



EASTPORT BUSINESS CENTER COMMUNITY
REDEVELOPMENT AGENCY MEETING AGENDA

COUNCIL CHAMBERS – 6:30 PM – CITY HALL

SEPTEMBER 20, 2016

A. OPENING

1. Roll Call

B. DISCUSSION/ACTION

2. Approval of Minutes - March 15, 2016
3. Resolution No. 16-01 - Eastport Business Center CRA Tax Increment District FY17 Operating Budget

C. BOARD COMMENTS

D. 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 15, 2016

THE REGULAR MEETING OF THE EASTPORT COMMUNITY REDEVELOPMENT AGENCY was called to order by Chairman Allen Green at 8:43 p.m.

ROLL CALL: Present: Member Bob Ford
Member Don Burnette
Member Drew Bastian
Member Scott Stiltner
Chairman Allen Green

Also Present: Jake Johansson, City Manager
Margaret Roberts, City Attorney
Robin Fenwick, City Clerk

2. Election of Chair and Vice Chair

Motion to elect Allen Green as Chair and Drew Bastian as Vice Chair was made by Member Burnette, and Seconded by Member Stiltner. Motion carried unanimously by roll call vote.

DISCUSSION/ACTION

2. Approval of Minutes – September 9, 2015

Motion to approve the minutes of September 9, 2015 was made by Member Bastian, and Seconded by Member Burnette. Motion carried unanimously by voice vote

3. Eastport Business Center CRA Annual Report – FY 2014/2015

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

4. Public Comments

There were none.

5. CRA Member Comments

There were none.

ADJOURNMENT: 8:46 p.m.

Chairman Allen Green



EASTPORT BUSINESS CENTER

COMMUNITY REDEVELOPMENT AGENCY

REQUESTED AGENCY MEETING DATE: 09/20/2016

Consent item: No

SUBJECT: Resolution No. 16-01 - Eastport Business Center CRA Tax Increment District FY17 Operating Budget

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to approve Resolution 16-01.

SUMMARY: Attached is the proposed operating budget for the Eastport Business Center CRA tax increment district for FY17 (October 1, 2016 to September 30, 2017).

ATTACHMENTS:

1.	Reso. No. 16-1 Eastport	Reso. No. 16-1 Eastport.pdf
2.	102 Eastport CRA FY17 Budget	102 Eastport CRA FY17 Budget.pdf
3.	217 Eastport CRA TIF Debt Service	217 Eastport CRA TIF Debt Service.pdf

Penelope Cruz	Created/Initiated - 09/08/2016
Wayne Clark	Approved - 09/08/2016
Tracey Riehm	Approved - 09/12/2016
Margaret Roberts	Approved - 09/15/2016
M. Jake Johansson	Approved - 09/15/2016
Robin Fenwick	Final Approval - 09/16/2016

AGENCY ACTION: New
CONTINUATION DATE:

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

RESOLUTION NO. 16-1
Eastport

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR EASTPORT BUSINESS CENTER, VOLUSIA COUNTY, FLORIDA; ADOPTING THE FINAL EASTPORT TAX INCREMENT DISTRICT OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$183,573; 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 2017 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>183,573</u>
TOTAL		<u>\$183,573</u>

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

Section 2. The 2017 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 budget finally 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, 2016 through September 30, 2017.

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 20th day of September, 2016

Reviewed and Approved:

Matthew J, Jones, Deputy City Attorney

FY 2017: TAX INCREMENT EASTPORT FUND (#102)

PREPARED: September 7, 2016

FINANCE: Finance Staff

	ADOPTED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	62,310
Intergovernmental Revenue	103,771
Appropriated Equity	15,992
Interest	1,500
TOTAL REVENUES:	183,573
<u>EXPENDITURES:</u>	
Eastport Tax Increment Expenses	183,573
TOTAL EXPENDITURES:	183,573

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER ACCOUNT DESCRIPTION

TAX INCREMENT EASTPORT

102-0000-311.10-00 CURRENT AD VALOREM

FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCUMBRNCE	FY2017 CM PROP3
59,619	59,471	59,699	59,699	59,699	62,310
LEVEL	TEXT			TEXT	AMT
5	PROPERTY VALUE 14,725,373 X 4.5288 MILLS PER 1000 AT 95%				63,353
	PROPERTY VALUE 14,725,373 X NEW PROPOSED 4.4542 & 95% = \$62,310				1,043-
					62,310

102-0000-338.15-00 TAX INCREMENT FUNDS

FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCUMBRNCE	FY2017 CM PROP3
99,907	101,651	99,482	99,482	105,630	103,771
LEVEL	TEXT			TEXT	AMT
5	ESTIMATED PROPERTY VALUES - \$14,725,373 COUNTY TIF @ 95%				91,133
	HALIF HOSP TIF @ .9034 MILL @ 95%				12,638
					103,771

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

FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCUMBRNCE	FY2017 CM PROP3
1,207	2,368	1,500	1,500	1,723	1,500
30	21	0	0	15	0
0	0	27,153	59,269	0	15,992
LEVEL	TEXT			TEXT	AMT
5	EST FUND BALANCE REQUIRED TO BALANCE THE FUND TO BALANCE FUND AFTER ADDITIONAL REDUCTION IN PROPOSED MILLAGE OF 0.0746. NT 08-25-16				14,949
					1,043
					15,992

*	160,763	163,511	187,834	219,950	167,067	183,573
**	160,763	163,511	187,834	219,950	167,067	183,573
***	160,763	163,511	187,834	219,950	167,067	183,573
****	160,763	163,511	187,834	219,950	167,067	183,573

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCUMBRNCE	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
102-1000-552.12-00	SALARIES AND WAGES	24,181	0	0	0	0	0
102-1000-552.21-00	FICA TAXES	1,678	0	0	0	0	0
102-1000-552.22-00	RETIREMENT CONTRIBUTIONS	3,374	0	0	0	0	0
102-1000-552.23-00	HEALTH INSURANCE	1,409	0	0	0	0	0
102-1000-552.24-00	WORKER'S COMPENSATION	24	0	0	0	0	0
102-1000-552.26-00	EAP BENEFIT	8	0	0	0	0	0
* PERSONNEL SERVICES		30,674	0	0	0	0	0
102-1000-552.41-00	COMMUNICATION SERVICES	139	0	0	0	0	0
102-1000-552.45-10	COMMERCIAL POLICY INS	4,882	4,950	5,000	5,000	5,116	5,250
LEVEL 5		TEXT		FLORIDA MUNICIPAL INSURANCE TRUST LIABILITY		TEXT AMT	
				INSURANCE FOR CRA PROPERTY.		5,250	
102-1000-552.49-03		ADVERTISING EXPENSE					
LEVEL 5		TEXT		LOOPNET ADVERTISING: \$170/QUARTER = \$680		TEXT AMT	
				ADDITIONAL FUNDING FOR REP TO SELL 2 LOTS		680	
				LACK OF USAGE IN FY15 DUE TO HIRING REAL ESTATE		320	
				AGENT WHO ADVERTISED THE PROPERTIES. ALSO INCLUDES			
				PUBLIC HEARINGS ADVERTISEMENTS FOR ANNUAL REPORT			
				AND OTHER MEETINGS IF SCHEDULED.			
102-1000-552.49-64		INSURANCE 504				1,000	
102-1000-552.49-66		TRF TO 506 BLDG MAINT FD					
102-1000-552.52-15		POSTAL SERVICE					
LEVEL 5		TEXT		MAILING COSTS TO SEND AMENDED PLAN TO TAXING		TEXT AMT	
				AUTHORITIES BY CERTIFIED MAIL AS REQUIRED BY		100	
				FLORIDA STATUTE. FUNDS NEEDED IF PLAN IS AMENDED.			
102-1000-552.54-00		DUES & MEMBERSHIPS					
LEVEL 5		TEXT		FLORIDA REDEVELOPMENT ASSOCIATION MEMBERSHIP \$745		TEXT AMT	
				ANNUALLY SPLIT BETWEEN EASTPORT AND TOWN CENTER		375	
				CRA'S = \$372.50			
				DEPARTMENT OF ECONOMIC OPPORTUNITY MEMBERSHIP \$175		175	
				ANNUALLY AS REQUIRED BY STATE STATUTE.			

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
							550
* OPERATING EXPENSE		10,658	6,177	6,650	6,650	5,381	6,900
102-1000-552.63-00 IMP. OTHER THAN BLDGS		0	0	0	9,026	0	0
* CAPITAL OUTLAY		0	0	0	9,026	0	0
102-1000-552.83-00 OTHER GRANTS & AIDS		0	0	0	23,090	15,000	0
* GRANTS & AIDE		0	0	0	23,090	15,000	0
102-1000-581.91-72 TRF TO 217 EASTPORT NOTE		179,813	180,596	181,184	181,184	150,987	176,673
		LEVEL	TEXT	FUND	FY17 DEBT SERVICE IN 217 FUND	TEXT AMT	
		5				176,673	176,673
* TRANSFERS		179,813	180,596	181,184	181,184	150,987	176,673
** NON DEPTMENTAL		221,145	186,773	187,834	219,950	171,368	183,573
*** NON DEPARTMENTAL		221,145	186,773	187,834	219,950	171,368	183,573
**** TAX INCREMENT EASTPORT		221,145	186,773	187,834	219,950	171,368	183,573

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
EASTPORT TAX INC NOTE							
217-0000-361.10-00	INTEREST EARNINGS-INVESTM	31	289	0	0	32	0
217-0000-381.71-00	TRANSFER FROM EASTPORT 102	179,813	180,596	181,184	181,184	150,987	176,673
*		179,844	180,885	181,184	181,184	151,019	176,673
**	EASTPORT TAX INC NOTE	179,844	180,885	181,184	181,184	151,019	176,673
***	EASTPORT TAX INC NOTE	179,844	180,885	181,184	181,184	151,019	176,673
****	EASTPORT TAX INC NOTE	179,844	180,885	181,184	181,184	151,019	176,673

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

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

FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
105,000	110,000	115,000	115,000	115,000	115,000
74,812	70,596	66,184	66,184	66,184	61,673
179,812	180,596	181,184	181,184	181,184	176,673
179,812	180,596	181,184	181,184	181,184	176,673
179,812	180,596	181,184	181,184	181,184	176,673
179,812	180,596	181,184	181,184	181,184	176,673