



## **PORT ORANGE CITY COUNCIL WORKSHOP**

### **Council Chambers**

**Tuesday, September 15, 2015 @ 6:30 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. Yorktowne Extension Update
5. Further discussion of RFP 15-27, Commercial Lines of Insurance for Property, General Liability and Workers Compensation.
6. Budget Discussion
7. Develop Goals for City Manager

### **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 09/15/2015

Consent item: No

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**SUBJECT:** Yorktowne Extension Update

**DEPARTMENT:** Community Development

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**RECOMMENDED MOTION:**

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**SUMMARY:**

The Yorktowne Boulevard extension is planned as a four-lane median divided curb and gutter road extending from Hidden Lakes Drive to Willow Run Boulevard. The completion of Yorktowne Boulevard would provide an alternate route for vehicles to cross I-95 and relieve congestion at the I-95/ Dunlawton intersection. There are two remaining segments of Yorktowne Boulevard that remain to be constructed; the central segment and the north segment.

The central segment is +/- 1,600 feet from Hidden Lakes Drive to the south end of the former Nautica Lakes development, along with 800' of improvements in the existing 2-3 lane section of Yorktowne Boulevard, south of Hidden Lakes Drive, including turn lanes and transition tapers in the existing section of Yorktowne Boulevard. The 100' right-of-way for this segment was dedicated to the City and the city has completed roadway design plans for this segment. There is currently \$1,725,000 in the budget for construction of this segment.

The north segment is +/- 2,000 feet from Willow Run Boulevard to the south side of the B-19 Tributary #1 crossing. The roadway design for this segment was completed in conjunction with the proposed Nautica Lakes development. The Nautica Lakes Development was a mixed use development with multi-family and commercial uses. The project was under review in 2008 but was ultimately not constructed. The 100' right-of-way for this segment is not currently dedicated to the City. The Comprehensive Plan provides for the ultimate developer of this property to build this segment as part of the site improvements for the development and dedicate it to the City.

As part of the planned Yorktowne Boulevard extension, improvements will also need to be made at the intersection of Willow Run Boulevard and Yorktowne Boulevard to accommodate the additional traffic. This project is in the CIP for design in FY20 and construction in FY21 and the funding source is the Capital Project Fund (301). With Council's approval, staff will submit an application to the River to Sea TPO to determine if a signalized intersection or traffic circle at this intersection is feasible and if so, request funding grants for design and construction.

|         |                 |
|---------|-----------------|
| Project | Funding Account |
| No.:    | No.:            |

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**ATTACHMENTS:**

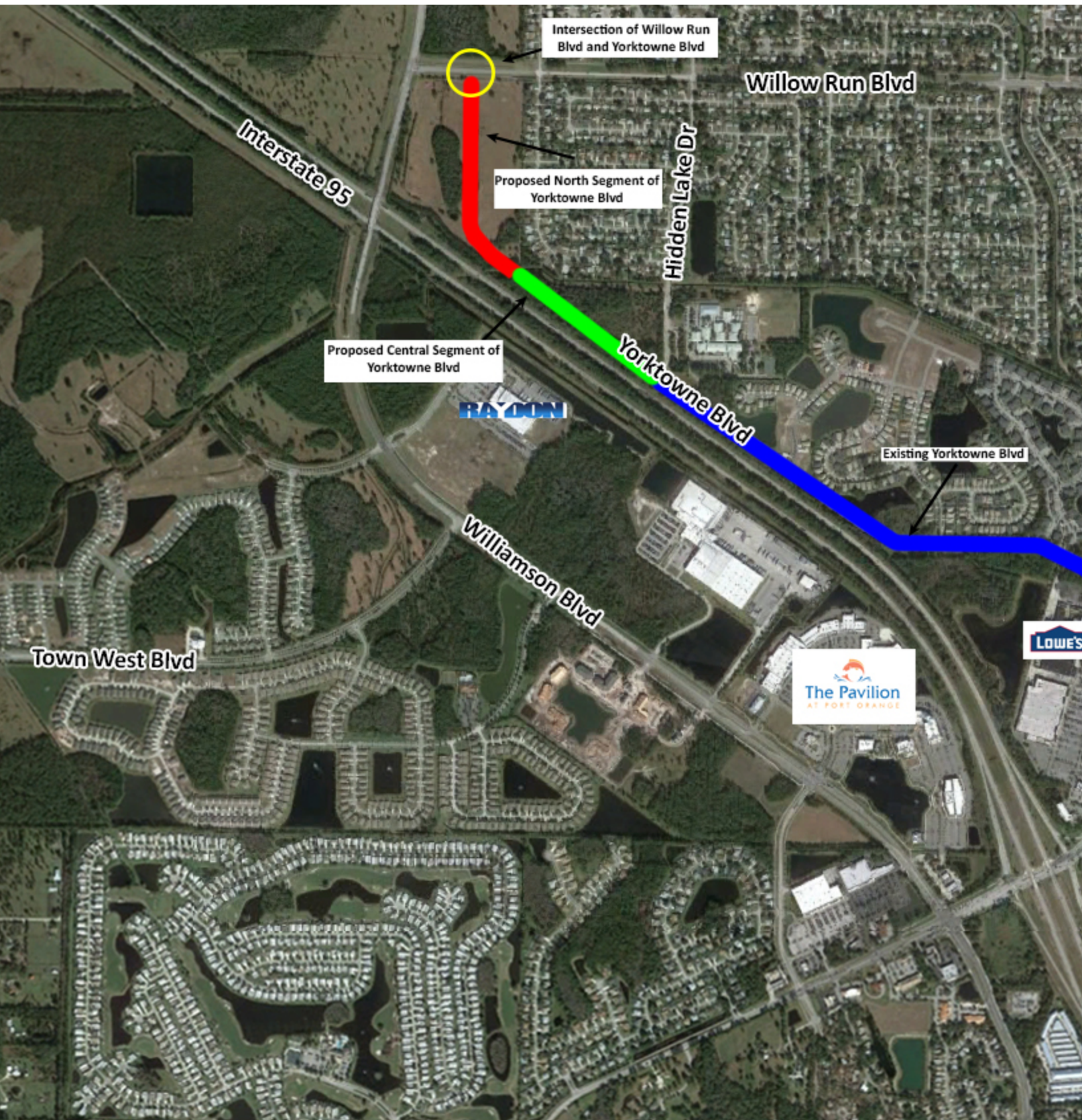
|    |                   |                       |
|----|-------------------|-----------------------|
| 1. | Yorktowne Exhibit | Yorktowne Exhibit.jpg |
|----|-------------------|-----------------------|

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Momberger, Margaret  
Clark, Wayne  
Johansson, M. Jake

Created/Initiated - 09/10/2015  
Approved - 09/10/2015  
Final Approval - 09/11/2015

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Intersection of Willow Run  
Blvd and Yorktowne Blvd

Willow Run Blvd

Interstate 95

Proposed North Segment of  
Yorktowne Blvd

Hidden Lake Dr

Proposed Central Segment of  
Yorktowne Blvd

RA DON

Yorktowne Blvd

Existing Yorktowne Blvd

Williamson Blvd

Town West Blvd

The Pavilion  
AT PORT ORANGE

LOWE'S



# CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/15/2015

Consent item: No

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**SUBJECT:** Further discussion of RFP 15-27, Commercial Lines of Insurance for Property, General Liability and Workers Compensation.

**DEPARTMENT:** Administrative Services

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**RECOMMENDED MOTION:** Discussion of RFP 15-27 which will include language within the RFP, bid process versus RFP process, appeal process and final tabulations process.

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**SUMMARY:** Further discussion of RFP 15-27, Commercial Lines of Insurance for Property, General Liability and Workers Compensation. Request by Council to bring this item to the workshop for further discussion.

| Project | Funding Account |
|---------|-----------------|
| No.:    | No.:            |

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**ATTACHMENTS:**

|    |              |                  |
|----|--------------|------------------|
| 1. | Cost Summary | Cost Summary.pdf |
|----|--------------|------------------|

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DiChiara, Paula  
Rosen, Alan  
Harden, David  
Johansson, M. Jake

Created/Initiated - 09/10/2015  
Approved - 09/11/2015  
Approved - 09/11/2015  
Final Approval - 09/11/2015

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**CITY OF PORT ORANGE**  
**PROPOSAL COMPARISON – WORK PAPERS**  
**RFP #15-27**

**COST SUMMARY**

| <b>Agent:</b>                   | <b>Arthur J. Gallagher</b>                                                                                      | <b>Brown &amp; Brown</b>                                                                                                                                                                  | <b>Florida League of Cities</b>                                                                                                  |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Insurer:</b>                 | <b>Risk Management of Florida</b>                                                                               | <b>Preferred Governmental Insurance Trust</b>                                                                                                                                             | <b>Florida Municipal Insurance Trust</b>                                                                                         |
| Property:                       | \$330,137                                                                                                       | \$277,327                                                                                                                                                                                 | \$362,499                                                                                                                        |
| Inland Marine:                  | Included                                                                                                        | \$10,420                                                                                                                                                                                  | Included                                                                                                                         |
| Crime:                          | Included                                                                                                        | \$2,324                                                                                                                                                                                   | Included                                                                                                                         |
| Equipment Breakdown:            | N/A                                                                                                             | \$6,364                                                                                                                                                                                   | N/A                                                                                                                              |
| <b>Property:</b>                | <b>\$330,137</b>                                                                                                | <b>\$296,435</b>                                                                                                                                                                          | <b>\$362,499</b>                                                                                                                 |
| GL/EBL:                         | \$337,266                                                                                                       | \$138,606                                                                                                                                                                                 | \$69,210                                                                                                                         |
| Law Enforcement:                | Included                                                                                                        | \$101,397                                                                                                                                                                                 | \$87,409                                                                                                                         |
| Public Officials/EPL:           | Included                                                                                                        | \$101,883                                                                                                                                                                                 | \$79,632                                                                                                                         |
| Cyberliability                  | \$12,791                                                                                                        | Included                                                                                                                                                                                  | Included                                                                                                                         |
| Automobile Liability:           | Included                                                                                                        | \$62,503                                                                                                                                                                                  | \$100,158                                                                                                                        |
| Auto Physical Damage:           | Included                                                                                                        | \$41,095                                                                                                                                                                                  | Included                                                                                                                         |
| <b>Liability:</b>               | <b>\$350,057</b>                                                                                                | <b>\$445,484</b>                                                                                                                                                                          | <b>\$336,409</b>                                                                                                                 |
| <b>Workers' Compensation:</b>   | <b>\$268,326</b>                                                                                                | <b>\$275,073</b>                                                                                                                                                                          | <b>\$255,650</b>                                                                                                                 |
| <b>Total Program Premium:</b>   | <b>\$948,520</b>                                                                                                | <b>\$1,016,992</b>                                                                                                                                                                        | <b>\$954,557</b>                                                                                                                 |
| <b>Broker Fee:</b>              | <b>\$50,000</b>                                                                                                 | <b>\$75,000</b>                                                                                                                                                                           | <b>None</b>                                                                                                                      |
| <b>Proposed Estimated Cost:</b> | <b>\$998,520</b>                                                                                                | <b>\$1,091,992</b>                                                                                                                                                                        | <b>\$954,557</b>                                                                                                                 |
| <b>Return of Premium:</b>       |                                                                                                                 |                                                                                                                                                                                           | <b>-\$79,210</b><br><i>Eligible for refund premium from 2013/2014 property premium only if coverage renewed with FMIT</i>        |
| <b>Multi Year Option:</b>       | PRM may offer a two year Rate Guarantee to its members this year. The final details are still being worked out. | Two year rate guarantee – Rates for 2016/2017 will be identical to the first year with changes only to NCCI Experience Modification, Changes to City Schedules, Payroll & # of Employees. | The 2 <sup>nd</sup> year rates cannot be guaranteed under Trust guidelines and will be subject to the current rates at the time. |
| <b>Comments:</b>                |                                                                                                                 |                                                                                                                                                                                           | Various deductible options proposed by Florida League/FMIT as shown on individual work papers.                                   |



# CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/15/2015

Consent item: No

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**SUBJECT:** Budget Discussion

**DEPARTMENT:** City Manager

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**RECOMMENDED MOTION:**

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**SUMMARY:** There will be further discussion regarding the FY16 budget. Please bring your budget books.

|         |                 |
|---------|-----------------|
| Project | Funding Account |
| No.:    | No.:            |

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**ATTACHMENTS:**

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Fenwick, Robin

Created/Initiated - 09/11/2015

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# CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/15/2015

Consent item: No

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**SUBJECT:** Develop Goals for City Manager

**DEPARTMENT:** City Manager

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**RECOMMENDED MOTION:**

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**SUMMARY:** Develop goals and evaluation criteria for City Manager to ensure guidance is provided to execute the strategic plan of the city. Attachment are Strategic Goals and objectives developed during the March 2015 Strategy session with Marilyn Crotty.

| Project | Funding Account |
|---------|-----------------|
| No.:    | No.:            |

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**ATTACHMENTS:**

|    |                                |                     |
|----|--------------------------------|---------------------|
| 1. | Strategic Goals and Objectives | Strategic Goals.pdf |
|----|--------------------------------|---------------------|

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Fenwick, Robin  
Johansson, M. Jake

Created/Initiated - 09/11/2015  
Final Approval - 09/11/2015

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| Strategic Goals                                                                                                                                                                                                                                                                   | Enabling Objectives                                                                                                              | Desired Outcome                                                                                                                                                                  | Lead Dept      | Cost/ Budget | Annual Target | Progress |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|---------------|----------|
| <b>1. INFRASTRUCTURE PRESERVATION:</b> To preserve and develop city infrastructure through the careful planning and construction of transportation, drainage and utilities in order to ensure the safety and viability of Port Orange for its residents, businesses and visitors. | 1.1- Develop shovel ready projects in preparation for funding opportunities                                                      | A well prepared staff with a priority list of infrastructure preservation opportunities that can be executed within 45 days                                                      | PW/PU/FC/CA/CD |              |               |          |
|                                                                                                                                                                                                                                                                                   | 1.2- Develop infrastructure master plans including drainage, transportation, and utilities to provide clear infrastructure needs | An easily read living document that clearly defines the renovation, replacement and update of all infrastructure in the city keeping our citizens safe and with 4 star services. | PW/PU/FC/CA/CD |              |               |          |
|                                                                                                                                                                                                                                                                                   | 1.3- Finish reclaimed lakes in order to increase capacity for water filtration and disposal                                      | Provide adequate reclaimed lakes to ensure proper water storage                                                                                                                  | PW/PU/FC/CA/CD |              |               |          |
|                                                                                                                                                                                                                                                                                   | 1.4- Enhance infrastructure maintenance programs in order to extend the life of capital investments                              | Through and effective prevention maintenance program increase service life of infrastructure by 10%                                                                              | PW/PU/FC/CA/CD |              |               |          |
|                                                                                                                                                                                                                                                                                   | 1.5- Conduct a septic tank study in order to determine the full needs and impact of moving property to sewer service.            | Set forth a plan to move everyone in the city to sewer service by 2021                                                                                                           | PW/PU/FC/CA/CD |              |               |          |
|                                                                                                                                                                                                                                                                                   |                                                                                                                                  |                                                                                                                                                                                  |                |              |               |          |
| <b>2. QUALITY OF LIFE:</b> To enhance the quality of life by creating an aesthetically pleasing environment, ample park spaces and a multitude of community events so that residents and visitors can enjoy the natural and planned setting without having to leave Port Orange.  | 2.1-Maintain existing beautification efforts and                                                                                 |                                                                                                                                                                                  | PR             |              |               |          |
|                                                                                                                                                                                                                                                                                   | 2.2- Plan and develop riverside urban trail                                                                                      |                                                                                                                                                                                  | PR/CD          |              |               |          |
|                                                                                                                                                                                                                                                                                   | 2.3-Increase the number of events and festivals at Riverwalk and city center complex                                             |                                                                                                                                                                                  | PR/PIO         |              |               |          |
|                                                                                                                                                                                                                                                                                   | 2.4-Update and adopt a Parks and Recreation master plan including land acquisition needs for a major sports/athletic complex     |                                                                                                                                                                                  | PR/CD          |              |               |          |
|                                                                                                                                                                                                                                                                                   | 2.5-Enhance code enforcement visibility and technology in order to increase effectiveness and efficiency.                        |                                                                                                                                                                                  | CD             |              |               |          |
|                                                                                                                                                                                                                                                                                   |                                                                                                                                  |                                                                                                                                                                                  |                |              |               |          |

| Strategic Goals                                                                                                                                                                                                                                                     | Enabling Objectives                                                                       | Desired Outcome | Lead Dept | Cost/ Budget | Annual Target | Progress |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------|-----------|--------------|---------------|----------|
| <b>3. ECONOMIC DEVELOPMENT:</b> To increase economic opportunities by developing and marketing city assets in order to invest in the local economy for the benefit of Port Orange residents and businesses                                                          | 3.1- Develop shovel ready projects in preparation for funding opportunities               |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                     | 3.2- Develop the strategy for use of appropriate incentives for desirable development     |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                     | 3.3- Continue land acquisition program along US 1                                         |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                     | 3.4- Establish a pricing and marketing program for City land in Eastport and other areas  |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                     | 3.5- Explore economic development through competitive sports tournaments                  |                 |           |              |               |          |
| <b>4. FISCAL SUSTAINABILITY:</b> To enhance the fiscal sustainability of the city through noth technology and sound financial decision-making in order to ensure the organizational viability needed to properly serve the residents and businesses of Port Orange. | 4.1-Acquire appropriate software for efficient/effective finance reporting and management |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                     | 4.2- Explore annexation opportunities                                                     |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                     | 4.3-Continue to simplify financial structure and reporting                                |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                     | 4.4- Decrease unfunded pension liability                                                  |                 |           |              |               |          |

| Strategic Goals                                                                                                                                                                                                                                                       | Enabling Objectives                                                                              | Desired Outcome | Lead Dept | Cost/ Budget | Annual Target | Progress |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------|-----------|--------------|---------------|----------|
| <b>5. PUBLIC SAFETY:</b> To provide excellent public safety services for the residents, businesses and visitros of Port Orange by maintinaing preparedness for emergency and routine events within our public safety infrastructure                                   | 5.1- Enhance paramedic services and capacity                                                     |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                       | 5.2- Address traffic management and safety issues                                                |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                       | 5.3- Rebuild command structure of the police and fire department-operations zones                |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                       | 5.4- Review, Update and drill emergency management protocols and training                        |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                       | 5.5- TBD                                                                                         |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                       |                                                                                                  |                 |           |              |               |          |
| <b>6. ORGANIZATIONAL EXCELLENCE:</b> To enhance organizational efficiency and effectiveness through a highly motivated and stable workforce that continuously improves services and positive communication in order to better serve internal agencies and the public. | 6.1-Impliment a compensation study                                                               |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                       | 6.2-Create a program for recruitment, retention and developoment of employees                    |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                       | 6.3-Increase two way communication with the citizens                                             |                 |           |              |               |          |
|                                                                                                                                                                                                                                                                       | 6.4- TBD (To be recognized within the state and nation for organization excellence in all areas) |                 |           |              |               |          |