



EASTPORT BUSINESS CENTER COMMUNITY
REDEVELOPMENT AGENCY 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 Eastport Preliminary 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.

EASTPORT COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES
CITY OF PORT ORANGE
COUNCIL CHAMBERS
1000 CITY CENTER CIRCLE
MARCH 17, 2015

THE REGULAR MEETING OF THE EASTPORT COMMUNITY REDEVELOPMENT AGENCY was called to order by Chairman Allen Green at 6:34 P.M.

Pledge of Allegiance

Invocation – Silent

ROLL CALL:	Present:	Member Bob Ford Member Don Burnette Member Drew Bastian Member Scott Stiltner Chairman Allen Green
	Also Present:	David Harden, Interim City Manager Margaret Roberts, City Attorney Robin Fenwick, City Clerk

DISCUSSION/ACTION

2. Approval of Minutes – April 1, 2014

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

3. FY 2013/2014 Annual Report for the Eastport Business Center Community Redevelopment Agency

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

Member Burnette wants to look at the way we are marketing the properties in Eastport. He wants to hire a realtor. Margaret Roberts, City Attorney, asked Council to identify the policies for Staff to follow. Mayor Green asked Ms. Roberts to develop the policies. She asked the City Manager to assist her. Mr. Harden agreed with the need for better

marketing. Member Ford asked that Staff work with the Chamber of Commerce to find a realtor/broker and market the properties.

Penny Cruz, Planner, advised that there are a total of 10 properties for sale in Eastport with two owned by the City. Member Burnette suggested getting broker estimates of value before spending money on appraisals.

Corey Berman, real estate broker, advised that broker estimates will cost \$500 for a commercial property.

Mr. Harden suggested issuing an RFP for bids on the properties.

Councilman Stiltner believes the Eastport sign needs a modification to include directions to the Eastport area.

Motion carried unanimously by roll call vote.

4. Public comments - none

5. CRA Member comments – none

Adjourned 8:13 p.m.

Chairman Allen Green



EASTPORT BUSINESS CENTER

COMMUNITY REDEVELOPMENT AGENCY

REQUESTED AGENCY MEETING DATE: 09/09/2015

Consent item: No

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

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to approve Resolution No. 15-1, approving the Eastport Business Center CRA FY16 Preliminary Revenue and Expense Budget.

SUMMARY: The Property Appraiser's 2015 Preliminary Tax Roll estimates total taxable property values in the Eastport CRA at \$28,001,359, which would yield approximately \$161,450 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 2.56% increase in taxable value from 2014 to 2015.

Approximately 96% of the budget is allocated to debt service, with about 4% for operating expenses including liability insurance, marketing of the City owned properties in the CRA, and memberships in redevelopment organizations. There is a proposed \$9,511 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.	102 Eastport Proposed Budget FY16	102 Eastport Propsed Budget FY16.pdf
2.	217 Eastport TIF Debt Service	217 Eastport TIF Debt Srvc.pdf
3.	Eastport Resolution 15-1	Resolution 15-1 - Eastport.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 EASTPORT

102-0000-311.10-00 CURRENT AD VALOREM

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
63,915	59,619	64,012	64,012	59,471	61,968
LEVEL	TEXT			TEXT	AMT
2	TAX INCREMENT \$14,308,057 X PROPOSED MILLAGE RATE 4.5589 @ 95%				61,968

102-0000-338.15-00 TAX INCREMENT FUNDS

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
102,170	99,907	113,046	113,046	101,651	99,482
LEVEL	TEXT			TEXT	AMT
2	CERTIFIED TIF VALUE \$14,308,057 COUNTY TIF 6.3189 MILLS @95% HALIF HOSP TIF @ 1 MILL @ 95%				85,890

102-0000-361.10-00 INTEREST EARNINGS-INVESTM
102-0000-369.90-00 MISC REVENUE
102-0000-389.10-00 APPROPRIATED FUND BAL

1,050	1,207	1,500	1,500	2,945	1,500
0	30	0	0	0	0
0	0	18,199	50,315	0	24,884

LEVEL	TEXT	FB REQUIRED TO BALANCE	FUND	KM	TEXT	AMT
2						24,884

24,884	24,884
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167,135	160,763	196,757	228,873	164,067	187,834
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** TAX INCREMENT EASTPORT

167,135	160,763	196,757	228,873	164,067	187,834
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*** TAX INCREMENT EASTPORT

167,135	160,763	196,757	228,873	164,067	187,834
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**** TAX INCREMENT EASTPORT

167,135	160,763	196,757	228,873	164,067	187,834
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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							
102-1000-552.12-00	SALARIES AND WAGES	19,523	24,181	0	0	0	0
102-1000-552.21-00	FICA TAXES	1,318	1,678	0	0	0	0
102-1000-552.22-00	RETIREMENT CONTRIBUTIONS	8,836	3,374	0	0	0	0
102-1000-552.23-00	HEALTH INSURANCE	955	1,409	0	0	0	0
102-1000-552.24-00	WORKER'S COMPENSATION	17	24	0	0	0	0
102-1000-552.26-00	EAP BENEFIT	6	8	0	0	0	0

*	PERSONNEL SERVICES	30,655	30,674	0	0	0	0
102-1000-552.31-13	OTHER PROF. SERVICES	340	0	0	0	0	0
102-1000-552.40-10	EMPLOYEE TRAINING	0	0	800	800	0	0
102-1000-552.41-00	COMMUNICATION SERVICES	213	139	500	500	0	0
102-1000-552.45-10	COMMERCIAL POLICY INS	4,802	4,882	5,000	5,000	4,950	5,000

LEVEL	TEXT				TEXT AMT		
2	FLORIDA MUNICIPAL INSURANCE TRUST LIABILITY INSURANCE FOR CRA PROPERTY.				5,000		
102-1000-552.47-00	PRINTING AND BINDING	0	0	500	500	0	0
102-1000-552.49-03	ADVERTISING EXPENSE	340	679	1,000	1,000	170	1,000

LEVEL	TEXT				TEXT AMT		
2	LOOPNET ADVERTISING: \$170/QUARTER = \$680 ADDITIONAL FUNDING FOR RFP TO SELL 2 LOTS				680		
					320		
					1,000		
102-1000-552.49-64	INSURANCE 504	876	1,197	0	0	0	0
102-1000-552.49-66	TRF TO 506 BLDG MAINT FD	6,643	2,903	6,384	0	0	0
102-1000-552.51-00	OFFICE SUPPLIES	0	0	500	500	0	0
102-1000-552.52-00	OTHER OPERATING SUPPLIES	0	0	577	577	0	0
102-1000-552.52-15	POSTAL SERVICE	0	0	100	100	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		
102-1000-552.54-00	DUES & MEMBERSHIPS	175	858	800	800	515	550

LEVEL	TEXT				TEXT AMT		
2	FLORIDA REDEVELOPMENT ASSOCIATION MEMBERSHIP \$745 ANNUALY SPLIT BETWEEN EASTPORT AND TOWN CENTER CRA'S = \$372.50 DEPARTMENT OF ECONOMIC OPPORTUNITY MEMBERSHIP \$175				375		
					175		

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 10/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION

ANNUALLY AS REQUIRED BY STATE STATUTE.

550

* OPERATING EXPENSE

102-1000-552.63-00 IMP. OTHER THAN BLDGS
102-1000-552.63-97 PROJ CAPITAL OUTLAY

* CAPITAL OUTLAY

102-1000-552.83-00 OTHER GRANTS & AIDS

* GRANTS & AIDE

102-1000-581.91-72 TRF TO 217 EASTPORT NOTE

LEVEL TEXT
2 FUND FY16 DEBT SERVICE IN 217 FUND

TEXT AMT
181,184
181,184

* TRANSFERS

102-1000-552.99-10 CONTINGENCY

* NON-OPERATING EXPENSE

** NON DEPTMENTAL

*** NON DEPARTMENTAL

**** TAX INCREMENT EASTPORT

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
EASTPORT TAX INC NOTE							
217-0000-361.10-00	INTEREST EARNINGS-INVESTM	351	31	0	0	579	0
217-0000-381.71-00	TRANSFER FROM EASPORT 102	178,833	179,813	180,596	180,596	135,447	181,184
*		179,184	179,844	180,596	180,596	136,026	181,184
**	EASTPORT TAX INC NOTE	179,184	179,844	180,596	180,596	136,026	181,184
***	EASTPORT TAX INC NOTE	179,184	179,844	180,596	180,596	136,026	181,184
****	EASTPORT TAX INC NOTE	179,184	179,844	180,596	180,596	136,026	181,184

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 10/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION

NON DEPARTMENTAL
NON DEPTMENTAL
217-1000-517.71-10 PRINCIPAL PAYMENT BONDS
217-1000-517.72-10 INTEREST BONDS

* DEBT SERVICE

** NON DEPTMENTAL

*** NON DEPARTMENTAL

**** EASTPORT TAX INC NOTE

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
100,000	105,000	110,000	110,000	110,000	115,000
78,832	74,812	70,596	70,596	70,596	66,184
178,832	179,812	180,596	180,596	180,596	181,184
178,832	179,812	180,596	180,596	180,596	181,184
178,832	179,812	180,596	180,596	180,596	181,184
178,832	179,812	180,596	180,596	180,596	181,184

RESOLUTION NO. 15-1
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, 2015 THROUGH SEPTEMBER 30, 2016; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$187,834; 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 2015-2016 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 PARK 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>187,834</u>
TOTAL		\$ <u>187,834</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 Eastport 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 Eastport 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.

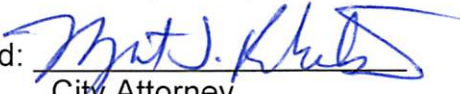
Section 5. This resolution shall become effective immediately upon adoption.

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 EASTPORT FUND (#102)

PREPARED: Finance Staff

FINANCE: 9/2/2015

	PROPOSED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	59,699
Intergovernmental Revenue	99,482
Appropriated Fund Balance	27,153
Interest	<u>1,500</u>
TOTAL REVENUES:	<u>187,834</u>
<u>EXPENDITURES:</u>	
Eastport Tax Increment expenses	<u>187,834</u>
TOTAL EXPENDITURES:	<u>187,834</u>