



EASTPORT BUSINESS CENTER COMMUNITY  
REDEVELOPMENT AGENCY  
REGULAR MEETING AGENDA

COUNCIL CHAMBERS – 6:30 PM – CITY HALL  
AUGUST 6, 2024

A. OPENING

1. Roll Call

B. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

C. DISCUSSION/ACTION

2. Approval of Minutes
  - a. March 19, 2024 - Regular Eastport CRA Meeting
3. Resolution No. 24-01 - Eastport Business Center CRA Tax Increment District FY 2024-2025 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 ACCOMMODATIONS, 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  
REGULAR MEETING MINUTES  
COUNCIL CHAMBERS – CITY HALL  
1000 CITY CENTER CIRCLE  
PORT ORANGE, FLORIDA  
MARCH 19, 2024

THE REGULAR MEETING of the EASTPORT BUSINESS CENTER COMMUNITY REDEVELOPMENT AGENCY of the City of Port Orange was called to order by Chairman Drew Bastian at 7:11 p.m.

Roll Call	Present:	Drew Bastian Don Burnette Scott Stiltner Reed Foley
	Absent:	Tracy Grubbs
	Also Present:	City Manager Wayne Clark City Attorney Matthew Jones Deputy City Clerk Tracee Cody

2. Nomination of Chair

Motion to nominate Member Tracy Grubbs as Chairman was made by Member Don Burnette and seconded by Member Scott Stiltner. Motion carried unanimously by roll call vote.

3. Nomination of Vice Chair

Motion to nominate Member Reed Foley as Vice Chair was made by Member Don Burnette and seconded by Member Scott Stiltner. Motion carried unanimously by roll call vote.

PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

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

DISCUSSION/ACTION

4. Approval of Minutes

a. August 1, 2023 - Regular Eastport CRA Meeting

Motion to approve the minutes of August 1, 2023 as presented was made by Member Don Burnette and Seconded by Member Drew Bastian. Motion carried unanimously by roll call vote.

5. Eastport Business Center CRA Annual Report - FY 2022/2023

Motion to accept the Annual Report - FY 2022/2023 as presented was made by Member Don Burnette and seconded by Member Scott Stiltner. Motion carried unanimously by roll call vote.

PUBLIC COMMENTS

There were none.

BOARD COMMENTS

There were none.

There being no further business brought before the Members of the Eastport Business Center Community Redevelopment Agency, the meeting adjourned at 7:14 p.m.

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Chairman Tracy Grubbs

Attest:

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Robin Fenwick, MMC  
City Clerk



# EASTPORT BUSINESS CENTER COMMUNITY REDEVELOPMENT AGENCY

AGENCY MEETING DATE: 8/6/2024

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**SUBJECT:** (C3) Resolution No. 24-01 - Eastport Business Center CRA Tax Increment District FY 2024-2025 Operating Budget

**DEPARTMENT:** Community Development

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**RECOMMENDED MOTION:** Move to approve Resolution No. 24-01.

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**SUMMARY:** Attached is the proposed operating budget for the Eastport Business Center CRA tax increment district for FY 2024-2025 (October 1, 2024, to September 30, 2025).

The CRA budget was traditionally considered part of the first reading of the City's budget items. In 2022, the process was modified, and the CRA budget consideration has been moved to occur prior to the budget hearings so that the CRA Board has sufficient time to review and comment and to make any necessary changes prior to the City Council adopting the city's overall budget, which includes the CRA's budget.

The resolution is also written so that the revenues and expenditures are estimates that can be changed based on the final adopted millage rate and budget. Therefore, the tax increment can be adjusted to the final amount without requiring the CRA Board to reconsider the budget.

The Eastport CRA is expected to become debt-free in FY 2025, and its projected annual revenue in FY2025 will be sufficient to cover all operating expenditures and revenue that exceeds operating expenditures will roll to the CRA's fund balance. The estimated fund balance at the end of FY 2025 is \$605,800, which could be used for any project identified in the current Eastport CRA plan, such as roadway improvements, redevelopment programs, and drainage and utility upgrades.

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**ATTACHMENTS:**

1.	Resolution No. 24-01 w exhibit	Resolution No. 24-01 w exhibit.pdf
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Penelope Cruz  
Tim Burman  
John McKinney  
Shannon Balmer  
Wayne Clark

Created/Initiated - 7/12/2024  
Approved - 7/15/2024  
Approved - 7/18/2024  
Approved - 7/30/2024  
Approved - 7/31/2024

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Tracee Cody

Final Approval - 7/31/2024

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RESOLUTION NO. 24-01

A RESOLUTION OF THE EASTPORT BUSINESS CENTER COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, ADOPTING THE ANNUAL BUDGET FOR THE EASTPORT BUSINESS CENTER COMMUNITY REDEVELOPMENT AGENCY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; PROVIDING FOR CONFLICTING RESOLUTIONS; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, Section 189.016(3), Florida Statutes requires that the governing body of each special district shall adopt a budget by resolution each fiscal year; and

**WHEREAS**, the Eastport Business Center Community Redevelopment Agency deems it is in the best interest to adopt the Annual Budget of the Eastport Business Center Community Redevelopment Agency for Fiscal Year beginning October 1, 2024, and ending September 30, 2025, as more particularly set forth hereinafter.

NOW, THEREFORE, BE IT RESOLVED BY THE EASTPORT BUSINESS CENTER COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. Adoption. That the following is adopted as the Annual Budget of the Eastport Business Center Community Redevelopment Agency for Fiscal Year beginning October 1, 2024, and ending September 30, 2025, is hereby as set forth in **Exhibit "A"** attached hereto.

Section 2. Conflicting Resolutions. That all resolutions or parts thereof that conflict with this resolution are hereby rescinded or repealed.

Section 3. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

Section 4. This resolution shall become effective immediately upon adoption.

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CHAIRMAN TRACY GRUBBS

ATTEST:

\_\_\_\_\_  
Robin Fenwick, MMC, City Clerk

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_

Reviewed and Approved: \_\_\_\_\_  
Shannon K. Balmer, Senior Assistant City Attorney

**EXHIBIT "A"**

**102 Eastport CRA  
FY2025 Total Requested Budget**

Revenue	
Intergovernmental Revenue	617,596
Miscellaneous Revenues	2,400
<b>Total revenues</b>	<b>619,996</b>
Operating Expenditures	
Discretionary Operating Expenditures	
Contractual Services	5,000
Other Supplies and Expenses	7,799
Current Year Carryforward	372,686
Debt Service	234,511
<b>Total expenditures</b>	<b>619,996</b>
<b>Net change</b>	<b><u><u>0</u></u></b>