



THE COMMUNITY REDEVELOPMENT AGENCY
FOR PORT ORANGE TOWN CENTER
REGULAR MEETING AGENDA

COUNCIL CHAMBERS – 6:00 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 & July 20, 2021
3. Resolution No. 21-1 - Proposed Port Orange Town 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 COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER 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, 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.

THE COMMUNITY REDEVELOPMENT AGENCY FOR
PORT ORANGE TOWN CENTER MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
MARCH 16, 2021

THE REGULAR MEETING of the COMMUNITY REDEVELOPMENT AGENCY
FOR PORT ORANGE TOWN CENTER was called to order by Vice Chair Stan Schmidt
at 6:55 p.m.

Roll Call: Present: Member Chase Tramont
Member Drew Bastian
Member Scott Stiltner
Member Jonathan Foley
Member Donald Burnette
Member Michael Benedict
Vice Chairman Stan Schmidt

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.

Motion was made by Member Burnette to
nominate Vice Chairman Stan Schmidt
as Chairman and Seconded by Member
Bastian. Motion carried unanimously by
voice vote.

Motion to amend the agenda to include
the nomination of Vice Chair was made
by Member Burnette and Seconded by
Member Foley. Motion carried
unanimously by voice vote.

Motion to nominate Member Chase
Tramont as Vice Chairman was made by
Member Burnette and Seconded by
Member Scott Stiltner. Motion carried
unanimously by voice vote.

DISCUSSION/ACTION

2. Approval of Minutes
 - a. September 15, 2020
 - b. December 1, 2020

Motion to approve the minutes as
presented for September 15, 2020 and
December 1, 2020 was made by Member

Bastian and Seconded by Member Stiltner. Motion carried unanimously by roll call vote.

3. Port Orange Town Center CRA Annual Report – FY 2019/2020

Motion to accept the Annual Report – FY 2019/2020 as presented for September 15, 2020 and December 1, 2020 was made by Member Bastian and Seconded by Member Stiltner.

Chairman Schmidt asked about the debt service balance. Tim Burman, Community Development Director, explained the need to sell property and/or get a larger development in the CRA area.

Motion carried unanimously by roll call vote.

PUBLIC COMMENTS

There were none.

BOARD COMMENTS

There were none.

ADJOURNMENT - 7:04p.m.

Chairman Stan Schmidt

COMMUNITY REDEVELOPMENT AGENCY FOR
PORT ORANGE TOWN CENTER JOINT MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
JULY 20, 2021

THE JOINT MEETING of the COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER and PORT ORANGE CITY COUNCIL was called to order Mayor Donald Burnette at 7:05 p.m.

Roll Call: Present: Council: Council Member Jonathan Foley
Council Member Chase Tramont
Council Member Scott Stiltner
Vice Mayor Drew Bastian
Mayor Donald Burnette

CRA Members: Member Chase Tramont
Member Drew Bastian
Member Scott Stiltner
Member Jonathan Foley
Member Donald Burnette
Member Michael Benedict
Chairman Stan Schmidt

Also Present: Jake Johansson, City Manager
Matthew Jones, City Attorney
Shelby Field, Assistant City Clerk

There was no objection to the notice; therefore, the notice was accepted.

DISCUSSION/ACTION

6. Approval of a Real Estate Brokerage Agreement with Colliers International Florida, LLC to market and list for sale property owned by the City of Port Orange and the Port Orange Town Center Community Redevelopment Agency (CRA) and authorizing the City Manager to sign as authorized representative for the Port Orange Town Center CRA.

Wayne Clark, City Manager, provided information on the need for a real estate brokerage firm for this area.

Mr. Ken Krasnow, Colliers International, provided details of their services and the market, as well as answered questions of Council and the CRA Members.

Robert Reinhausen, citizen, spoke regarding the vision of the Riverwalk area as sold to the public in 1998. He wants to see the City stay with the shoreline being open to the public.

Debbie Connors, citizen, supports the direction Riverwalk is going and believes commercial is the way to go.

Council: Motion to approve as presented was made by Council Member Scott Stiltner and Seconded by Vice Mayor Drew Bastian. Motion carried unanimously by roll call vote.

CRA: Motion to approve as presented was made by Member Chase Tramont and Seconded by Member Michael Benedict. Motion carried unanimously by roll call vote.

No further business was brought before the Members of the Town Center CRA and City Council and the joint meeting was adjourned at 7:31 p.m.

Chairman Stan Schmidt



COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER

REQUESTED AGENCY MEETING DATE: 9/8/2021

Consent Item: No

SUBJECT: (C3) Resolution No. 21-1 - Proposed Port Orange Town 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 Port Orange Town Center CRA tax increment district for FY 2021-2022 (October 1, 2021 to September 30, 2022).

ATTACHMENTS:

1.	Resolution No. 21-1 with exhibit	TOWN CENTER RESO 21-1.pdf
2.	FY22 - Fund 103 - Town Center - Budget Request	FY22 - Fund 103 - Town Center - Budget Request.pdf
3.	Guidelines for Town Center CRA Proposed Budget Meeting	Town Center script 9-8-21.pdf

Robin Fenwick	Created/Initiated - 8/23/2021
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
TOWN CENTER

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER, VOLUSIA COUNTY, FLORIDA; RECOMMENDING ADOPTION OF THE TENTATIVE TOWN CENTER 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 \$493,633; 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 Town Center Tax increment district of the City of Port Orange for fiscal year 2022 and has submitted same to the Community Redevelopment Agency for Port Orange Town 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 Port Orange Town 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 PORT ORANGE TOWN CENTER as follows:

Section 1. The following amounts are appropriated for various funds:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
103	Tax Increment Town Center Fund	<u>493,633</u>
TOTAL		\$ <u>493,633</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 Port Orange Town 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 Port Orange Town 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 Town Center 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 STAN SCHMIDT

ATTEST:

Robin L. Fenwick, MMC, City Clerk

Passed and adopted on the _____ day of September 2021

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

FY 2022: TAX INCREMENT TOWNCENTER FUND (#103)
PREPARED: September 1, 2021
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Ad Valorem Tax	103,723
Transfer from other Funds	248,838
Intergovernmental Revenue	136,072
Interest Revenue	1,000
Rentals	4,000
TOTAL REVENUES:	<u>493,633</u>
<u>EXPENDITURES:</u>	
Town Center Tax Increment Expenses	<u>493,633</u>
TOTAL EXPENDITURES:	<u>493,633</u>

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

11:31 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: 103 Town Center CRA
Book: Modified Accrual
Has No Program: No
Exclude Projects?: No

	103 Town Center 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	215,237	29,558	244,795	29,558	(13.73%)
Taxes	90,705	13,018	103,723	13,018	(14.35%)
Intergovernmental Revenue	120,032	16,040	136,072	16,040	(13.36%)
Miscellaneous Revenues	4,500	500	5,000	500	(11.11%)
Total revenues	215,237	29,558	244,795	29,558	(13.73%)
Operating Expenditures	23,254	4,326	27,580	4,326	18.60%
Discretionary Operating Expenditures	8,800	1,500	10,300	1,500	17.05%
Contractual Services	3,000	1,500	4,500	1,500	50.00%
Other Supplies and Expenses	5,800	0	5,800	0	0.00%
Non-Discretionary Operating Expenditures	14,454	2,826	17,280	2,826	19.55%
Utilities	2,180	0	2,180	0	0.00%
Insurance Claims and Expenses	6,300	0	6,300	0	0.00%
Grants and Aid	5,974	2,826	8,800	2,826	47.31%
Personnel	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0.00%
Debt Service	48,466	9,228	57,694	9,228	19.04%
Debt Service	48,466	9,228	57,694	9,228	19.04%
Total expenditures	71,720	13,554	85,274	13,554	18.90%
Other Financing Sources	257,521	(8,683)	248,838	(8,683)	3.37%
Other Financing Uses	(401,038)	(7,321)	(408,359)	(7,321)	(1.83%)
Interfund Transfer Expense	(401,038)	(1,031)	(402,069)	(1,031)	(0.26%)
Budgetary Contingency	0	(6,290)	(6,290)	(6,290)	0.00%
Total Other Sources & Uses	(143,517)	(16,004)	(159,521)	(16,004)	(11.15%)
Net change	0	0	0	0	0.00%

**TOWN CENTER COMMUNITY
REDEVELOPMENT AGENCY
REGULAR MEETING AGENDA**

September 8, 2021

[Chairman Stan Schmidt] I call the Regular Meeting of the Town Center Community Redevelopment Agency to Order.

- 1. Roll Call: Members of the Town Center Community Redevelopment Agency:**
Stan Schmidt, Donald Burnette, Drew Bastian, Scott Stiltner, Chase Tramont, Jonathan Foley, Michael Benedict.

- 2. [Chairman Stan Schmidt]** Do I have an objection to the notice of meeting?
Hearing no objection, the notice is accepted.

- 3. [Chairman Stan Schmidt]** Do I have a motion to approve the Minutes of the March 16, 2021 and July 20, 2021 meetings of the Town Center Community Redevelopment Agency?

[Chairman Stan Schmidt] Second? Call the roll.

- 4. [Chairman Stan Schmidt]** Item 3 is a Resolution Number 21-1 Proposed Town Center CRA Tax Increment District FY22 Operating Budget.

- 5. [Chairman Stan Schmidt]** May I have a motion by CRA on Item 3 Resolution Number 21-1.

- 6. Motion:**

“Move to approve Resolution Number 21-1, approving the Town Center CRA Tax Increment District FY22 Operating Budget, as recommended by the Planning Commission.”

[Chairman Stan Schmidt] Second?

- 7. [Chairman Stan Schmidt]** Ask for comments of the CRA.

- 8. [Chairman Stan Schmidt]** Ask for Public Comments.

- 9. [Chairman Stan Schmidt]** Final comments from CRA prior to vote, if any. Call the roll.

- 10. [Chairman Stan Schmidt]** Any further business to be brought before the Members of the Town Center Redevelopment Agency?

- 11. [Chairman Stan Schmidt]** There being none, this meeting is adjourned.

[Eastport CRA Meeting to follow]