



EASTPORT BUSINESS CENTER COMMUNITY  
REDEVELOPMENT AGENCY  
REGULAR MEETING AGENDA

COUNCIL CHAMBERS – 6:30 PM – CITY HALL  
SEPTEMBER 15, 2020

A. OPENING

1. Roll Call

B. DISCUSSION/ACTION

2. Approval of Minutes
  - a. March 17, 2020 - Regular Meeting
3. Resolution No. 20-1 - Proposed Eastport Business Center CRA Tax Increment District FY21 Operating Budget

C. PUBLIC COMMENTS

D. BOARD COMMENTS

E. ADJOURNMENT

**NOTICES** – PURSUANT TO SECTION 286.0105 OF THE FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE EASTPORT BUSINESS CENTER COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT THIS PUBLIC MEETING OR HEARING, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, SUCH PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY DOES NOT PREPARE OR PROVIDE SUCH A RECORD.



FOR SPECIAL ACCOMODATIONS, PLEASE NOTIFY THE CITY CLERK'S OFFICE (PHONE: 386-506-5563) 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 OR HEARING DATE.



HELP FOR THE HEARING IMPAIRED IS AVAILABLE THROUGH THE ASSISTIVE LISTENING SYSTEM RECEIVERS CAN BE OBTAINED FROM THE CITY CLERKS' OFFICE.

**IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)**, 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, 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](mailto: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 OR HEARING 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 BUSINESS CENTER  
COMMUNITY REDEVELOPMENT AGENCY  
MEETING MINUTES  
COUNCIL CHAMBERS – CITY HALL  
1000 CITY CENTER CIRCLE  
PORT ORANGE, FLORIDA  
MARCH 17, 2020

THE REGULAR MEETING of the EASTPORT BUSINESS CENTER  
COMMUNITY REDEVELOPMENT AGENCY was called to order by Chairman Drew  
Bastian at 6:36 p.m.

Roll Call: Present: Member Chase Tramont  
Member Scott Stiltner  
Member Marilyn Ford  
Member Donald Burnette  
Chairman Drew Bastian

Also Present: Jake Johansson, City Manager  
Matthew Jones, City Attorney  
Robin Fenwick, City Clerk

DISCUSSION/ACTION

1. Approval of Minutes – September 17, 2019

Motion to approve the Minutes of  
September 17, 2019 was made by  
Member Tramont and Seconded by  
Member Ford. Motion carried  
unanimously by voice vote.

2. Eastport Business Center CRA Annual Report – FY 2018/2019

Motion to accept the annual report was  
made by Member Ford and Seconded by  
Member Tramont. Motion carried  
unanimously by voice vote.

PUBLIC COMMENTS – There were none.

BOARD COMMENTS – There were none.

ADJOURNMENT: 6:37 p.m.

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Chairman Drew Bastian



# EASTPORT BUSINESS CENTER COMMUNITY REDEVELOPMENT AGENCY

REQUESTED AGENCY MEETING DATE: 9/15/2020

Consent item: No

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**SUBJECT:** (B3) Resolution No. 20-1 - Proposed Eastport Business Center CRA Tax Increment District FY21 Operating Budget

**DEPARTMENT:** Community Development

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**RECOMMENDED MOTION:** Move to approve Resolution 20-1.

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**SUMMARY:** Attached is the proposed operating budget for the Eastport Business Center CRA tax increment district for FY21 (October 1, 2020 to September 30, 2021)

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**ATTACHMENTS:**

1.	Resolution No. 20-1 with exhibit	Reso No. 20-1 Eastport Tent Operating.pdf
2.	FY21 - FUND 102 - EASPORT CRA PROPOSED BUDGET	FY21 - FUND 102 - EASPORT CRA PROPOSED BUDGET.pdf

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Penelope Cruz	Created/Initiated - 8/28/2020
Tim Burman	Approved - 8/28/2020
Lupe Reyna-Coffin	Approved - 9/9/2020
Scott Neils	Approved - 9/9/2020
Matthew Jones	Approved - 9/11/2020
Jake Johansson	Approved - 9/11/2020
Robin Fenwick	Final Approval - 9/11/2020

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**AGENCY ACTION:** New  
**CONTINUATION DATE:**

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

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RESOLUTION NO. 20-1  
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, 2020 THROUGH SEPTEMBER 30, 2021; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$ 248,113; 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 2021 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>248,113</u>
	TOTAL	<u>\$248,113</u>

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

Section 2. The 2021 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 FY2021.

Section 4. The budget as tentatively adopted in accordance with this Resolution No. 20-1 shall govern the expenditures of the Eastport tax increment district of the City during the ensuing fiscal year effective October 1, 2020 through September 30, 2021.

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 2020

Reviewed and Approved: \_\_\_\_\_  
Matthew J. Jones, City Attorney

COMPOSITE EXHIBIT A

Resolution Number 20-1

FY 2021: TAX INCREMENT EASTPORT FUND (#102)

PREPARED: September 4, 2020

FINANCE: Finance Staff

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	<b>PROPOSED BUDGET</b>
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<b><u>REVENUES:</u></b>	
Ad Valorem Tax	118,201
Interest Revenue	2,400
Intergovernmental Revenue	154,714
Appropriated Equity	<u>(27,202)</u>
<b>TOTAL REVENUES:</b>	<b><u><u>248,113</u></u></b>
<b><u>EXPENDITURES:</u></b>	
Eastport Tax Increment expenses	<u>248,113</u>
<b>TOTAL EXPENDITURES:</b>	<b><u><u>248,113</u></u></b>

CPO Budget vs Actuals for Cost Center  
 HISTORICAL - City Council View - Copy

Repeat By: Fund  
 Company: City of Port Orange  
 Cost Center(s): Cost Center: Community Redevelopment  
 Cost Center: General Revenues  
 Cost Center: Interfund Transfers  
 Period: FY2020 - Aug  
 Plan Structure: Annual Budget Detail  
 Fund: 102 Eastport CRA  
 Book: Modified Accrual  
 Has No Program: No  
 Exclude Projects?: No

	102 Eastport CRA				
Ledger Account	FY2021 Requested Base Budget (Same as FY2020 Adopted)	FY2021 Requested Amendments	FY2021 Total Requested Budget	Variance (Requested - Original) Budgets	Variance Percentage
Revenue	237,977	37,338	275,315	37,338	(15.69%)
Taxes	95,573	22,628	118,201	22,628	(23.68%)
Intergovernmental Revenue	140,004	14,710	154,714	14,710	(10.51%)
Miscellaneous Revenues	2,400	0	2,400	0	0.00%
<b>Total revenues</b>	<b>237,977</b>	<b>37,338</b>	<b>275,315</b>	<b>37,338</b>	<b>(15.69%)</b>
<b>Operating Expenditures</b>	<b>6,825</b>	<b>3,245</b>	<b>10,070</b>	<b>3,245</b>	<b>47.55%</b>
<b>Discretionary Operating Expenditures</b>	<b>970</b>	<b>3,000</b>	<b>3,970</b>	<b>3,000</b>	<b>309.28%</b>
<b>Contractual Services</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0.00%</b>
<b>Other Supplies and Expenses</b>	<b>970</b>	<b>0</b>	<b>970</b>	<b>0</b>	<b>0.00%</b>
<b>Non-Discretionary Operating Expenditures</b>	<b>5,855</b>	<b>245</b>	<b>6,100</b>	<b>245</b>	<b>4.18%</b>
<b>Insurance Claims and Expenses</b>	<b>5,855</b>	<b>245</b>	<b>6,100</b>	<b>245</b>	<b>4.18%</b>
<b>Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total expenditures</b>	<b>6,825</b>	<b>3,245</b>	<b>10,070</b>	<b>3,245</b>	<b>47.55%</b>
Other Financing Sources	9,638	(36,840)	(27,202)	(36,840)	382.24%
Other Financing Uses	(240,790)	2,747	(238,043)	2,747	1.14%
Interfund Transfer Expense	(240,790)	2,747	(238,043)	2,747	1.14%
<b>Total Other Sources &amp; Uses</b>	<b>(231,152)</b>	<b>(34,093)</b>	<b>(265,245)</b>	<b>(34,093)</b>	<b>(14.75%)</b>
<b>Net change</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>