTIMATE IS NOW \$77,896 (LP 8-7-17) ***** 77,896					TEXT AMT 75,965	
102-0000-338.15-00	TAX INCREMENT FUNDS	101,651	105,630	103,771	103,771	103,940	119,576
LEVEL 4	TEXT TIF PROPERTY VALUES - \$17,952,879 / 1000 X 6.2989 COUNTY MILLS @95% HALIFAX HOSPITAL TIF @ .7122 MILL @ 95% ***** (08-07-17 NT) 119,576					TEXT AMT 107,429	
102-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,368	2,403	1,500	1,500	2,053	2,400
102-0000-369.90-00	MISC REVENUE	21	15	0	0	10,684	0
102-0000-389.10-00	APPROPRIATED FUND BAL	0	0	15,992	33,108	0	0
LEVEL 4	TEXT EST FUND BALANCE REQUIRED TO BALANCE THE FUND (NT 06-29-17) ***** ADJUSTMENT (LP 7-13-17) ***** 2,730-					TEXT AMT 2,730	
*		163,511	167,747	183,573	200,689	178,988	199,872
**	TAX INCREMENT EASTPORT	163,511	167,747	183,573	200,689	178,988	199,872

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL NON DEPARTMENTAL							
102-1000-552.45-10	COMMERCIAL POLICY INS	4,950	5,116	5,250	5,250	5,227	5,484
	LEVEL 4 TEXT FLORIDA MUNICIPAL INSURANCE TRUST LIABILITY INSURANCE FOR CRA PROPERTY. ***** INCREASE DUE TO QUOTE RECIEVED FOR \$5,484 (LP 8-9-17) *****					TEXT AMT 5,250	
							234
							5,484
102-1000-552.49-03	ADVERTISING EXPENSE	679	82	1,000	1,000	0	1,000
	LEVEL 4 TEXT LOOPNET ADVERTISING: \$170/QUARTER = \$680 ADDITIONAL FUNDING FOR RFP TO SELL 2 LOTS LACK OF USAGE IN FY15 DUE TO HIRING REAL ESTATE AGENT WHO ADVERTISED THE PROPERTIES. ALSO INCLUDES PUBLIC HEARINGS ADVERTISEMENTS FOR ANNUAL REPORT AND OTHER MEETINGS IF SCHEDULED.					TEXT AMT 680 320	
							1,000
102-1000-552.52-15	POSTAL SERVICE	0	8	100	100	0	100
	LEVEL 4 TEXT MAILING COSTS TO SEND AMENDED PLAN TO TAXING AUTHORITIES BY CERTIFIED MAIL AS REQUIRED BY FLORIDA STATUTE. FUNDS NEEDED IF PLAN IS AMENDED.					TEXT AMT 100	
							100
102-1000-552.54-00	DUES & MEMBERSHIPS	548	175	550	550	548	550
	LEVEL 4 TEXT FLORIDA REDEVELOPMENT ASSOCIATION MEMBERSHIP \$745 ANNUALLY SPLIT BETWEEN EASTPORT AND TOWN CENTER CRA'S = \$372.50 DEPARTMENT OF ECONOMIC OPPORTUNITY MEMBERSHIP \$175 ANNUALLY AS REQUIRED BY STATE STATUTE.					TEXT AMT 375 175 550	
* OPERATING EXPENSE		6,177	5,381	6,900	6,900	5,775	7,134
102-1000-552.83-00	OTHER GRANTS & AIDS	0	15,000	0	8,090	0	0
* GRANTS & AIDE		0	15,000	0	8,090	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
102-1000-581.91-72	TRF TO 217 EASTPORT NOTE	180,596	181,184	176,673	176,673	147,228	177,066
	LEVEL 4 TEXT FUND FY18 DEBT SERVICE IN 217 FUND (NT 06-19-17)					TEXT AMT 177,066 177,066	
*	TRANSFERS	180,596	181,184	176,673	176,673	147,228	177,066
102-1000-552.99-10	CONTINGENCY	0	0	0	9,026	0	15,672
	LEVEL 4 TEXT BALANCE FUND (LP 7-13-17)					TEXT AMT 3,801	
	***** INCREASE DUE TO UPDATED COUNTY TIF AND HALIFAX HOSPITAL TIF (NT 8-7-17) *****					12,105	
	***** DECREASE TO FUND INCREASE IN INSURANCE ON LINE 45-10 (LP 8-9-17) *****						234-
						15,672	
*	NON-OPERATING EXPENSE	0	0	0	9,026	0	15,672
**	NON DEPARTMENTAL	186,773	201,565	183,573	200,689	153,003	199,872
***	NON DEPARTMENTAL	186,773	201,565	183,573	200,689	153,003	199,872
****	TAX INCREMENT EASTPORT	186,773	201,565	183,573	200,689	153,003	199,872

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
EASTPORT TAX INC NOTE							
217-0000-361.10-00	INTEREST EARNINGS-INVESTM	289	271	0	0	300	0
217-0000-381.71-00	TRANSFER FROM EASPORT 102	180,596	181,184	176,673	176,673	147,228	177,066
*		180,885	181,455	176,673	176,673	147,528	177,066
**	EASTPORT TAX INC NOTE	180,885	181,455	176,673	176,673	147,528	177,066
***	EASTPORT TAX INC NOTE	180,885	181,455	176,673	176,673	147,528	177,066
****	EASTPORT TAX INC NOTE	180,885	181,455	176,673	176,673	147,528	177,066

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL							
NON DEPARTMENTAL							
217-1000-517.71-10	PRINCIPAL PAYMENT BONDS	110,000	115,000	115,000	115,000	115,000	120,000
217-1000-517.72-10	INTEREST BONDS	70,596	66,184	61,673	61,673	61,673	57,066
	LEVEL 4						
	TEXT 10/01/2017 INTEREST						29,710
	TEXT 04/01/2018 INTEREST						27,356
							57,066
*	DEBT SERVICE	180,596	181,184	176,673	176,673	176,673	177,066
**	NON DEPARTMENTAL	180,596	181,184	176,673	176,673	176,673	177,066
***	NON DEPARTMENTAL	180,596	181,184	176,673	176,673	176,673	177,066
****	EASTPORT TAX INC NOTE	180,596	181,184	176,673	176,673	176,673	177,066