



EASTPORT BUSINESS CENTER COMMUNITY
REDEVELOPMENT AGENCY
REGULAR MEETING AGENDA

COUNCIL CHAMBERS – 6:10 PM – CITY HALL
SEPTEMBER 8, 2021

A. OPENING

1. Roll Call

B. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

C. DISCUSSION/ACTION

2. Approval of Minutes - March 16, 2021
3. Resolution No. 21-1 - Proposed Eastport Business Center CRA Tax Increment District FY 2021-2022 Operating Budget

D. PUBLIC COMMENTS

E. BOARD COMMENTS

F. 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, 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 16, 2021

THE REGULAR MEETING of the EASTPORT BUSINESS CENTER COMMUNITY REDEVELOPMENT AGENCY was called to order by Chairman Drew Bastian at 7:05 p.m.

Roll Call: Present: Member Chase Tramont
Member Scott Stiltner
Member Jonathan Foley
Member Donald Burnette
Chairman Drew Bastian

Also Present: Jamie Miller, Interim City Manager
Matthew Jones, City Attorney
Robin Fenwick, City Clerk

There were no objections to the notice; therefore, the notice was accepted.

DISCUSSION/ACTION

2. Approval of Minutes – September 15, 2020

Motion to approve the Minutes of September 15, 2020 was made by Member Burnette and Seconded by Member Foley. Motion carried unanimously by voice vote.

3. Eastport Business Center CRA Annual Report – FY 2019/2020

Motion to accept the annual report as presented was made by Member Burnette and Seconded by Member Stiltner. Motion carried unanimously by roll call vote.

PUBLIC COMMENTS – There were none.

BOARD COMMENTS – There were none.

ADJOURNMENT: 7:07 p.m.

Chairman Drew Bastian



EASTPORT BUSINESS CENTER COMMUNITY REDEVELOPMENT AGENCY

REQUESTED AGENCY MEETING DATE: 9/8/2021

Consent item: No

SUBJECT: (C3) Resolution No. 21-1 - Proposed Eastport Business Center CRA Tax Increment District FY 2021-2022 Operating Budget

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to approve Resolution 21-1.

SUMMARY: Attached is the proposed operating budget for the Eastport Business Center CRA tax increment district for FY 2021-2022 (October 1, 2021 to September 30, 2022)

ATTACHMENTS:

1.	Resolution No. 21-1 with exhibit	Eastport CRA Reso 21-1.pdf
2.	FY22 - Fund 102 - Eastport - Budget Request	FY22 - Fund 102 - Eastport - Budget Request.pdf
3.	Guidelines for Eastport CRA Proposed Budget Meeting	Eastport CRA budget meeting.pdf

Robin Fenwick	Created/Initiated - 9/1/2021
Tim Burman	Approved - 9/1/2021
Lupe Reyna-Coffin	Approved - 9/2/2021
Robin Hayes	Approved - 9/3/2021
Matthew Jones	Approved - 9/3/2021
Wayne Clark	Approved - 9/3/2021
Robin Fenwick	Final Approval - 9/3/2021

AGENCY ACTION: New
CONTINUATION DATE:

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

RESOLUTION NO. 21-1
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, 2021 THROUGH SEPTEMBER 30, 2022; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$ 281,671; 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 2022 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>281,671</u>
	TOTAL	<u>\$281,671</u>

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

Section 2. The 2022 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 FY2022.

Section 4. The budget as tentatively adopted in accordance with this Resolution No. 21-1 shall govern the expenditures of the Eastport tax increment district of the City during the ensuing fiscal year effective October 1, 2021 through September 30, 2022.

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 2021

Reviewed and Approved: _____
Matthew J. Jones, City Attorney

COMPOSITE EXHIBIT A

Resolution | No. 21-1

FY 2022: TAX INCREMENT EASTPORT FUND (#102)
PREPARED: September 1, 2021
Finance Staff

	PROPOSED BUDGET
<hr/>	
<u>REVENUES:</u>	
Ad Valorem Tax	125,505
Intergovernmental Revenue	196,749
Interest Revenue	2,400
Appropriated Equity	<u>(42,983)</u>
TOTAL REVENUES:	<u><u>281,671</u></u>
<u>EXPENDITURES:</u>	
Eastport Tax Increment expenses	<u>281,671</u>
TOTAL EXPENDITURES:	<u><u>281,671</u></u>

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

11:29 AM
09/02/2021
Page 1 of 1

Repeat By: Fund
Company: City of Port Orange
Cost Center(s): Cost Center: Community Redevelopment
Cost Center: Interfund Transfers
Period: FY2021 - Sep
Plan Structure: Annual Budget Detail
Fund: 102 Eastport CRA
Book: Modified Accrual
Has No Program: No
Exclude Projects?: No

	102 Eastport CRA				
Ledger Account	FY2022 Requested Base Budget (Same as FY2021 Adopted)	FY2022 Requested Amendments	FY2022 Total Requested Budget	Variance (Requested - Original) Budgets	Variance Percentage
Revenue	275,315	49,339	324,654	49,339	(17.92%)
Taxes	118,201	7,304	125,505	7,304	(6.18%)
Intergovernmental Revenue	154,714	42,035	196,749	42,035	(27.17%)
Miscellaneous Revenues	2,400	0	2,400	0	0.00%
Total revenues	275,315	49,339	324,654	49,339	(17.92%)
Operating Expenditures	10,070	1,500	11,570	1,500	14.90%
Discretionary Operating Expenditures	3,970	1,500	5,470	1,500	37.78%
Contractual Services	3,000	1,500	4,500	1,500	50.00%
Other Supplies and Expenses	970	0	970	0	0.00%
Non-Discretionary Operating Expenditures	6,100	0	6,100	0	0.00%
Insurance Claims and Expenses	6,100	0	6,100	0	0.00%
Personnel	0	0	0	0	0.00%
Capital Outlay	0	35,000	35,000	35,000	0.00%
Debt Service	0	0	0	0	0.00%
Total expenditures	10,070	36,500	46,570	36,500	362.46%
Other Financing Sources	(27,202)	(15,781)	(42,983)	(15,781)	(58.01%)
Other Financing Uses	(238,043)	2,942	(235,101)	2,942	1.24%
Interfund Transfer Expense	(238,043)	2,942	(235,101)	2,942	1.24%
Total Other Sources & Uses	(265,245)	(12,839)	(278,084)	(12,839)	(4.84%)
Net change	0	0	0	0	0.00%

**EASTPORT BUSINESS CENTER COMMUNITY
REDEVELOPMENT AGENCY
REGULAR MEETING AGENDA**

September 8, 2021

[Adjournment of the Town Center CRA Meeting]

[Chair Drew Bastian] I call the Regular Meeting of the Eastport Business Center Community Redevelopment Agency to Order.

1. **Roll Call: Members of the Eastport Business Center Community Redevelopment Agency:** Donald Burnette, Drew Bastian, Scott Stiltner, Chase Tramont, Jonathan Foley
2. **[Chair Drew Bastian]** Do I have an objection to the notice of meeting?
Hearing no objection, the notice is accepted.
3. **[Chair Drew Bastian]** Do I have a motion to approve the Minutes of the March 16, 2021 meeting of the Eastport Business Center Community Redevelopment Agency?

[Chair Drew Bastian] Second? Call the roll.
4. **[Chair Drew Bastian]** Item 3 is a Resolution Number 21-1 Proposed Eastport Business Center CRA Tax Increment District FY22 Operating Budget.
5. **[Chair Drew Bastian]** Can I have a motion by the CRA on Item 3, Resolution No. 21-1?
6. **Motion:**

“Move to approve Resolution Number 21-1, approving the Eastport Business Center CRA Tax Increment District FY21 Operating Budget, as recommended by the Planning Commission.”

[Chair Drew Bastian] Second?
7. **[Chair Drew Bastian]** Ask for comments of the CRA.
8. **[Chair Drew Bastian]** Ask for Public Comments.
9. **[Chair Drew Bastian]** Final comments from CRA prior to vote, if any. Call the roll.
10. **[Chair Drew Bastian]** Any further business to be brought before the Members of the Eastport Business Center Redevelopment Agency?
11. **[Chair Drew Bastian]** There being none, this meeting is adjourned.