



EASTPORT BUSINESS CENTER COMMUNITY
REDEVELOPMENT AGENCY
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 Eastport Business 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.

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

THE REGULAR MEETING of the EASTPORT CRA was called to order by Chairman Drew Bastian at 5:01 p.m.

Roll Call: Present: Member Chase Tramont
Member Scott Stiltner
Interim Member Jack Wiles
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 – September 5, 2018

Motion to approve the Minutes of September 5, 2018 was made by Member Tramont and Seconded by Member Stiltner. Motion carried unanimously by voice vote.

3. Eastport Business Center CRA – FY17/18 Annual Report

Motion to accept the FY17/18 Annual Report as presented was made by Member Tramont and Seconded by Member Stiltner. Motion carried unanimously by voice vote.

PUBLIC COMMENTS – There were none.

BOARD COMMENTS – Interim Member Wiles questioned whether the City still owned any properties in Eastport and Penelope Cruz, Planning Manager, say no, the last lot sold.

ADJOURNMENT: 5:06 p.m.

Chairman Drew Bastian



EASTPORT BUSINESS CENTER COMMUNITY REDEVELOPMENT AGENCY

REQUESTED AGENCY MEETING DATE: 9/17/2019

Consent item: No

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

DEPARTMENT: Community Development

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

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

ATTACHMENTS:

1.	Reso. No. 19-1 Eastport	Reso. No. 19-1 Eastport.pdf
2.	Reso. No. 19-1 Eastport - Exhibit A	Reso. No. 19-1 Eastport - Exhibit A.pdf
3.	Eastport Business Center CRA FY20 Proposed Budget	Eastport Business Center 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
EASTPORT

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR EASTPORT BUSINESS CENTER, VOLUSIA COUNTY, FLORIDA; RECOMMENDING ADOPTION OF THE TENTATIVE EASTPORT 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 \$ 247,615; 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 2020 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 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 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>247,615</u>
	TOTAL	<u>\$247,615</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 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 FY2020.

Section 4. The budget as tentatively adopted in accordance with this Resolution No. 19-1 shall govern the expenditures of the Eastport 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 DREW J. BASTIAN

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

FY 2020: TAX INCREMENT EASTPORT FUND (#102)

PREPARED: September 11, 2019

FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	96,009
Intergovernmental Revenue	140,004
Appropriated Fund Balance	9,202
Interest	<u>2,400</u>
TOTAL REVENUES:	<u><u>247,615</u></u>
 <u>EXPENDITURES:</u>	
Eastport Tax Increment Expenses	<u>247,615</u>
TOTAL EXPENDITURES:	<u><u>247,615</u></u>

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
	TAX INCREMENT EASTPORT						
102-0000-311.10-00	CURRENT AD VALOREM	62,311	76,229	84,423	84,423	83,787	96,009
	LEVEL 2 TEXT					TEXT AMT	
	PROPERTY VALUE 22,230,739 X 4.5461 MILLS						96,009
	PER 1,000 AT 95%						96,009
	*** KF 9/5/19						
102-0000-338.15-00	TAX INCREMENT FUNDS	103,940	119,702	120,910	120,910	121,162	140,004
	LEVEL 2 TEXT					TEXT AMT	
	COUNTY TIF - \$22,230,739 X 6.2747 MILLS PER						132,516
	1000 AT 95% = \$132,516						
	HALIFAX HOSPITAL TIF - \$22,230,739 X 0.3546 MILLS						7,488
	PER 1000 AT 95% = \$7,488						
	***** KF 8/5/19						
							140,004
102-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,628	1,745	2,400	2,400	4,452	2,400
	LEVEL 2 TEXT					TEXT AMT	
	KF 8/5/19						2,400
							2,400
102-0000-369.90-00	MISC REVENUE	10,684	7	0	0	6	0
102-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	0	0	9,202
	LEVEL 2 TEXT					TEXT AMT	
	EST FUND BALANCE REQUIRED TO BALANCE THE FUND						9,202
	KF 9/5/19						9,202
*		178,563	197,683	207,733	207,733	209,407	247,615
**	TAX INCREMENT EASTPORT	178,563	197,683	207,733	207,733	209,407	247,615
***	TAX INCREMENT EASTPORT	178,563	197,683	207,733	207,733	209,407	247,615

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
NON DEPARTMENTAL NON DEPARTMENTAL 102-1000-552.45-10	COMMERCIAL POLICY INS	5,227	5,484	6,033	6,033	5,586	5,855
	LEVEL 2 TEXT FLORIDA MUNICIPAL INSURANCE TRUST LIABILITY INSURANCE FOR CRA PROPERTY. ***** KF 8/5/19 PER QUOTE FROM RISK					TEXT AMT 5,855	
						5,855	
102-1000-552.49-03	ADVERTISING EXPENSE	0	0	320	320	0	320
	LEVEL 2 TEXT INCLUDES PUBLIC HEARINGS ADVERTISEMENTS FOR ANNUAL REPORT AND OTHER MEETINGS SCHEDULED.					TEXT AMT 320	
						320	
102-1000-552.52-15	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	
102-1000-552.54-00	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		5,775	6,032	7,003	7,003	6,071	6,825
102-1000-581.91-72	TRF TO 217 EASTPORT NOTE	176,673	177,066	182,163	182,163	182,163	240,790
	LEVEL 2 TEXT FUND FY20 DEBT SERVICE IN 217 FUND (KF 7-11-19)					TEXT AMT 240,790	
						240,790	
* TRANSFERS		176,673	177,066	182,163	182,163	182,163	240,790

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
102-1000-552.99-10	CONTINGENCY	0	0	18,567	18,567	0	0
*	NON-OPERATING EXPENSE	0	0	18,567	18,567	0	0
**	NON DEPARTMENTAL	182,448	183,098	207,733	207,733	188,234	247,615
***	NON DEPARTMENTAL	182,448	183,098	207,733	207,733	188,234	247,615
****	TAX INCREMENT EASTPORT	361,011	380,781	415,466	415,466	397,641	495,230
		361,011	380,781	415,466	415,466	397,641	495,230