



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

COUNCIL CHAMBERS – 6:30 PM – CITY HALL
SEPTEMBER 17, 2019

A. OPENING

B. DISCUSSION/ACTION

1. Approval of Minutes - March 26, 2019
2. Resolution No. 19-1 - Proposed Port Orange Town Center CRA Tax Increment District FY20 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.

TOWN CENTER CRA MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
MARCH 26, 2019

THE REGULAR MEETING of the TOWN CENTER CRA was called to order by Chairman Ray Donadio at 5:07 p.m.

Roll Call:	Present:	Member Chase Tramont Member Drew Bastian Member Scott Stiltner Interim Member Jack Wiles Member Donald Burnette Member Stan Schmidt
	Also Present:	Jake Johansson, City Manager Margaret T. Roberts, City Attorney Robin Fenwick, City Clerk

DISCUSSION/ACTION

Motion to amend the agenda to include appointment of a new Vice Chair was made by Member Burnette and Seconded by Member Bastian. Motion carried unanimously by voice vote.

Motion to nominate Stan Schmidt as Vice Chair was made by Member Burnette and Seconded by Member Tramont. Motion carried unanimously by voice vote.

2. Approval of Minutes – September 5, 2018

Motion to approve the Minutes of September 5, 2018 was made by Member Burnette and Seconded by Vice Chairman Schmidt. Motion carried unanimously by voice vote.

3. Port Orange Town Center CRA Annual Report – FY 2017/2018

Members asked questions of Staff regarding grants received and property sales in the CRA area.

Motion to accept the Annual Report as presented was made by Member Tramont and Seconded by Interim Member Wiles. Motion carried unanimously by voice vote.

PUBLIC COMMENTS – There were none.

BOARD COMMENTS – Chairman Donadio welcomed Vice Chairman Schmidt to the Board and offered condolences to Member Bob Ford's family and friends.

ADJOURNMENT: 5:13 p.m.

Chairman Raymond Donadio



COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER

REQUESTED AGENCY MEETING DATE: 9/17/2019

Consent Item: No

SUBJECT: (B2) Resolution No. 19-1 - Proposed Port Orange Town Center CRA Tax Increment District FY20 Operating Budget

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to approve Resolution No. 19-1.

SUMMARY: Attached is the proposed operating budget for the Port Orange Town Center CRA tax increment district for FY20 (October 1, 2019 to September 30, 2020).

ATTACHMENTS:

1.	Reso. No. 19-1 Town Center	Reso. No. 19-1 Town Center.pdf
2.	Reso. No. 19-1 Town Center - Exhibit A	Reso. No. 19-1 Town Center - Exhibit A.pdf
3.	POTC CRA FY20 Proposed Budget	POTC CRA FY20 Proposed Budget.pdf

Penelope Cruz	Created/Initiated - 9/5/2019
Tim Burman	Approved - 9/5/2019
Scott Neils	Approved - 9/11/2019
Margaret Roberts	Approved - 9/12/2019
Jake Johansson	Approved - 9/12/2019
Robin Fenwick	Final Approval - 9/12/2019

AGENCY ACTION: New
CONTINUATION DATE:

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

RESOLUTION NO. 19-1
TOWN CENTER

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER, VOLUSIA COUNTY, FLORIDA; RECOMMENDING ADOPTION OF THE TENTATIVE TOWN CENTER TAX INCREMENT DISTRICT OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$474,021; 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 Town Center Tax increment district of the City of Port Orange for fiscal year 2020 and has submitted same to the Community Redevelopment Agency for Port Orange Town 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 Port Orange Town Center has recommended adoption of the tentative budget; and

WHEREAS, the City Council made a study of the recommended budget and considered council resolutions for adoption.

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

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

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
103	Tax Increment Town Center Fund	<u>474,021</u>
TOTAL		\$ <u>474,021</u>

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

Section 2. The 2020 fiscal year operating budget for the Community Redevelopment Agency for Port Orange Town 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 Port Orange Town Center hereby approves the budget as amended by the adoption of the City Council millage levy for FY2020.

Section 4. The budget as tentatively adopted in accordance with this Resolution No. 19-1 shall govern the expenditures of the Town Center tax increment district of the City during the ensuing fiscal year effective October 1, 2019 through September 30, 2020.

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 RAYMOND DONADIO

ATTEST:

Robin L. Fenwick, MMC, City Clerk

Passed and adopted on the _____ day of September 2019

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

COMPOSITE EXHIBIT A

Resolution Number: 19-1

FY2020 TAX INCREMENT TOWNCENTER FUND (#103)

PREPARED: September 11, 2019

FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	69,819
Interest Revenue	1,000
Rentals	3,500
Intergovernmental Revenue	101,814
Transfer from other Funds	297,888
Property Tax Recovery	-
TOTAL REVENUES:	474,021
<u>EXPENDITURES:</u>	
Town Center Tax Increment expenses	474,021
TOTAL EXPENDITURES:	474,021

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNTING PERIOD 11/2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2017 Actual	FY2018 Actual Prelim	FY2019 Orig/Adopted Budget	FY2019 Adjusted Budget	FY2019 Y-T-D INCLD ENCMBRNCE	FY2020 CM REQUEST
TAX INCREMENT TOWN CENTER							
103-0000-311.10-00	CURRENT AD VALOREM	52,470	57,551	61,880	61,880	61,734	69,819
LEVEL 2	TEXT PROPERTY VALUE 16,166,536 X 4.5461 MILLS PER 1,000 AT 95% ***** KF 9/5/19					TEXT AMT 69,819	
						69,819	
103-0000-334.69-03	#VO-PO-14-106 RIVERWALK	20,893	0	0	0	0	0
103-0000-334.69-04	#VO-PO-15-107 RIVERWALK	124,477	92,804	0	0	0	0
103-0000-337.70-10	ECHO 15-10 RIVERWALK PH I	356,646	2,057	0	0	0	0
103-0000-338.15-00	TAX INCREMENT FUNDS	87,525	88,183	88,623	88,623	88,319	101,814
LEVEL 2	TEXT COUNTY TIF - 16,166,536 X 6.2747 MILLS PER 1000 AT 95% = \$96,368 HALIFAX HOSPITAL TIF - 16,166,536 X 0.3546 MILLS PER 1000 AT 95% = \$5,446 ***** KF 8/5/19					TEXT AMT 96,368 5,446	
						101,814	
103-0000-349.30-00	PROPERTY TAX RECOVERY	3,129	0	0	0	0	0
103-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,319	1,395	1,000	1,000	4,238	1,000
103-0000-362.00-00	RENTS & ROYALTIES	0	0	0	0	2,550	0
103-0000-362.13-00	KONA ICE	0	300	0	1,800	1,500	1,500
LEVEL 2	TEXT FY20 CONCESSIONAIRE KF					TEXT AMT 1,500 1,500	
103-0000-362.14-00	SANDY POINT PROG SPORTS	1,600	2,400	0	2,400	2,000	2,000
LEVEL 2	TEXT FY20 CONCESSIONAIRE					TEXT AMT 2,000 2,000	
103-0000-362.15-00	CARDWELL LEASE	2,000	0	0	0	0	0
103-0000-369.90-00	MISC REVENUE	7	7	0	0	6	0
103-0000-381.50-00	TRANSFER FROM 508 FUND	0	0	325,000	325,000	0	297,888
LEVEL 2	TEXT TRANSFER FROM LOAN POOL 508 TO COVER DEBT SRVC DECREASE TO BALANCE FUND 8/19 KF INCREASE TO BALANCE FUND BASED ON REVISED MILLAGE RATE 4.5461 KF 9/5/19					TEXT AMT 325,000 27,444- 332 297,888	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNTING PERIOD 11/2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2017 Actual	FY2018 Actual Prelim	FY2019 Orig/Adopted Budget	FY2019 Adjusted Budget	FY2019 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2020 CM REQUEST
103-0000-381.73-00	TRANSFER FROM 317 FUND	5,000	0	0	0	0	0
*		655,066	244,697	476,503	480,703	160,347	474,021
**	TAX INCREMENT TOWN CENTER	655,066	244,697	476,503	480,703	160,347	474,021
***	TAX INCREMENT TOWN CENTER	655,066	244,697	476,503	480,703	160,347	474,021

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNTING PERIOD 11/2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2017 Actual	FY2018 Actual Prelim	FY2019 Orig/Adopted Budget	FY2019 Adjusted Budget	FY2019 Y-T-D ACTUAL INCLD ENCMBRNC	FY2020 CM REQUEST
NON DEPARTMENTAL							
NON DEPARTMENTAL							
103-1000-552.34-14	CONTRACT SERVICES OTHER	1,112	0	0	9,600	11,507	0
103-1000-552.43-10	ELECTRICAL SERVICES	472	482	500	500	445	500
LEVEL 2	TEXT FUNDING FOR 3999 S. RIDGEWOOD AVE. MONUMENT SIGN LIGHTING. DEVELOPER'S MDA REQUIRES MAINTENANCE OF MONUMENT SIGN AND LIGHT. SOME FUNDS ARE RESERVED IN CASE MAINTENANCE IS REQUIRED BY THE CITY. *****					TEXT AMT 500	
						500	
103-1000-552.43-12	WATER/SEWER / UTILITY	572	691	1,200	1,200	634	1,200
LEVEL 2	TEXT FUNDING FOR UTILITY BILL FOR PENNA COURT PROPERTY (21.60/MONTH)AND FUNERAL HOME PROPERTY (36.00/MONTH). FUNDS REMAIN TO COVER PENNA COURT AND RESERVED IN CASE MAINTENANCE IS REQUIRED FOR SIGN AT 3999 RIDGEWOOD AVE. *****					TEXT AMT 1,200	
						1,200	
103-1000-552.43-14	DRAINAGE	267	455	480	480	537	480
LEVEL 2	TEXT 4 UNITS(ERU'S) @ \$38.36/MONTH. LOCATION ID 567 3571 RIDGEWOOD AVE. (FUNERAL HOME) CUSTOMER ACCOUNT 145809-567 *****					TEXT AMT 480	
						480	
103-1000-552.45-10	COMMERCIAL POLICY INS	5,383	5,670	6,300	6,300	5,669	5,966
LEVEL 2	TEXT FLORIDA MUNICIPAL TRUST INSURANCE LIABILITY INSURANCE FOR CRA PROPERTY. ***** KF 8/5/19 PER QUOTE FROM RISK					TEXT AMT 5,966	
						5,966	
103-1000-552.49-03	ADVERTISING EXPENSE	0	0	800	800	0	800
LEVEL 2	TEXT PUBLIC HEARING ADS FOR PLAN CHANGES IF/WHEN DONE AND ADVERTISING FOR CRA MEETINGS WHEN HELD					TEXT AMT 800	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNTING PERIOD 11/2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2017 Actual	FY2018 Actual Prelim	FY2019 Orig/Adopted Budget	FY2019 Adjusted Budget	FY2019 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2020 CM REQUEST
OUTSIDE REGULARLY SCHEDULED ANNUAL MEETINGS @ APPROX. \$375 EACH							
							800
103-1000-552.49-19	TAXES, LICENSES, AND FEES	3,755	0	3,930	0	0	4,350
LEVEL 2	TEXT FUNDING FOR PROPERTY TAXES AND CRA TAXES *****					TEXT AMT	4,350
							4,350
103-1000-552.52-00	OTHER OPERATING SUPPLIES	0	8	0	0	0	0
103-1000-552.52-15	POSTAL SERVICE	0	0	100	100	0	100
LEVEL 2	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	548	550	550	485	550
LEVEL 2	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		12,109	7,854	13,860	19,530	19,277	13,946
103-1000-552.61-00	LAND	0	1,219,416	0	0	0	0
103-1000-552.63-97	PROJ CAPITAL OUTLAY	544,874	167,383	0	0	0	0
* CAPITAL OUTLAY		544,874	1,386,799	0	0	0	0
103-1000-552.72-11	INTEREST INTERNAL LOANS	39,566	44,486	49,363	49,363	0	49,363
LEVEL 2	TEXT INT ON INTERFUND LOAN OF \$44K FROM 001 FUND INT ON FY15 \$114,000 FROM 001 FUND INT ON FY15 \$180,500 FROM 001 FUND INT ON FY10 \$410,000 LOAN POOL LOAN INT ON FY12 \$294,725 LOAN POOL LOAN INT ON FY14 \$210,000 LOAN POOL LOAN INT ON FY15 \$279,964 LOAN POOL LOAN					TEXT AMT	880
							2,280
							3,610
							10,342
							5,895
							3,150
							4,200

BUDGET PREPARATION WORKSHEET
 FOR FISCAL YEAR 2020

ACCOUNTING PERIOD 11/2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2017 Actual	FY2018 Actual Prelim	FY2019 Orig/Adopted Budget	FY2019 Adjusted Budget	FY2019 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2020 CM REQUEST
	INT ON FY16 \$304,029 LOAN POOL						4,561
	INT ON FY17 \$310,000 LOAN POOL						4,650
	INT ON FY18 \$328,000 LOAN POOL						4,920
	INT ON FY19 \$325,000 LOAN POOL						4,875
							49,363
* DEBT SERVICE		39,566	44,486	49,363	49,363	0	49,363
103-1000-552.83-00 OTHER GRANTS & AIDS		0	85	5,974	5,440	0	5,974
	LEVEL 2 TEXT FY20 ECONOMIC INCENTIVE					TEXT AMT	5,974
							5,974
* GRANTS & AIDE		0	85	5,974	5,440	0	5,974
103-1000-581.91-78 TFR TO 218 TWN CTR BOND		404,591	402,374	404,814	404,814	337,345	404,738
	LEVEL 2 TEXT FUND FY20 DEBT SERVICE ON TOWN CENTER IN 218 FUND					TEXT AMT	403,988
	FUND FY20 OTHER DEBT SERVICE FEES IN 218 FUND						750
							404,738
* TRANSFERS		404,591	402,374	404,814	404,814	337,345	404,738
103-1000-552.99-10 CONTINGENCY		0	0	2,492	1,556	0	0
* NON-OPERATING EXPENSE		0	0	2,492	1,556	0	0
** NON DEPARTMENTAL		1,001,140	1,841,598	476,503	480,703	356,622	474,021
*** NON DEPARTMENTAL		1,001,140	1,841,598	476,503	480,703	356,622	474,021
**** TAX INCREMENT TOWN CENTER		1,656,206	2,086,295	953,006	961,406	516,969	948,042
		1,656,206	2,086,295	953,006	961,406	516,969	948,042