



EASTPORT BUSINESS CENTER COMMUNITY
REDEVELOPMENT AGENCY
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 - Eastport Business 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.

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

THE REGULAR MEETING of the EASTPORT CRA was called to order by Mayor Donald Burnette at 6:36 p.m.

Roll Call: Present: Member Chase Tramont
Member Scott Stiltner
Member Bob Ford
Member Donald Burnette
Chairman Drew Bastian

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 Ford, and Seconded by Member Tramont. Motion carried unanimously by voice vote.

3. Resolution No. 17-1 – Eastport Business 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 Bastian, and Seconded by Member Ford. Motion carried unanimously by roll call vote.

4. Public Comments – There were none.

5. CRA Member Comments – There were none.

ADJOURNMENT: 6:39 p.m.

Chairman Drew Bastian



EASTPORT BUSINESS CENTER

COMMUNITY REDEVELOPMENT AGENCY

REQUESTED AGENCY MEETING DATE: 12/05/2017

Consent item: No

SUBJECT: (B3) Resolution No. 17-2 - Eastport Business Center CRA Tax Increment District FY18 Operating Budget

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to approve Resolution 17-2.

SUMMARY: Attached is the adopted operating budget for the Eastport Business 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 Eastport.pdf
2.	Eastport CRA FY18 Operating Budget	Eastport Center CRA FY18 Operating Budget.pdf

Penelope Cruz	Created/Initiated - 10/25/2017
Tim Burman	Approved - 10/26/2017
Tracey Riehm	Approved - 11/09/2017
Margaret Roberts	Approved - 11/17/2017
Jake Johansson	Approved - 11/19/2017
Robin Fenwick	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
EASTPORT

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR EASTPORT BUSINESS CENTER, VOLUSIA COUNTY, FLORIDA; REDUCING APPROPRIATIONS FOR THE 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 \$198,522; 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

WHEREAS, the Community Redevelopment Agency for Eastport Business Center has made reductions 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 amount is hereby approved for appropriation:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
102	Tax Increment Eastport Fund	<u>198,522</u>
TOTAL		<u>\$ 198,522</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 Eastport 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 DREW J. BASTIAN

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 EASTPORT FUND (#102)****PREPARED: November 8, 2017****FINANCE: Finance Staff**

	PROPOSED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	76,546
Intergovernmental Revenue	119,576
Appropriated Fund Balance	0
Interest	2,400
TOTAL REVENUES:	198,522
<u>EXPENDITURES:</u>	
Eastport Tax Increment Expenses	198,522
TOTAL EXPENDITURES:	198,522

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
TAX INCREMENT EASTPORT							
102-0000-311.10-00	CURRENT AD VALOREM	59,471	59,699	62,310	62,310	62,311	76,546
	LEVEL 5 TEXT					TEXT AMT	
	PROPERTY VALUE 17,952,215 X 4.4542 MILLS PER 1000 AT 95% (PRELIM VALUES CLB 6-16-17)					75,965	

	ADD'L RV DUE TO INCREASE IN MILLAGE TO 4.4770 (LP 7-13-17)					391	

	ADD'L RV DUE TO INCREASE IN MILLAGE TO 4.8370 PROP VALUE AT \$17,952,879 (LP 7-13-17)					6,140	

	REDUCE RV DUE TO DECREASE IN MILLAGE TO 4.5673 FY18 ESTIMATE IS NOW \$77,896 (LP 8-7-17)					4,600-	

	REDUCE RV DUE TO DECREASE IN MILLAGE TO 4.4881 PER CITY COUNCIL DIRECTION AT THE 9-19-17 MEETING. PROPERTY VALUE 17,952,879 X 4.4881 MILLS PER 1000 AT 95% - \$76,546 (NT 09/20/17)					1,350-	
						76,546	
102-0000-338.15-00	TAX INCREMENT FUNDS	101,651	105,630	103,771	103,771	103,940	119,576
	LEVEL 5 TEXT					TEXT AMT	
	TIF PROPERTY VALUES - \$17,952,879 / 1000 X 6.2989 COUNTY MILLS @95%					107,429	
	HALIFAX HOSPITAL TIF @ .7122 MILL @ 95% (08-07-17 NT)					12,147	
						119,576	
102-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,368	2,403	1,500	1,500	2,435	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 5 TEXT					TEXT AMT	
	EST FUND BALANCE REQUIRED TO BALANCE THE FUND (NT 06-29-17)					2,730	
	ADJUSTMENT (LP 7-13-17)					2,730-	
*		163,511	167,747	183,573	200,689	179,370	198,522
**	TAX INCREMENT EASTPORT	163,511	167,747	183,573	200,689	179,370	198,522

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							
102-1000-552.45-10	COMMERCIAL POLICY INS	4,950	5,116	5,250	5,250	5,227	5,484
	LEVEL 5 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 5 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 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
102-1000-552.54-00	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		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 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
102-1000-581.91-72	TRF TO 217 EASTPORT NOTE	180,596	181,184	176,673	176,673	176,673	177,066
	LEVEL 5 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	176,673	177,066
102-1000-552.99-10	CONTINGENCY	0	0	0	9,026	0	14,322
	LEVEL 5 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-	
	DECREASE TO OFFSET REDUCTION OF REV DUE TO REDUCTION OF MILLAGE TO 4.4881 PER CITY COUNCIL DIRECTION AT THE 09-19-17 MEETING. (NT 09-20-17)					1,350-	
						14,322	
*	NON-OPERATING EXPENSE	0	0	0	9,026	0	14,322
**	NON DEPARTMENTAL	186,773	201,565	183,573	200,689	182,448	198,522
***	NON DEPARTMENTAL	186,773	201,565	183,573	200,689	182,448	198,522
****	TAX INCREMENT EASTPORT	186,773	201,565	183,573	200,689	182,448	198,522