



THE COMMUNITY REDEVELOPMENT AGENCY
FOR PORT ORANGE TOWN CENTER
MEETING AGENDA

COUNCIL CHAMBERS – 6:30 PM – CITY HALL
SEPTEMBER 9, 2015

A. OPENING

1. Roll Call

B. DISCUSSION/ACTION

2. Approval of Minutes - March 17, 2015
3. Resolution No. 15-1 - FY16 Preliminary Town Center Revenue and Expense 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 ANY 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, WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE; IF YOU ARE HEARING OR VOICE IMPAIRED CONTACT THE RELAY OPERATOR AT 1-800-955-8771 FOR INFORMATION.

TOWN CENTER CRA MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
MARCH 17, 2015

THE REGULAR MEETING of the TOWN CENTER CRA was called to order by Chairman Allen Green at 8:14 p.m.

Pledge of Allegiance

Silent Invocation

Roll Call:	Present:	Member Ben Talluto Member Bob Ford Member Dennis Kennedy Member Donald Burnette Member Drew Bastian Chairman Allen Green
	Absent:	Member Suzette Blahnik
	Also Present:	David Harden, Interim City Manager Margaret T. Roberts, City Attorney Robin Fenwick, City Clerk

DISCUSSION/ACTION ITEMS

2. Approval of Minutes – October 21, 2014.

Motion to approve was made by
Member Ford, and Seconded by
Member Burnette. Motion carried
unanimously by voice vote.

3. FY 2013/2014 Annual Report for the Port Orange Town Center Community
Redevelopment Agency

Motion to approve was made by
Member Burnette, and Seconded by
Member Bastian.

Member Stiltner asked for the timeline of the RFP for Phase 1A of the Riverwalk Park. Mr. Harden advised the bid opening is April 15, 2015. Member Stiltner is hoping for a lot of interest for this project.

Member Burnette is concerned with the finances of the CRA.

Member Ford asked if the property swap was done. Mr. Harden said no, it will come back to the CRA if it comes to fruition. Councilman Ford asked for the status of the Dusk to Dawn demolition. Mr. Harden said the date is scheduled.

Member Talluto believes building a bridge over Dunlawton Avenue in the low lying area will be a lot cheaper than other options.

Motion carried unanimously by roll call
vote with no public comments.

4. Public comments - none

5. CRA Member comments – none

Adjourned 8:21 p.m.

Chairman Allen Green



COMMUNITY DEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER

REQUESTED AGENCY MEETING DATE: 09/09/2015

Consent Item: No

SUBJECT: Resolution No. 15-1 - FY16 Preliminary Town Center Revenue and Expense Budget

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to adopt Resolution No. 15-1, approving the Port Orange Town Center CRA FY16 Preliminary Revenue and Expense Budget.

SUMMARY: The Property Appraiser's 2015 Preliminary Tax Roll estimates total taxable property values in the Town Center CRA at \$39,717,030, which would yield approximately \$114,630 anticipated tax increment financing (TIF) revenues for FY 2016, based on the proposed millage rate approved by City Council on July 28. There is a 3.12% increase in taxable value from 2014 to 2015.

Approximately 97% of the budget is allocated to debt service, with about 3% for operating expenses including electricity, irrigation, liability insurance, public hearing ads, and memberships in redevelopment organizations. There is a \$6,683 decrease in operating expenses From FY15 to FY16.

Upon approval by the CRA, the Agency budget is incorporated into the City's overall budget for adoption by the City Council. The City Council is scheduled to adopt the final City budget on September 22, 2015.

ATTACHMENTS:

1.	103 Town Center Proposed Budget FY16	103 Town Center Proposed Budget FY16.pdf
2.	218 Town Center TIF Debt Service	218 Town Center TIF Debt Srvs.pdf
3.	Resolution No. 15-1	Resolution 15-1 - Town Center.pdf

Cruz, Penelope
Clark, Wayne
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/14/2015
Approved - 08/14/2015
Approved - 08/24/2015
Approved - 09/04/2015
Final Approval - 09/04/2015

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 2016

ACCOUNTING PERIOD 10/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION

TAX INCREMENT TOWN CENTER

103-0000-311.10-00 CURRENT AD VALOREM

35,027

31,290

37,922

37,922

39,142

43,997

LEVEL

2

TEXT

TAX INCREMENT \$10,158,614 X PROPOSED MILLAGE RATE
4.5589 @ 95%

TEXT AMT

43,997

43,997

103-0000-334.69-01 #VO-PO-13-98

0

17,150

0

22,850

0

0

LEVEL

2

TEXT

PENDING FOR FY16

TEXT AMT

103-0000-334.69-02 #VO-PO-14-105 RIVERWALK

0

0

0

200,000

0

0

LEVEL

2

TEXT

PENDING FOR FY16

TEXT AMT

103-0000-334.69-03 #VO-PO-14-106 RIVERWALK

0

0

0

100,000

0

0

LEVEL

2

TEXT

PENDING FOR FY16

TEXT AMT

103-0000-338.15-00 TAX INCREMENT FUNDS

55,991

52,434

66,971

66,971

66,903

70,633

LEVEL

2

TEXT

CERTIFIED TIF VALUE \$10,158,614
COUNTY TIF 6.3189 MILLS @95%
HALIF HOSP TIF @ 1 MILL @ 95%

TEXT AMT

60,982

9,651

70,633

103-0000-349.30-00 PROPERTY TAX RECOVERY
103-0000-361.10-00 INTEREST EARNINGS-INVESTM
103-0000-362.00-00 RENTS & ROYALTIES

0

3,684

0

0

3,803

0

103-0000-361.10-00 INTEREST EARNINGS-INVESTM

1,202

1,114

275

275

985

1,000

103-0000-362.00-00 RENTS & ROYALTIES

170

0

0

0

0

0

103-0000-362.15-00 CARDWELL LEASE

27,803

24,000

6,000

6,000

20,000

24,000

LEVEL

2

TEXT

GALBREATH LEASE TERMINATES OCT 29 2011

TEXT AMT

STONEMORE EXPECTS TO RENEW LEASE FOR 1 MORE YEAR
6/20/15 LSW

TEXT

24,000

24,000

103-0000-362.16-00 ATLANTIC MARINE LEASE

1,869

2,817

510

510

0

0

LEVEL

2

TEXT

LEASE EXPIRED

TEXT AMT

103-0000-369.90-00 MISC REVENUE

0

2

0

0

0

0

103-0000-381.16-00 TRANSFER FROM 001

0

0

0

114,000

114,000

0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 10/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNC	FY2016 CM REQUEST
103-0000-381.50-00	TRANSFER FROM 508 FUND	0	210,000	279,964	279,964	279,964	304,029
		LEVEL	TEXT	TEXT AMT			
		2	TRANSFER FROM LOAN POOL 508 TO COVER DEBT SRVC				304,029
103-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	189,759	0	0
*		122,062	342,491	391,642	1,018,251	524,797	443,659
**	TAX INCREMENT TOWN CENTER	122,062	342,491	391,642	1,018,251	524,797	443,659
***	TAX INCREMENT TOWN CENTER	122,062	342,491	391,642	1,018,251	524,797	443,659
****	TAX INCREMENT TOWN CENTER	122,062	342,491	391,642	1,018,251	524,797	443,659
		122,062	342,491	391,642	1,018,251	524,797	443,659

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 10/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION

NON DEPARTMENTAL
NON DEPTMENTAL

103-1000-552.12-00 SALARIES AND WAGES
103-1000-552.21-00 FICA TAXES
103-1000-552.22-00 RETIREMENT CONTRIBUTIONS
103-1000-552.23-00 HEALTH INSURANCE
103-1000-552.24-00 WORKER'S COMPENSATION
103-1000-552.26-00 EAP BENEFIT

* PERSONNEL SERVICES

103-1000-552.34-14 CONTRACT SERVICES OTHER
103-1000-552.41-00 COMMUNICATION SERVICES
103-1000-552.43-10 ELECTRICAL SERVICES

103-1000-552.43-12 LIBRARY IMPACT/UTILITY

103-1000-552.45-10 COMMERCIAL POLICY INS

103-1000-552.49-03 ADVERTISING EXPENSE

103-1000-552.49-19 TAXES, LICENSES, AND FEES

FY-2013
ACTUAL

FY-2014
ACTUAL

FY-2015
ORIGINAL
BUDGET

FY-2015
ADJUSTED
BUDGET

FY 2015
Y-T-D ACTUAL
INC ENCMBRNCE

FY2016
CM REQUEST

21,733 9,672 0 0 0 0
1,460 671 0 0 0 0
3,534 1,269 0 0 0 0
1,161 530 0 0 0 0
21 9 0 0 0 0
8 3 0 0 0 0

27,917 12,154 0 0 0 0

LEVEL TEXT
2 FUNDING FOR 3999 S. RIDGEWOOD AVE. MONUMENT SIGN
LIGHTING AND 3843 S. RIDGEWOOD FOR HALIFAX TRAILER
PARK LIGHTING.

TEXT AMT
700

585 421 700 198 700 500

LEVEL TEXT
2 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.

TEXT AMT
500

4,802 4,882 5,000 4,950 5,000

LEVEL TEXT
2 FLORIDA MUNICIPAL TRUST INSURANCE LIABILITY
INSURANCE FOR CRA PROPERTY.

TEXT AMT
5,000

0 0 0 0 800

LEVEL TEXT
2 PUBLIC HEARING ADS @ APPROX. \$375 EACH

TEXT AMT
800

3,803 3,684 4,350 3,803 4,350

LEVEL TEXT
2 FUNDING FOR PROPERTY TAXES AND CRA TAXES

TEXT AMT
4,350

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 10/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNC	FY2016 CM REQUEST
103-1000-552.49-64	INSURANCE 504	1,168	479	0	0	0	0
103-1000-552.49-66	TRF TO 506 BLDG MAINT FD	6,643	2,903	6,384	0	0	0
103-1000-552.51-00	OFFICE SUPPLIES	0	0	281	281	0	0
103-1000-552.52-00	OTHER OPERATING SUPPLIES	0	0	561	883	0	0
103-1000-552.52-15	POSTAL SERVICE	0	0	0	0	0	100
LEVEL	TEXT					TEXT AMT	
2	MAILING COSTS TO SEND AMENDED PLAN TO TAXING AUTHORITIES BY CERTIFIED MAIL AS REQUIRED BY FLORIDA STATUTE.						100
103-1000-552.54-00	DUES & MEMBERSHIPS	175	858	707	707	175	100
LEVEL	TEXT					TEXT AMT	
2	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.						375
		21,652	14,021	18,683	12,621	9,639	12,000
*	OPERATING EXPENSE						
103-1000-552.61-00	LAND	0	0	0	114,000	3,468	0
103-1000-552.63-97	PROJ CAPITAL OUTLAY	0	84,736	0	512,287	383,745	0
*	CAPITAL OUTLAY	0	84,736	0	626,287	387,213	0
103-1000-552.72-11	INTEREST INTERNAL LOANS	11,222	17,116	22,367	25,517	0	29,028
LEVEL	TEXT					TEXT AMT	
2	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

	(UPDATED FOR FY16 - LP 7-6-15)						29,028

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 10/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMRNC	FY2016 CM REQUEST
		LEVEL	TEXT	FUND	FY16 DEBT SERVICE ON TOWN CENTER IN 218 FUND	TEXT AMT	
		2	FUND	OTHER DEBT SERVICE FEES IN 218 FUND			
*	TRANSFERS	0	319,542	350,592	350,592	262,944	401,192
103-1000-552.99-10	CONTINGENCY	0	0	0	3,234	0	1,439
*	NON-OPERATING EXPENSE	0	0	0	3,234	0	1,439
**	NON DEPTMENTAL	60,791	447,569	391,642	1,018,251	659,796	443,659
***	NON DEPARTMENTAL	60,791	447,569	391,642	1,018,251	659,796	443,659
****	TAX INCREMENT TOWN CENTER	60,791	447,569	391,642	1,018,251	659,796	443,659
		60,791	447,569	391,642	1,018,251	659,796	443,659

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 10/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 CM REQUEST
2007 TWN CTR BOND DEBT SV							
218-0000-361.10-00	INTEREST EARNINGS-INVESTM	415	461	0	0	1,629	0
218-0000-381.57-00	TRANSFER FROM 103	0	319,542	350,592	350,592	262,944	401,192
		LEVEL	TEXT			TEXT AMT	
		2	2007 TOWN CTR FY16 DEBT SERVICE P&I			398,442	
			FUND OTHER FY16 DEBT SERV 73-00			2,750	
						401,192	
*		415	320,003	350,592	350,592	264,573	401,192
**	2007 TWN CTR BOND DEBT SV	415	320,003	350,592	350,592	264,573	401,192
***	2007 TWN CTR BOND DEBT SV	415	320,003	350,592	350,592	264,573	401,192
****	2007 TWN CTR BOND DEBT SV	415	320,003	350,592	350,592	264,573	401,192

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 10/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNC	FY2016 CM REQUEST
NON DEPARTMENTAL							
NON DEPTMENTAL							
218-1000-517.71-10	PRINCIPAL PAYMENT BONDS	55,000	105,000	110,000	110,000	110,000	165,000
218-1000-517.72-10	INTEREST BONDS	244,241	242,041	237,842	237,842	237,841	233,442
218-1000-517.73-00	OTHER DEBT SERVICE	2,500	750	2,750	2,750	0	2,750
* DEBT SERVICE		301,741	347,791	350,592	350,592	347,841	401,192
** NON DEPTMENTAL		301,741	347,791	350,592	350,592	347,841	401,192
*** NON DEPARTMENTAL		301,741	347,791	350,592	350,592	347,841	401,192
**** 2007 TWN CTR BOND DEBT SV		301,741	347,791	350,592	350,592	347,841	401,192

RESOLUTION NO. 15-1
Town Center

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE TOWN CENTER TAX INCREMENT DISTRICT OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$443,659; 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 2015-2016 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 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 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>443,659</u>
	TOTAL	\$ <u>443,659</u>

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

Section 2. The 2015-2016 fiscal year operating budget for the 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 tentatively adopted.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures of the Town Center tax increment district of the City during the ensuing fiscal year effective October 1, 2015 through September 30, 2016.

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.

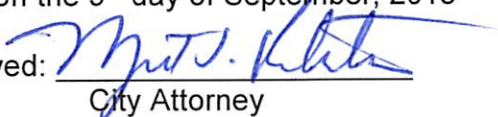
CHAIRMAN ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed and adopted on the 9th day of September, 2015

Reviewed and Approved:



City Attorney

COMPOSITE EXHIBIT A

FY 2016: TAX INCREMENT TOWN CENTER FUND (#103)

PREPARED: Finance Staff

FINANCE: 9/2/2015

**PROPOSED
BUDGET**

REVENUES:

Advalorem Tax	42,386
Interest Revenue	1,000
Rentals	24,000
Intergovernmental Revenue	70,633
Transfers from other Funds	304,029
Appropriated Fund Balance	<u>1,611</u>
TOTAL REVENUES:	<u><u>443,659</u></u>

EXPENDITURES:

Tax Increment Town Center expenses	<u>443,659</u>
TOTAL EXPENDITURES:	<u><u>443,659</u></u>