



PORT ORANGE CITY COUNCIL WORKSHOP

Lakeside Community Center

1999 City Center Circle

Tuesday, August 25, 2015 @ 5:00 PM

WORKSHOP AGENDA

Pursuant to Section 3.06 of the Charter of the City of Port Orange, the Mayor has called a **Workshop** of the City Council to be held for the following purposes:

OPENING

1. Pledge of Allegiance
2. Silent Invocation
3. Roll Call

DISCUSSION ITEMS

4. Port Orange/South Daytona Chamber of Commerce Performance Measures
5. Location of the historic F.E.C. Train Depot
6. General Fund Budget Discussion

ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL 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 PROCEEDINGS 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 OR 5 DAYS PRIOR TO THE MEETING DATE; IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 1-800-955-8771.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/25/2015

Consent item: No

SUBJECT: Port Orange/South Daytona Chamber of Commerce Performance Measures

DEPARTMENT: City Manager

RECOMMENDED MOTION: Provide possible direction on measures to include, exclude or change for the upcoming proposed FY 2016 contract between the City of Port Orange and the Port Orange/South Daytona Chamber of Commerce.

SUMMARY: The City's contract with the Port Orange/South Daytona Chamber of Commerce (Chamber) expires on September 30, 2015. The Chamber provides economic and business development services for the City. The current contract includes specific performance measures that are meant to indicate the level and effectiveness of services provided by the Chamber. Before adoption of the current contract there was some discussion among councilmembers of including additional measures or swapping out current measures for new measures on specific topics.

In anticipation of requesting a renewal of this contract, the Chamber would like to provide an update on the measures in the current contract and obtain input from the Council on changes to the measures (if any).

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Current Agreement with Chamber	Chamber Service Agreement.pdf
2.	Summary of Services	Chamber Summary of Services.pdf

Fenwick, Robin
Rosen, Alan
Johansson, M. Jake

Created/Initiated - 08/10/2015
Approved - 08/20/2015
Final Approval - 08/20/2015

CHAMBER SERVICES AGREEMENT

This Agreement is made this 3rd day of February, 2015 by and between the City of Port Orange, a Florida municipal corporation (hereinafter "City") and the Port Orange/South Daytona Chamber of Commerce, a Florida not-for-profit corporation (hereinafter "Chamber") and in consideration of the mutual conditions and covenants contained herein, the parties agree as follows:

1. Services. The Chamber shall provide the services as outlined on Attachment A, which are hereby incorporated by reference and made a part of this Agreement.
2. Term. This Agreement shall be for a term of one (1) year commencing on October 01, 2014 and ending on September 30, 2015.
3. Compensation. The City shall pay the Chamber for the work performed hereunder the total sum of \$20,000.00. Such compensation shall be payable in quarterly payments of \$5,000.00 each, in advance on the first day of October, January, April and July. The October, 2014 and January, 2015 payments shall be due upon City Council approval of this Agreement.
4. Termination. Either party may terminate this Agreement thirty (30) days after receipt by the other party of written notice of intent to terminate.
5. Governing Law and Venue. This Agreement, the rights and obligations of the parties hereto, any and all claims or disputes relating thereto, shall be exclusively governed by and construed in accordance with the laws of the State of Florida. Venue for any dispute under this Agreement shall exclusively be in the state courts of competent jurisdiction sitting in Volusia County, Florida.
6. Indemnity. The Chamber will indemnify and hold harmless the City from and against all claims, damages, injuries, liabilities, losses and expenses, including reasonable attorney's fees and costs, arising out of or resulting from the performance of its operations under this Agreement.

7. Notices. All notices required to be given by either party shall be in writing addressed to the other party as follows, and delivered by certified mail, return receipt requested, or in person:

CITY: City Manager
1000 City Center Circle
Port Orange, FL 32129

CHAMBER: Executive Director
Port Orange/South Daytona Chamber of Commerce, Inc.
3431 Ridgewood Avenue
Port Orange, FL 32119

8. Contract Administration. The assistant city manager shall perform contract administration of this Agreement.

9. Headings. Section and other headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement or any provision hereof.

10. Severability. In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained in this Agreement.

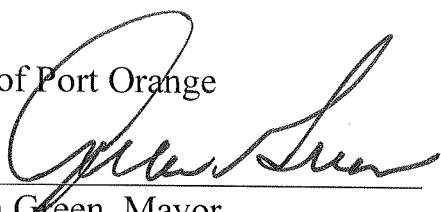
11. Waiver. No waiver of any breach of any agreement or provision in this Agreement shall be deemed a waiver of any preceding or succeeding breach of this Agreement. No extension of time or performance of any obligation or act shall be deemed an extension of time for performance of any other obligation or act.

12. Entire Agreement. This Agreement represents the entire agreement of the parties with respect of the subject matter of this Agreement, and all other prior agreements, written or oral, are hereby merged in this Agreement and are of no further force of effect. This Agreement may not be changed orally, but only by

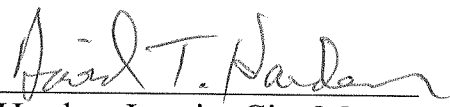
agreement in writing, signed, by the party against whom enforcement of any waiver, change, modification or discharge is sought.

13. Interpretation. It is the express agreement of the parties under the circumstances calling for the construction of interpretation of any of the provisions or terms herein, that this Agreement shall not be construed against a party by reason of responsibility for its drafting.

City of Port Orange

By: 

Allen Green, Mayor

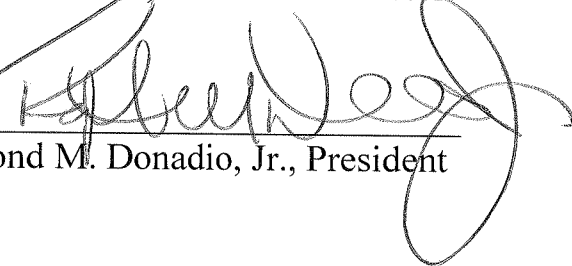
And: 

David Harden, Interim City Manager

Port Orange/South Daytona Chamber of Commerce

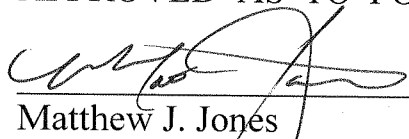
By: 

Debbie Connors, Executive Director

And: 

Raymond M. Donadio, Jr., President

APPROVED AS TO FORM:


Matthew J. Jones

Assist. City Attorney

ATTACHMENT A
SERVICES TO BE PROVIDED

The following list of services are grouped into goal areas and include measures that are to be reported quarterly

- **Provide technical assistance to the City on issues impacting economic development and small business**
 1. Continue to coordinate advisory task forces to work with the City at the City's request on issues impacting small business and assist the City in reviewing issues directly affecting the business community.
 - Number of active advisory task forces
 2. Work with the City, Team Volusia and the Volusia County Business Development Corporation to follow up on business prospects visiting the area.
 - Percent of follow-ups with business prospects who visited Port Orange
 3. Organize business owners from Ridgewood Avenue to participate in the City's activities to promote economic development in the Ridgewood corridor.
 - Percent of business owners from the Ridgewood Corridor invited to participate in activities to promote economic development in the corridor
 4. Recruit members for involvement in City committees, boards and activities affecting growth and development in the area.
 - Number of candidates the Chamber proposed for recruitment on City committees, boards, and activities when made aware of opportunities
- **Provide technical assistance to businesses and the public on issues impacting economic development and small business**
 1. Conduct monthly visits to local businesses within Port Orange to offer assistance and resources.
 - Number of City businesses visited each month
 2. Conduct at least one (1) small business development seminar or program quarterly to assist area businesses.
 - Number of small business seminars conducted each quarter
 3. Assist in planning a business expo or other project or event for Port Orange Family Days
 - Did the Chamber assist in planning business expo or other project even for Port Orange Family Days?

4. In conjunction with the City, develop and cosponsor at least one (1) conference or seminar for small businesses interested in: providing services to the City, learning about the City's permitting processes, or other issues pertaining to enhancing the relationship between the City and the business community.
 - Number of conferences or seminars developed or cosponsored with the City for small businesses
 5. Maintain the Leadership Training Program to encourage individuals to become involved in the Chamber and the community.
 - Number of individuals completing the Leadership Training Program
 6. Provide information on the community for people visiting or relocating to the City
 - Number of inquiries received including walk-ins, calls and referrals
 7. Maintain current business tax list issued by the City in order to determine all possible businesses eligible for Chamber membership and assistance.
 - Did the Chamber maintain a current business tax list?
 8. Receive and process complaints on businesses located in the City.
 - Number of complaints received and processed
- **Provide services to the City**
 1. Provide a page for the City of Port Orange in the Community and Business Guide every year.
 - Did the Chamber provide a page to the City in the Community Business Guide?
 2. Maintain an area web page that will be hyperlinked to the City web page and Team Volusia web page.
 - Did the Chamber maintain an area web page with links to the City and Team Volusia web pages?
 3. Make the Riverside pavilion available to the City when not in use and when needed for City functions.
 - Did the Chamber make the Riverside pavilion available to City when not in use?
 4. Provide copies of the chamber newsletter to the Mayor, City Council Members, and City Manager.
 - Did the Chamber provide copies of the monthly newsletters to the Mayor, City Council, and City Manager?
 5. Develop and distribute informational materials for economic development purposes.
 - Number of informational materials distributed

- **Foster continuous communication with the City**

1. Provide an opportunity for City officials to speak during at least one (1) chamber program annually.
 - Number of chamber programs where City officials were invited to speak
2. Provide updates to the City on activities in other communities through chamber meetings and activities with other chambers.
 - List of joint meetings or activities attended
3. Provide reports to the City Council at Council's request, but not more frequently than quarterly detailing the services provided to the City within the reporting period. Reports should include updates on the objectives and measures included in this agreement.
 - Number of reports provided to City Council
4. Meet with the City Manager and Council Liaison monthly to maintain lines of communication between the Council and the Chamber.
 - Number of meetings with City Manager and Council Liaison
5. Provide at least two (2) forums annually for the business community to meet with local elected officials.
 - Number of forums provided for business community to meet local elected officials

ATTESTATION OF SIGNATURE FOR MAYOR ALLEN GREEN

On this 3 day of February, 2015, I Robin L. Fenwick, CMC, City Clerk for the City of Port Orange, Florida, hereby attest that the attached document, the Chamber Services Agreement, bears the signature of Allen Green, Mayor of the City of Port Orange, and that the signature has been duly affixed and is hereby attested.

Witnesses:

Karen Mead

Printed Name: Karen Mead

Mary M. London

Printed Name: Mary M. London

ATTEST:

By: Robin L. Fenwick
Robin L. Fenwick, CMC, City Clerk

Date: 2/3/15



REPORT TO CITY COUNCIL

August 25, 2015

Contract Services Summary:

Technical Assistance to the City on issues impacting economic development and small business:

1. Continue to coordinate advisory task forces to work with the City at the City's request on issues impact small business and assist the City in reviewing issues directly affecting the business community. **During business visits we inquire about issues affecting Port Orange businesses.**
2. Work with the City, Team Volusia the Volusia County Economic Development Department to follow up on business prospects visiting the area. **The Chamber is working in partnership with Team Volusia. Team Volusia assisted with the relocation of Pie Guy to the Eastport Business Park**
3. Organize business owners from Ridgewood Avenue to participate in the City's activities to promote economic development in the Ridgewood Corridor. **The Chamber assisted with business contacts during the Ridgewood Corridor Scavenger Hunt. A Chamber team continues to visit businesses along the Ridgewood corridor to offer resources and assistance. The Chamber has worked with the Community Development Department over the years on ideas for the redevelopment of Ridgewood Avenue.**
4. Recruit members for involvement in City committees, boards and activities affecting growth and development in the area.
The Chamber has actively recruited business owners to participate on the Town Center and Eastport CRA Boards. Chamber members participated in the City Manager Selection Committee.

Provide technical assistance to businesses and the public on issues impacting economic development and small business.

1. Conduct monthly visits to local business within Port Orange to offer assistance and resources. **The Chamber has visited 50 businesses this year to offer assistance and information on local resources available to them.**
2. Conduct at least one (1) small business development seminar or program quarterly to assist area businesses.
The Chamber has a Business Power Hour program each month – 7 programs this year
A "Breakfast Connection" meeting was held for Chamber members to meet with the County Council in April and Senator Dorothy Hukill on September 15.
3. Assist in planning a business expo or other project or event for Port Orange Family Days
The Chamber assisted in planning the Family Days Spring Fair, with more than 100 exhibitors the weekend of March 7th and 8th, and is actively working on the Family Days event for October 1 through 4, 2015. That Expo is currently sold out and there is a waiting list.
4. The Chamber is planning to work with the City on a "Doing Business with Government" seminar in the fall, 2015 or an appropriate time as determined by the Chamber and purchasing officials.

5. **The Leadership Program will run for eight consecutive Wednesday mornings beginning September 29. Eight people completed the Leadership Program in 2014, and eleven people are confirmed for the 2015 fall program to date, with several applications outstanding.**
6. **Number of inquiries received including walk-ins, calls and referrals:**
 - January: 701 inquiries, 4,556 website visits**
 - February: 741 inquiries, 3,387 website visits**
 - March: 679 inquiries, 3,689 website visits**
 - April: 643 inquiries, 3,369 website visits**
 - May: 611 inquiries, 3,054 website visits**
 - June: 607 inquiries, 3,622 website visits**
7. **The Chamber has received 13 Better Business inquiries this year and 6 complaints were filed and handled by the Chamber.**

Services provided to the City

1. **The City has a full page ad in the Community and Business Guide currently being distributed**
2. **The Chamber maintains an area web page that is linked to the Port Orange Team Volusia Web Page.**
3. **The Riverside pavilion was made available to the City for two City Council workshops in March.**
4. **The Chamber newsletter was mailed to the Mayor, City Council Members and the City manager.**
5. **The Chamber continues to distribute the Business Resource Guide to businesses, both during the Business Retention visits as well as new member receptions and when business owners visit the Chamber. Seventy relocation guides have been mailed as a response to relocation and visitor inquiries outside the area. More than 350 Community and Business Guides were distributed during the Family Days spring fair, and thousands are distributed during the year by realtors, apartments and other local businesses.**

Debbie Connors, Executive Director



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/25/2015

Consent item: No

SUBJECT: Location of the historic F.E.C. Train Depot

DEPARTMENT: City Manager

RECOMMENDED MOTION:

SUMMARY: Direction is needed on whether to leave the FEC Train Depot, once acquired, in its current location (415 Herbert Street) next to the railroad tracks, or to relocate it to Riverwalk. Within Riverwalk there are two potential relocation sites: at the southwest corner of Herbert Street and Halifax Drive or at the northwest corner Halifax Drive and Dunlawton Avenue in the vacant parking lot.

Staying at its current location would save relocation costs and keep the depot in its historic context, thus preserving its National Register of Historic Places designation. If moved, it must be de-listed according the state of Florida.

The intended purpose for the depot is to renovate it, and then potentially utilize it as a museum and home for the Port Orange Histrocial Trust.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

Donahue, Kent	Created/Initiated - 08/11/2015
Harden, David	Approved - 08/13/2015
Harden, David	Final Approval - 08/20/2015



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/25/2015

Consent item: No

SUBJECT: General Fund Budget Discussion

DEPARTMENT: Finance

RECOMMENDED MOTION:

SUMMARY: Please bring your General Fund budget books to the workshop. Staff will be discussing each Department's budget with you.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

Fenwick, Robin
Harden, David
Johansson, M. Jake

Created/Initiated - 08/20/2015
Approved - 08/20/2015
Final Approval - 08/20/2015
