



EASTPORT BUSINESS CENTER COMMUNITY
REDEVELOPMENT AGENCY
REGULAR MEETING AGENDA

COUNCIL CHAMBERS – 6:30 PM – CITY HALL
SEPTEMBER 5, 2018

A. OPENING

1. Roll Call

B. DISCUSSION/ACTION

2. Approval of Minutes - March 20, 2018
3. Resolution No. 18-1 -- Eastport Business Center CRA Tax
Increment District FY19 Operating Budget

C. PUBLIC COMMENTS

D. BOARD COMMENTS

E. 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 1-800-955-8771. 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
PORT ORANGE, FLORIDA
DECEMBER 5, 2017

THE REGULAR MEETING of the EASTPORT CRA was called to order by Chairman Drew Bastian at 6:37 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 – December 5, 2017

Motion to approve the Minutes of December 5, 2017 was made by Member Stiltner and Seconded by Member Ford. Motion carried unanimously by voice vote.

3. Eastport Business Center CRA Annual Report – FY 2016/2017

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

4. Public Comments – There were none.

BOARD COMMENTS – Member Burnette asked the Board to reach out to business owners in the CRA area to fill the two empty seats.

ADJOURNMENT: 6:39 p.m.

Chairman Drew Bastian



EASTPORT BUSINESS CENTER COMMUNITY REDEVELOPMENT AGENCY

REQUESTED AGENCY MEETING DATE: 09/05/2018

Consent item: No

SUBJECT: (B3) Resolution No. 18-1 -- Eastport Business Center CRA Tax Increment District FY19 Operating Budget

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to approve Resolution No. 18-1.

SUMMARY: Attached is the proposed operating budget for the Eastport Business Center CRA tax increment district for FY19 (October 1, 2018 to September 30, 2019).

ATTACHMENTS:

| | | |
|----|-------------------------------------|-----------------------------------------|
| 1. | TAX INCREMENT EASTPORT | TAX INCREMENT EASTPORT.pdf |
| 2. | Reso. No. 18-1 Eastport | Reso. No. 18-1 Eastport .pdf |
| 3. | Reso. No. 18-1 Eastport - Exhibit A | Reso. No. 18-1 Eastport - Exhibit A.pdf |

| | |
|------------------|--------------------------------|
| Penelope Cruz | Created/Initiated - 08/15/2018 |
| Tim Burman | Approved - 08/15/2018 |
| Tracey Riehm | Approved - 08/22/2018 |
| Margaret Roberts | Approved - 08/31/2018 |
| Jake Johansson | Approved - 08/31/2018 |
| Robin Fenwick | Final Approval - 08/31/2018 |

AGENCY ACTION: New
CONTINUATION DATE:

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

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2019

ACCOUNTING PERIOD 11/2018

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY2016 Actual | FY2017 Actual | FY2018 Orig/Adopted Budget | FY2018 Adjusted Budget | FY2018 Y-T-D ACTUAL INCLD ENCMBRNCE | FY2019 PROPOSED3 |
|--------------------|-------------------------------|------------------|------------------|----------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| | TAX INCREMENT EASTPORT | | | | | | |
| 102-0000-311.10-00 | CURRENT AD VALOREM | 59,699 | 62,311 | 76,546 | 76,546 | 76,229 | 84,423 |
| | LEVEL 6 | | | | | TEXT AMT | |
| | | | | | | PROPERTY VALUE 19,198,617 X 4.4881 MILLS PER 1,000 AT 95% *** | 81,857 |
| | | | | | | INCREASE FOR MAX MILLAGE 19,198,617 X 4.8157 MILLS PER 1,000 AT 95% ***** | 5,975 |
| | | | | | | CHANGE BASED ON 4.7781 MILLAGE 19,198,617 X 4.7781 MILLS PER 1,000 AT 95% ***** | 686- |
| | | | | | | ADJUSTED MILLAGE 08/30/18 19,198,617 X 4.6288 MILLS PER 1000 @ 95% = 84,423 08-30-18 NT | 2,723- 84,423 |
| 102-0000-338.15-00 | TAX INCREMENT FUNDS | 105,630 | 103,940 | 119,576 | 119,576 | 119,702 | 120,910 |
| | LEVEL 6 | | | | | TEXT AMT | |
| | | | | | | COUNTY TIF - \$19,198,617 X 6.229 MILLS PER 1000 AT 95% = \$113,609 | 113,609 |
| | | | | | | HALIFAX HOSPITAL TIF - \$19,198,617 X 0.3546 MILLS PER 1000 AT 95% = \$6,468 ***** | 6,468 |
| | | | | | | TIF PROPERTY VALUES ARE BASED ON VC C.R.A.'S-2018 PRELIMINARY ESTIMATE, DATED JULY 1, 2018 ***** | |
| | | | | | | CHANGE BASED ON MID AUGUST CRA'S PROPOSED ASSESSMENTS AND REVENUES COUNTY TIF - 19,198,617 X 6.2747 MILLS PER 1,000 AT 95% | 833 120,910 |
| 102-0000-361.10-00 | INTEREST EARNINGS-INVESTM | 2,403 | 1,628 | 2,400 | 2,400 | 2,720 | 2,400 |
| 102-0000-369.90-00 | MISC REVENUE | 15 | 10,684 | 0 | 0 | 7 | 0 |
| * | | 167,747 | 178,563 | 198,522 | 198,522 | 198,658 | 207,733 |
| ** | TAX INCREMENT EASTPORT | 167,747 | 178,563 | 198,522 | 198,522 | 198,658 | 207,733 |
| *** | TAX INCREMENT EASTPORT | 167,747 | 178,563 | 198,522 | 198,522 | 198,658 | 207,733 |

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2019

ACCOUNTING PERIOD 11/2018

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY2016 Actual | FY2017 Actual | FY2018 Orig/Adopted Budget | FY2018 Adjusted Budget | FY2018 Y-T-D ACTUAL INCLD ENCMBRNCE | FY2019 PROPOSED3 |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|----------------------------------|------------------------------|-------------------------------------------|---------------------|
| NON DEPARTMENTAL NON DEPARTMENTAL 102-1000-552.45-10 | COMMERCIAL POLICY INS | 5,116 | 5,227 | 5,484 | 5,484 | 0 | 6,033 |
| | LEVEL 6 TEXT FLORIDA MUNICIPAL INSURANCE TRUST LIABILITY INSURANCE FOR CRA PROPERTY. ***** INCREASE DUE TO ANTICIPATED QUOTE (INCREASE TYPICALLY RECEIVED IN AUGUST). | | | | | TEXT AMT 6,033 | |
| | | | | | | 6,033 | |
| 102-1000-552.49-03 | ADVERTISING EXPENSE | 82 | 0 | 1,000 | 1,000 | 0 | 320 |
| | LEVEL 6 TEXT INCLUDES PUBLIC HEARINGS ADVERTISEMENTS FOR ANNUAL REPORT AND OTHER MEETINGS SCHEDULED. | | | | | TEXT AMT 320 | |
| | | | | | | 320 | |
| 102-1000-552.52-15 | POSTAL SERVICE | 8 | 0 | 100 | 100 | 0 | 100 |
| | LEVEL 6 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 | 175 | 548 | 550 | 550 | 548 | 550 |
| | LEVEL 6 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 | | 5,381 | 5,775 | 7,134 | 7,134 | 548 | 7,003 |
| 102-1000-552.83-00 | OTHER GRANTS & AIDS | 15,000 | 0 | 0 | 0 | 0 | 0 |
| * GRANTS & AIDE | | 15,000 | 0 | 0 | 0 | 0 | 0 |
| 102-1000-581.91-72 | TRF TO 217 EASTPORT NOTE | 181,184 | 176,673 | 177,066 | 177,066 | 147,555 | 182,163 |
| | LEVEL 6 TEXT FUND FY19 DEBT SERVICE IN 217 FUND (NT 07-19-18) | | | | | TEXT AMT 182,163 | |

BUDGET PREPARATION WORKSHEET
 FOR FISCAL YEAR 2019

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|--------------------|------------------------|------------------|------------------|----------------------------------|------------------------------|-------------------------------------------|---------------------|
| | | | | | | 182,163 | |
| * | TRANSFERS | 181,184 | 176,673 | 177,066 | 177,066 | 147,555 | 182,163 |
| 102-1000-552.99-10 | CONTINGENCY | 0 | 0 | 14,322 | 14,322 | 0 | 18,567 |
| | LEVEL 6 | | | | | TEXT AMT | |
| | | | | | | BALANCE THE FUND 07-19-18 NT | 15,168 |
| | | | | | | *** | |
| | | | | | | INCREASE TO BALANCE FUND 8/6/18 | 5,975 |
| | | | | | | INCREASE TO BALANCE FUND 8/14/18 | 147 |
| | | | | | | DECREASE TO BALANCE FUND 08/29/18 NT | 2,723- |
| | | | | | | | 18,567 |
| * | NON-OPERATING EXPENSE | 0 | 0 | 14,322 | 14,322 | 0 | 18,567 |
| ** | NON DEPARTMENTAL | 201,565 | 182,448 | 198,522 | 198,522 | 148,103 | 207,733 |
| *** | NON DEPARTMENTAL | 201,565 | 182,448 | 198,522 | 198,522 | 148,103 | 207,733 |
| **** | TAX INCREMENT EASTPORT | 369,312 | 361,011 | 397,044 | 397,044 | 346,761 | 415,466 |
| | | 369,312 | 361,011 | 397,044 | 397,044 | 346,761 | 415,466 |

BUDGET PREPARATION WORKSHEET
 FOR FISCAL YEAR 2019

ACCOUNTING PERIOD 11/2018

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY2016 Actual | FY2017 Actual | FY2018 Orig/Adopted Budget | FY2018 Adjusted Budget | FY2018 Y-T-D ACTUAL INCLD ENCMBRNCE | FY2019 PROPOSED3 |
|------------------------------|---------------------------|------------------|------------------|----------------------------------|------------------------------|-------------------------------------------|---------------------|
| EASTPORT TAX INC NOTE | | | | | | | |
| 217-0000-361.10-00 | INTEREST EARNINGS-INVESTM | 271 | 78 | 0 | 0 | 501 | 0 |
| 217-0000-381.71-00 | TRANSFER FROM EASPORT 102 | 181,184 | 176,673 | 177,066 | 177,066 | 147,555 | 182,163 |
| | | ----- | ----- | ----- | ----- | ----- | ----- |
| * | | 181,455 | 176,751 | 177,066 | 177,066 | 148,056 | 182,163 |
| | | ----- | ----- | ----- | ----- | ----- | ----- |
| ** | EASTPORT TAX INC NOTE | 181,455 | 176,751 | 177,066 | 177,066 | 148,056 | 182,163 |
| | | ----- | ----- | ----- | ----- | ----- | ----- |
| *** | EASTPORT TAX INC NOTE | 181,455 | 176,751 | 177,066 | 177,066 | 148,056 | 182,163 |

BUDGET PREPARATION WORKSHEET
 FOR FISCAL YEAR 2019

ACCOUNTING PERIOD 11/2018

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY2016 Actual | FY2017 Actual | FY2018 Orig/Adopted Budget | FY2018 Adjusted Budget | FY2018 Y-T-D ACTUAL INCLD ENCMBRNCE | FY2019 PROPOSED3 |
|----------------------------|-------------------------|------------------|------------------|----------------------------------|------------------------------|-------------------------------------------|---------------------|
| NON DEPARTMENTAL | | | | | | | |
| NON DEPARTMENTAL | | | | | | | |
| 217-1000-517.71-10 | PRINCIPAL PAYMENT BONDS | 115,000 | 115,000 | 120,000 | 120,000 | 120,000 | 130,000 |
| | LEVEL TEXT | | | | | TEXT AMT | |
| | 6 10/01/18 PRINCIPAL | | | | | 130,000 | |
| | | | | | | 130,000 | |
| 217-1000-517.72-10 | INTEREST BONDS | 66,184 | 61,673 | 57,066 | 57,066 | 57,065 | 52,163 |
| | LEVEL TEXT | | | | | TEXT AMT | |
| | 6 10/01/2018 INTEREST | | | | | 27,356 | |
| | 04/01/2019 INTEREST | | | | | 24,807 | |
| | | | | | | 52,163 | |
| * DEBT SERVICE | | 181,184 | 176,673 | 177,066 | 177,066 | 177,065 | 182,163 |
| ** NON DEPARTMENTAL | | 181,184 | 176,673 | 177,066 | 177,066 | 177,065 | 182,163 |
| *** NON DEPARTMENTAL | | 181,184 | 176,673 | 177,066 | 177,066 | 177,065 | 182,163 |
| **** EASTPORT TAX INC NOTE | | 362,639 | 353,424 | 354,132 | 354,132 | 325,121 | 364,326 |
| | | 362,639 | 353,424 | 354,132 | 354,132 | 325,121 | 364,326 |

RESOLUTION NO. 18-1
EASTPORT

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR EASTPORT BUSINESS CENTER, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE EASTPORT TAX INCREMENT DISTRICT OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$207,733; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR AMENDMENTS; 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 2019 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>207,733</u> |

TOTAL \$ 207,733

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

Section 2. The 2019 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 Community Redevelopment Agency for Eastport Business Center hereby approves the budget as amended by the adoption of the City Council millage levy for FY 2019.

Section 4. The budget as tentatively adopted in accordance with this Resolution No. 18-1 shall govern the expenditures of the Eastport tax increment district of the City during the ensuing fiscal year effective October 1, 2018 through September 30, 2019.

Section 5. 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 6. 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, 2018

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

COMPOSITE EXHIBIT A

Resolution Number: 18-1

FY 2018: TAX INCREMENT EASTPORT FUND (#102)
PREPARED: August 20, 2018
FINANCE: Finance Staff

| | <u>PROPOSED BUDGET</u> |
|---------------------------------|------------------------------|
| <u>REVENUES:</u> | |
| Advalorem Tax | 84,423 |
| Intergovernmental Revenue | 120,910 |
| Appropriated Fund Balance | - |
| Interest | <u>2,400</u> |
| TOTAL REVENUES: | <u><u>207,733</u></u> |
| <u>EXPENDITURES:</u> | |
| Eastport Tax Increment Expenses | <u>207,733</u> |
| TOTAL EXPENDITURES: | <u><u>207,733</u></u> |