



THE COMMUNITY REDEVELOPMENT AGENCY
FOR PORT ORANGE TOWN CENTER
SPECIAL MEETING AGENDA

COUNCIL CHAMBERS – 6:30 PM – CITY HALL
DECEMBER 5, 2017

A. OPENING

1. Roll Call

B. DISCUSSION/ACTION

2. Approval of Minutes - September 19, 2017
3. Resolution No. 17-2 - Port Orange Town Center CRA Tax Increment District FY18 Operating Budget

C. BOARD COMMENTS

D. 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.

TOWN CENTER CRA MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
SEPTEMBER 19, 2017

THE REGULAR MEETING of the TOWN CENTER CRA was called to order by Chairman Raymond Donadio at 6:33 p.m.

Roll Call:	Present:	Member Chase Tramont Member Drew Bastian Member Scott Stiltner Member Bob Ford Member Donald Burnette Chairman Raymond Donadio
	Absent:	Member Ben Talluto
	Also Present:	Jake Johansson, City Manager Margaret T. Roberts, City Attorney Robin Fenwick, City Clerk

DISCUSSION/ACTION

2. Approval of Minutes – March 28, 2017

Motion to approve the Minutes of March 28, 2017 was made by Member Bastian, and Seconded by Member Stiltner. Motion carried unanimously by voice vote.

3. Resolution No. 17-1 – Port Orange Town Center CRA Tax Increment District FY18 Operating Budget.

Member Burnette read Resolution No. 17-1.

Motion to approve Resolution No. 17-1 was made by Member Stiltner, and Seconded by Member Bastian. Motion carried unanimously by roll call vote.

4. Public Comments – There were none.

5. CRA Member Comments – There were none.

ADJOURNMENT: 6:36 p.m.

Chairman Raymond Donadio



COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER

REQUESTED AGENCY MEETING DATE: 12/05/2017

Consent Item: No

SUBJECT: (B3) Resolution No. 17-2 - Port Orange Town Center CRA Tax Increment District FY18 Operating Budget

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to approve Resolution No. 17-2.

SUMMARY: Attached is the adopted operating budget for the Port Orange Town Center CRA tax increment district for FY18 (October 1, 2017 to September 30, 2018).

The budget resolution approved at the September 19, 2017 meeting has been updated to reflect the actual millage rate adopted by City Council.

ATTACHMENTS:

1.	Reso. No. 17-2	Reso. No. 17-2 Town Center.pdf
2.	Town Center CRA FY18 Operating Budget	Town Center CRA FY18 Operating Budget.pdf

Penelope Cruz
Tim Burman
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 10/25/2017
Approved - 10/26/2017
Approved - 11/09/2017
Approved - 11/17/2017
Approved - 11/19/2017
Final Approval - 11/20/2017

AGENCY ACTION: New
CONTINUATION DATE:

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

RESOLUTION NO. 17-2
TOWN CENTER

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER, VOLUSIA COUNTY, FLORIDA; REDUCING APPROPRIATIONS FOR THE TOWN CENTER 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 \$478,411; 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 Town Center Tax increment district of the City of Port Orange for fiscal year 2018 and has submitted same to the Community Redevelopment Agency for Port Orange Town Center and the City Council; and

WHEREAS, the Community Redevelopment Agency for Port Orange Town Center has made reductions thereto as indicated in the budget; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER as follows:

Section 1. The following amount is hereby approved for appropriation:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
103	Tax Increment Town Center Fund	<u>478,411</u>
TOTAL		\$ <u>478,411</u>

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

Section 2. The budget item adopted in the preceding section shall govern the expenditures of the Town Center tax increment district of the City during the fiscal year effective October 1, 2017 through September 30, 2018.

Section 3. 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 4. This resolution shall become effective immediately upon adoption.

CHAIRMAN RAYMOND DONADIO

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed and adopted on the _____ day of December, 2017

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

COMPOSITE EXHIBIT A**Resolution Number: 17-2****FY 2018: TAX INCREMENT TOWNCENTER FUND (#103)****PREPARED: November 8, 2017****FINANCE: Finance Staff**

	PROPOSED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	58,237
Interest Revenue	1,200
Rentals	0
Intergovernmental Revenue	90,974
Transfer from other Funds	328,000
Property Tax Recovery	0
TOTAL REVENUES:	478,411
<u>EXPENDITURES:</u>	
Town Center Tax Increment expenses	478,411
TOTAL EXPENDITURES:	478,411

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 12/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 ADOPTED
TAX INCREMENT TOWN CENTER							
103-0000-311.10-00	CURRENT AD VALOREM	39,142	42,329	53,543	53,543	53,656	58,237
	LEVEL 5 TEXT					TEXT AMT	
	PROPERTY VALUE 13,558,790 X 4.4542 MILLS PER 1000 AT 95% (PRELIM VALUES CLB 6-16-17)					57,374	

	ADD'L RV DUE TO INCREASE IN MILLAGE TO 4.4770 (LP 7-13-17)					718	

	ADD'L RV DUE TO INCREASE IN MILLAGE TO 4.8370 PROP VALUE \$13,658,693 (LP 7-13-17)					4,672	

	REDUCE RV DUE TO DECREASE IN MILLAGE TO 4.5673 FY18 ESTIMATE IS NOW \$59,264 (LP 8-7-17)					3,500-	

	REDUCE RV DUE TO DECREASE IN MILLAGE TO 4.4881 PER CITY COUNCIL DIRECTION AT THE 9-19-17 MEETING. PROPERTY VALUE 13,658,693 X 4.4881 MILLS PER 1000 AT 95% - \$58,237. (NT 09-20-17)					1,027-	
						58,237	
103-0000-334.69-01	#VO-PO-13-98	7,750	12,127	0	0	0	0
	LEVEL 5 TEXT					TEXT AMT	
	PENDING FOR FY16	30,000	170,000	0	0	0	0
103-0000-334.69-02	#VO-PO-14-105 RIVERWALK						
	LEVEL 5 TEXT					TEXT AMT	
	PENDING FOR FY16	43,763	35,345	0	20,892	0	0
103-0000-334.69-03	#VO-PO-14-106 RIVERWALK						
	LEVEL 5 TEXT					TEXT AMT	
	PENDING FOR FY16	0	32,720	0	217,280	0	0
103-0000-334.69-04	#VO-PO-15-107 RIVERWALK						
103-0000-337.70-10	ECHO 15-10 RIVERWALK PH I	39,600	1,198	0	392,605	0	0
103-0000-338.15-00	TAX INCREMENT FUNDS	66,903	75,452	89,170	89,170	89,503	90,974
	LEVEL 5 TEXT					TEXT AMT	
	TIF PROPERTY VALUE - \$13,658,693 / 1000 X 6.2989 COUNTY MILLS @95%					81,733	
	HALIFAX HOSPITAL TIF @ .7211 MILLS @ 95%					9,241	

	(NT 08-07-17)					90,974	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 12/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 ADOPTED
103-0000-349.30-00	PROPERTY TAX RECOVERY	3,803	3,862	3,271	3,271	3,129	0
	LEVEL 5 TEXT CARDWELL IS NO LONGER A TENANT AT THE PROPERTY, LOCATED AT 3571 RIDGEWOOD AVE. AND THE PROPERTY TAX RECOVERY REV IS ELIMINATED FOR FY18 (06-29-17 NT)					TEXT AMT	
103-0000-361.10-00	INTEREST EARNINGS-INVESTM	968	703	1,200	1,200	890	1,200
103-0000-362.14-00	SANDY POINT PROG SPORTS	0	200	0	0	1,400	0
103-0000-362.15-00	CARDWELL LEASE	24,000	24,000	2,000	2,000	2,000	0
	LEVEL 5 TEXT LEASE EXPIRED 12/31/16 - NO REV TO BUDGET FOR FY18 (06-29-17 NT)					TEXT AMT	
103-0000-369.90-00	MISC REVENUE	12	7	0	0	7	0
103-0000-381.50-00	TRANSFER FROM 508 FUND	0	0	310,000	310,000	0	328,000
	LEVEL 5 TEXT TRANSFER FROM LOAN POOL 508 TO COVER DEBT SRVC ***WILL REEVALUATE ONCE THE PROPERTY APPR RELEASES THE PROPERTY VALUES (06-29-17) *ADJUSTMENT FOR ECONOMIC DEVELOPMENT INCENTIVE					TEXT AMT 308,000 20,000 328,000	
103-0000-381.73-00	TRANSFER FROM 317 FUND	0	0	0	5,000	5,000	0
103-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	94,692	0	0
*		255,941	397,943	459,184	1,189,653	155,585	478,411
**	TAX INCREMENT TOWN CENTER	255,941	397,943	459,184	1,189,653	155,585	478,411
***	TAX INCREMENT TOWN CENTER	255,941	397,943	459,184	1,189,653	155,585	478,411
****	TAX INCREMENT TOWN CENTER	255,941	397,943	459,184	1,189,653	155,585	478,411
		255,941	397,943	459,184	1,189,653	155,585	478,411

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 12/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 ADOPTED
NON DEPARTMENTAL							
NON DEPARTMENTAL							
103-1000-552.34-14	CONTRACT SERVICES OTHER	0	0	0	1,112	1,112	0
103-1000-552.43-10	ELECTRICAL SERVICES	584	422	700	600	472	700
	LEVEL 5 TEXT					TEXT AMT	
	FUNDING FOR 3999 S. RIDGEWOOD AVE. MONUMENT SIGN LIGHTING AND 3843 S. RIDGEWOOD FOR HALIFAX TRAILER PARK LIGHTING. THE HALIFAX TRAILER PARK FEES WILL BE TRANSFERRED TO THE PARKS AND REC OPERATING BUDGET WHEN THEY TAKE OVER RIVERWALK PARK.						700
							700
103-1000-552.43-12	LIBRARY IMPACT/UTILITY	228	833	2,056	1,056	572	2,056
	LEVEL 5 TEXT					TEXT AMT	
	FUNDING FOR WATER METERS FOR LANDSCAPING AT 3999 RIDGEWOOD AVE. FOR THE MONUMENT SIGN AREA AND 3483 RIDGEWOOD AVE. FOR WATER METERS AT THE HALIFAX TRAILER PARK AREA. THE HALIFAX TRAILER PARK FEES WILL BE TRANSFERRED TO THE PARKS AND REC OPERATING BUDGET WHEN THEY TAKE OVER RIVERWALK PARK.						500

	NEW: PENNA COURT UTILITY BILL						1,556
	(\$129.60/MONTH)						
	(LP 6-13-16)						2,056
103-1000-552.43-13	GARBAGE	0	0	0	0	58	0
103-1000-552.43-14	DRAINAGE	0	0	0	267	267	480
	LEVEL 5 TEXT					TEXT AMT	
	4 UNITS(ERU'S) @ \$10/MONTH X 12 MONTHS = \$480						480
	LOCATION ID 567						
	3571 RIDGEWOOD AVE						
	CUSTOMER ACCOUNT 145809-567						

	1 ERU = \$120 YEAR X 4 = \$480						

	(LP 8-7-17)						480
103-1000-552.45-10	COMMERCIAL POLICY INS	4,950	5,120	5,250	5,383	5,383	5,670
	LEVEL 5 TEXT					TEXT AMT	
	FLORIDA MUNICIPAL TRUST INSURANCE LIABILITY INSURANCE FOR CRA PROPERTY.						5,250

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 12/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 ADOPTED
				INCREASE DUE TO QUOTE RECIEVED FOR \$5,670 (LP 8-9-17) *****			420
							5,670
103-1000-552.49-03	ADVERTISING EXPENSE	0	0	800	800	0	800
	LEVEL 5 TEXT PUBLIC HEARING ADS FOR PLAN CHANGES IF/WHEN DONE AND ADVERTISING FOR CRA MEETINGS WHEN HELD OUTSIDE REGULARLY SCHEDULED ANNUAL MEETINGS @ APPROX. \$375 EACH					TEXT AMT	800
							800
103-1000-552.49-19	TAXES, LICENSES, AND FEES	3,803	3,862	4,350	3,755	3,755	3,930
	LEVEL 5 TEXT FUNDING FOR PROPERTY TAXES AND CRA TAXES *****					TEXT AMT	4,350
	DECREASE TO FUND INCREASE IN INSURANCE IN LINE 45-10 (LP 8-9-17) *****						420-
							3,930
103-1000-552.52-15	POSTAL SERVICE	0	0	100	100	0	100
	LEVEL 5 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
103-1000-552.54-00	DUES & MEMBERSHIPS	548	175	550	550	548	550
	LEVEL 5 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		10,113	10,412	13,806	13,623	12,167	14,286
103-1000-552.61-00	LAND	108,575	180,039	0	0	0	0
103-1000-552.63-97	PROJ CAPITAL OUTLAY	381,325	61,703	0	731,871	731,537	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 12/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 ADOPTED
* CAPITAL OUTLAY		489,900	241,742	0	731,871	731,537	0
103-1000-552.72-11	INTEREST INTERNAL LOANS	24,466	29,026	39,568	39,568	39,566	44,488
	LEVEL 5						
	TEXT					TEXT	AMT
	INT ON \$410K LOAN POOL LOAN						10,342
	INT ON \$294,725 LOAN POOL LOAN						5,895
	INT ON FY15 \$279,964 LOAN POOL LOAN						4,200
	INT ON FY16 \$304,029 LOAN POOL LOAN						4,561
	INT ON INTERFUND LOAN OF \$44K FROM 001 FUND						880
	INT ON FY14 \$210,000 LOAN POOL LOAN						3,150
	INT ON FY15 \$114,000 FROM 001 FUND						2,280
	INT ON FY15 \$180,500 FROM 001 FUND						3,610
	INT ON FY17 \$310,000 LOAN POOL LOAN						4,650
	INT ON FY18 \$328,000 LOAN POOL LOAN						4,920
							44,488
* DEBT SERVICE		24,466	29,026	39,568	39,568	39,566	44,488
103-1000-552.83-00	OTHER GRANTS & AIDS	0	0	0	0	0	17,263
	LEVEL 5						
	TEXT					TEXT	AMT
	PLACEHOLDER FOR ECONOMIC DEVELOPMENT INCENTIVE						20,000

	REDUCTION (08-07-17 NT)						1,710-

	REDUCE TO OFFSET REDUCTION IN MILLAGE TO 4.4881						1,027-
	PER CITY COUNCIL DIRECTION AT THE 9-19-17 MEETING.						
	(NT 09-20-17)						17,263
* GRANTS & AIDE		0	0	0	0	0	17,263
103-1000-581.91-78	TFR TO 218 TWN CTR BOND	350,592	401,192	404,591	404,591	404,591	402,374
	LEVEL 5						
	TEXT					TEXT	AMT
	FUND FY18 DEBT SERVICE ON TOWN CENTER IN 218 FUND						399,624
	FUND OTHER DEBT SERVICE FEES IN 218 FUND						2,750
							402,374
* TRANSFERS		350,592	401,192	404,591	404,591	404,591	402,374
103-1000-552.99-10	CONTINGENCY	0	0	1,219	0	0	0
	LEVEL						
	TEXT					TEXT	AMT

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 12/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 ADOPTED
5	ADJUSTMENT TO BALANCE FUND (LP 7-13-17) *****						470
	REMOVED TO PARTIALLY OFFSET NEW \$480 XP IN 43-14 FOR DRAINAGE CHARGES (LP 8-7-17) *****						470-
*	NON-OPERATING EXPENSE	0	0	1,219	0	0	0
**	NON DEPARTMENTAL	875,071	682,372	459,184	1,189,653	1,187,861	478,411
***	NON DEPARTMENTAL	875,071	682,372	459,184	1,189,653	1,187,861	478,411
****	TAX INCREMENT TOWN CENTER	875,071	682,372	459,184	1,189,653	1,187,861	478,411