



**City of Palm Coast**  
**Agenda**  
**COUNCIL WORKSHOP**  
**IMMEDIATELY**  
**FOLLOWING THE SPECIAL**  
**MEETING**

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
[www.palmcoastgov.com](http://www.palmcoastgov.com)

*Mayor Milissa Holland*  
*Vice Mayor Nick Klufas*  
*Council Member Eddie Branquinho*  
*Council Member Robert G. Cuff*  
*Council Member Jack D. Howell, II*

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**Tuesday, March 12, 2019**

**9:00 AM**

**CITY HALL**

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**City Staff**

**Beau Falgout, Interim City Manager**

**William Reischmann, City Attorney**

**Virginia A. Smith, City Clerk**

- > Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- > Other matters of concern may be discussed as determined by City Council.
- > If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
- > In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- > City Council Meetings are streamed live on YouTube at <https://www.youtube.com/user/PalmCoastGovTV/live>.
- > All pagers and cell phones are to remain OFF while City Council is in session.

**A CALL TO ORDER**

**B PLEDGE OF ALLEGIANCE TO THE FLAG**

**C ROLL CALL**

**D PUBLIC PARTICIPATION**

**E PRESENTATIONS**

**1 RESOLUTION 2019-XX APPROVING AN INTERLOCAL AGREEMENT WITH GRAND HAVEN  
CDD FOR CODE ENFORCEMENT SERVICES**

**F WRITTEN ITEMS**

**2 RESOLUTION 2019-XX APPROVING A RIGHT-OF-WAY ACQUISITION FOR OLD KINGS ROAD N EXTENSION WITH ROBERT W CONSER JR AND ANNA M GALLO FOR PROPERTY KNOWN AS PALM COAST PARCEL 2**

**3 RESOLUTION 2019-XX APPROVING MASTER PRICE AGREEMENTS WITH OSBURN ASSOCIATES, INC, VULCAN INC, DBA VULCAN SIGNS, VULCAN ALUMINUM, MANDEL METALS, DBA U.S. STANDARD SIGN AND MODULEX ORLANDO, LLC FOR SIGN SHOP MATERIALS**

**G PUBLIC PARTICIPATION**

**H DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

**I DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

**J DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

**4 PRESENTATION COUNCIL PRIORITIES UPDATE**

**K ADJOURNMENT**

**5 CALENDAR/WORKSHEET**

**6 ATTACHMENTS TO MINUTES**

## City of Palm Coast, Florida Agenda Item

Agenda Date : 03/12/2019

<b>Department</b>	CITY CLERK	<b>Amount</b>
<b>Item Key</b>	6174	<b>Account</b>
		<b>#</b>
<b>Subject</b>	RESOLUTION 2019-XX APPROVING AN INTERLOCAL AGREEMENT WITH GRAND HAVEN CDD FOR CODE ENFORCEMENT SERVICES	
<b>Background :</b>	As authorized by Florida law, the Grand Haven CDD and the City have agreed, by and through the attached proposed Interlocal Agreement, to allow the CDD agents and staff to enforce the City's codes on CDD property regarding hazardous trees. The Agreement recognizes the St. John's River Water Management District's conservation easements, provides an obligation for the CDD to defend and indemnify the City, as necessary, and the Agreement is terminable upon 30 days notice.	
<b>Recommended Action :</b>	Adopt Resolution 2019-XX approving an Interlocal Agreement with Grand Haven CDD for Code Enforcement Services.	

**RESOLUTION 2018-\_\_\_\_**  
**INTERLOCAL AGREEMENT WITH GRAND HAVEN CDD**  
**FOR CODE ENFORCEMENT SERVICES**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING AN INTERLOCAL AGREEMENT WITH GRAND HAVEN CDD FOR CODE ENFORCEMENT SERVICES; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the CITY is authorized, by home rule provisions contained in the Florida Constitution, statutory authority (in particular, the Local Government Code Enforcement Boards Act, Chapter 162, Florida Statutes) and by its Charter and Ordinances to establish a code enforcement process, including enforcement of regulations regarding hazardous trees; and

**WHEREAS**, the CDD is authorized by Section 190.012, Florida Statutes, to manage, maintain, and operate the property located within the CDD; and

**WHEREAS**, both the CITY and the CDD are empowered pursuant to their respective home rule powers, their respective Charters and by general law, in particular, Sections 163.01 and 190.011(12), Florida Statutes, to enter into Interlocal Agreements for the delegation of certain shared governmental powers; and

**WHEREAS**, the CITY and CDD deem it to be in the furtherance of fair, consistent and efficient government for the CITY to use and allow existing CDD agents and staff to enforce the CITY's codes regarding hazardous trees on property owned by CDD.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA:**

**SECTION 1. APPROVAL OF THE AGREEMENT.** The City Council hereby approves the terms and conditions of the Interlocal Agreement with Grand Haven CDD for Code Enforcement Services, as attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager or designee is hereby authorized to execute the necessary documents.

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 19<sup>th</sup> day of March 2019.

CITY OF PALM COAST, FLORIDA

ATTEST:

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit A – Interlocal Agreement Grand Haven CDD Code Enforcement Services

Approved as to form and legality:

\_\_\_\_\_  
William E. Reischmann, Jr.  
City Attorney

**INTERLOCAL AGREEMENT BETWEEN  
CITY OF PALM COAST  
AND  
GRAND HAVEN COMMUNITY DEVELOPMENT  
DISTRICT FOR  
CODE ENFORCEMENT SERVICES**

**THIS AGREEMENT** (hereafter "Interlocal Agreement") is entered into by and between the City of Palm Coast, a Florida municipal corporation, with offices at 160 Lake Avenue, Palm Coast, Florida, 32164 (the "CITY"), and the Grand Haven Community Development District, a local unit of special purpose government created pursuant to Chapter 190, Florida Statutes (the "CDD"), with offices at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 and on behalf of itself and the gated community known as Grand Haven which is located within the city limits of Palm Coast.

***WITNESSETH:***

**WHEREAS**, the CITY is authorized, by home rule provisions contained in the Florida Constitution, statutory authority (in particular, the Local Government Code Enforcement Boards Act, Chapter 162, Florida Statutes) and by its Charter and Ordinances to establish a code enforcement process, including enforcement of regulations regarding hazardous trees; and

**WHEREAS**, the CDD is authorized by Section 190.012, Florida Statutes, to manage, maintain, and operate the property located within the CDD; and

**WHEREAS**, both the CITY and the CDD are empowered pursuant to their respective home rule powers, their respective Charters and by general law, in particular, Sections 163.01 and 190.011(12), Florida Statutes, to enter into Interlocal Agreements for the delegation of certain shared governmental powers; and

**WHEREAS**, the CITY and CDD deem it to be in the furtherance of fair, consistent and efficient government for the CITY to use and allow existing CDD agents and staff to enforce the CITY's codes regarding hazardous trees on property owned by CDD.

**NOW THEREFORE**, in consideration of the foregoing, and of the mutual covenants and conditions set forth below, the CITY and the CDD, intending to be legally bound, hereby agree as follows:

1. The recitals stated above are true and correct and by this reference are incorporated into and form a material part of this Interlocal Agreement.
2. The CDD agrees to provide to the CITY the services of its staff, agents and consultants to enforce Palm Coast §35-76(d)(1) on CDD's property described in Exhibit "A", attached hereto, regarding hazardous trees, as defined in §35-76(b). Trees so determined as hazardous shall not require a removal permit pursuant to Section 11.02.05 of the City's Land Development Code
3. The CITY agrees that the CDD staff, agents and consultants, shall be empowered to

exercise on CDD-owned property all powers and authority within and on behalf of the CITY as set forth in Paragraph No. 2 herein above.

4. This Interlocal Agreement shall remain in effect, unless sooner terminated as provided for herein.

5. This Interlocal Agreement may be terminated by either party with or without cause, upon thirty (30) days written notice to the non-terminating party.

6. For purposes of activities under this Interlocal Agreement, CDD staff, agents and consultants shall be deemed to be acting on behalf of the CDD, and not as agents or representatives of the CITY in any form or manner.

7. This Interlocal Agreement shall be governed by and interpreted in accordance with the laws of the State of Florida. In any action or proceeding required to enforce or interpret the terms of this Agreement, venue shall be of the Seventh Judicial Circuit in and for Flagler County, Florida.

8. CITY and CDD acknowledge that certain portions of the property located within the CDD are subject to conservation easements held by the St. Johns Water Management District ("SJWMD") and that certain obligations of the CDD arising hereunder may require SJRWMD approval.

9. All notices given by one party to the other under this Interlocal Agreement shall be in writing and delivered personally or sent via email or overnight courier to the address provided below. Delivery shall be deemed to have been duly given on the day of delivery when personally delivered or on the business day following receipt when delivered by email or overnight carrier.

If to CITY: City of Palm Coast  
Attn: City Manager  
160 Lake Avenue  
Palm Coast, FL 32164  
Email: [bfalgout@palmcoastgov.com](mailto:bfalgout@palmcoastgov.com)

If to CDD: Grand Haven Community Development District  
Attn: District Manager  
2300 Glades Road, Suite 410W  
Boca Raton, FL 33431  
Email: [mcgaffneym@whhassociates.com](mailto:mcgaffneym@whhassociates.com)

With copy to: Clark & Albaugh, LLP  
Attn: Scott D. Clark, Esq.  
700 W. Morse Blvd., Suite 101  
Winter Park, FL 32789  
Email: [sclark@winterparklawyers.com](mailto:sclark@winterparklawyers.com)

10. The CDD shall indemnify, defend, and hold the CITY and its officers, employees, and agents harmless from and against any and all liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to any property, or violation of any relevant federal, state or municipal law or ordinance, or other cause in

connection with the negligent, reckless, or intentional acts or omission of the CDD, its employees, subcontractors or agents, or on account of the performance or character of the services conducted hereunder, except for any such claim arising from the negligence or willful misconduct of the CITY, its officers, employees or agents. Nothing set forth in this paragraph shall create a waiver of rights by the CITY or CDD to the provisions of Fla. Stat. §768.28.

11. The CDD signatory hereto has the authority on behalf of both the CDD to enter into this Agreement.

**IN WITNESS WHEREOF**, the duly authorized representatives of the parties have executed this Interlocal Agreement.

**CITY OF PALM COAST, FLORIDA**

**GRAND HAVEN COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Beau Falgout

Name: \_\_\_\_\_

Title: Interim City Manager

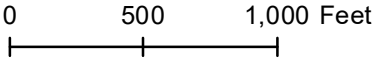
Title: \_\_\_\_\_

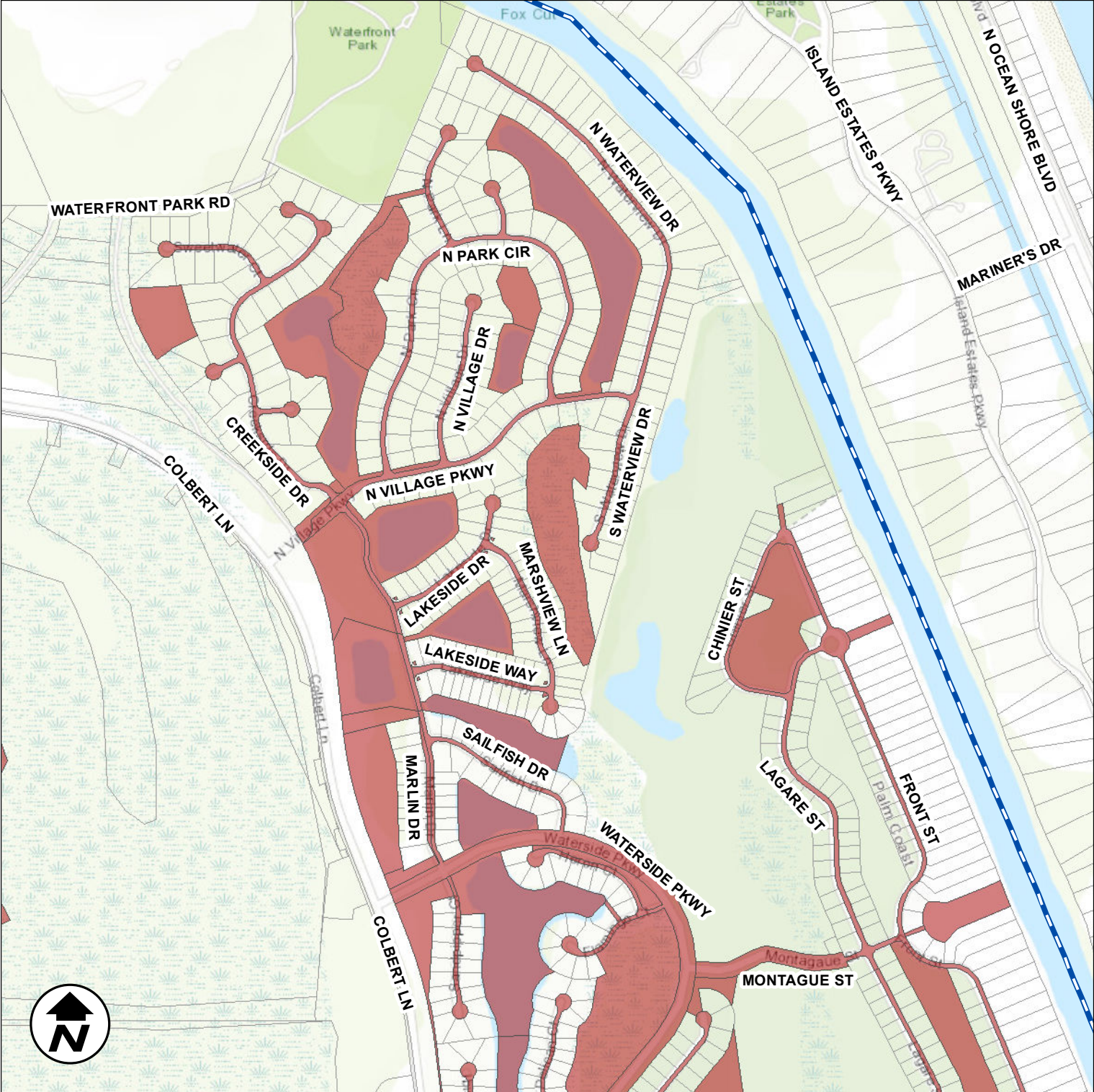
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Date: \_\_\_\_\_

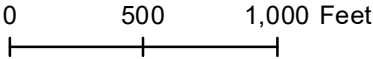


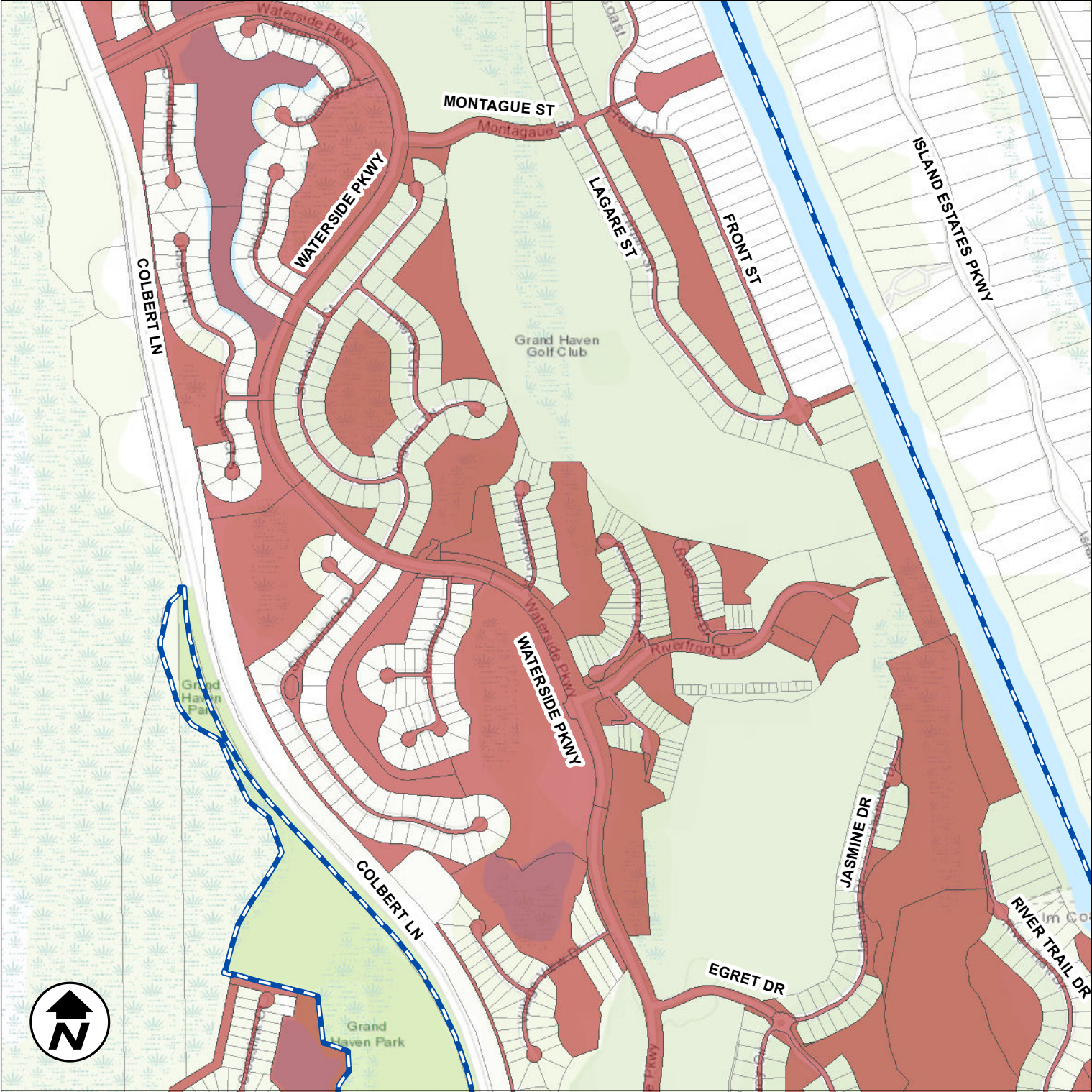
GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT



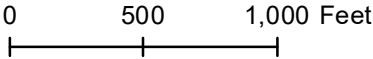


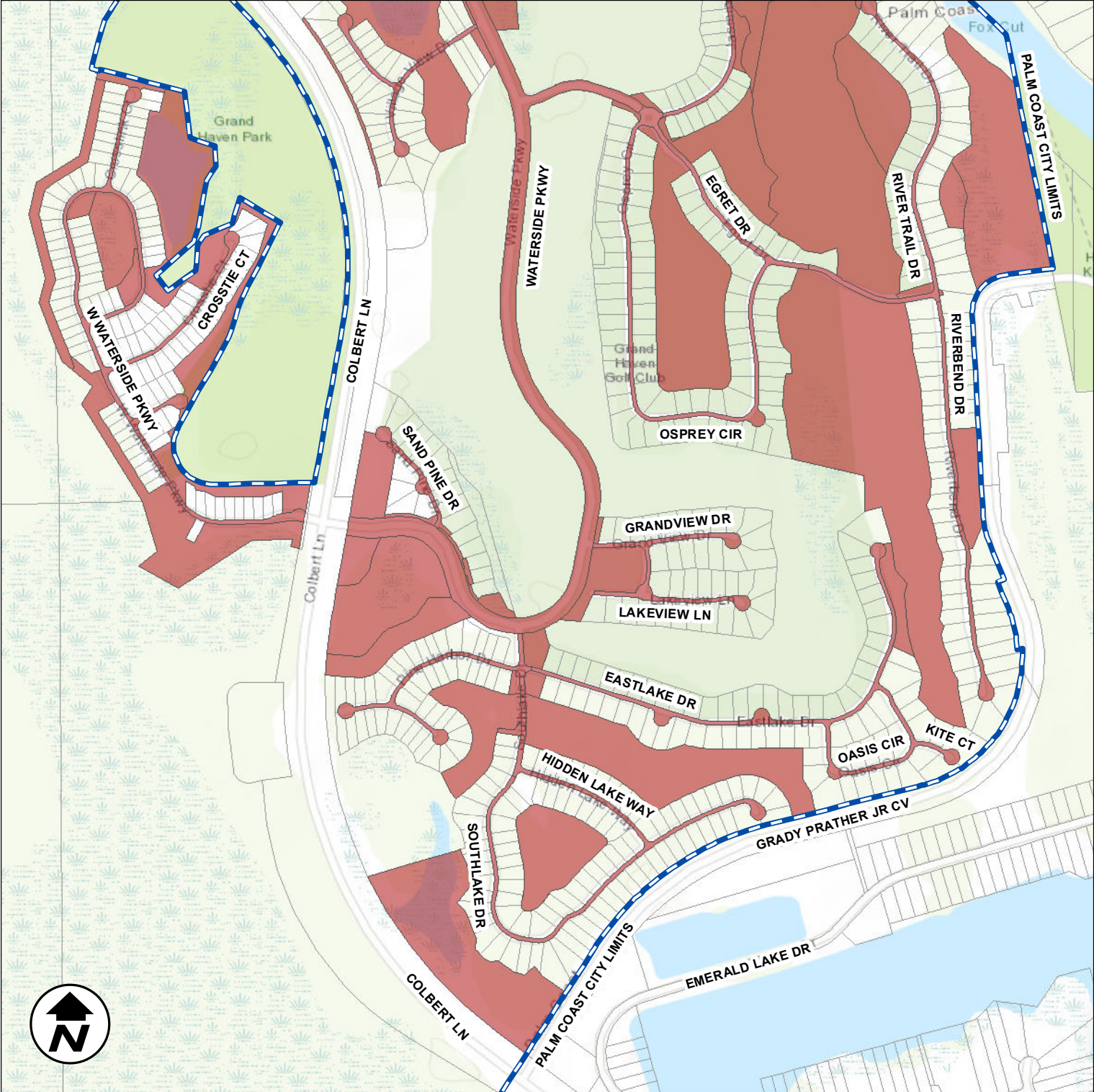
GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT



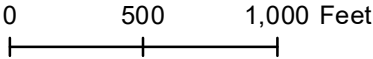


GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT





GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT



## City of Palm Coast, Florida Agenda Item

Agenda Date : 03/19/2019

<b>Department</b>	CITY CLERK	<b>Amount</b>
<b>Item Key</b>	6178	<b>Account</b>
		<b>#</b>
<b>Subject</b>	RESOLUTION 2019-XX APPROVING A RIGHT-OF-WAY ACQUISITION FOR OLD KINGS ROAD N EXTENSION PHASE II WITH ROBERT W CONSER JR AND ANNA M GALLO FOR PROPERTY KNOWN AS PALM COAST PARCEL 2	
<b>Background :</b> On February 7, 2017, City Council approved a Florida Department of Transportation agreement in the amount of \$40,000.00 for the right-of-way acquisition phase of the Old Kings Road Extension Phase II Project. FDOT approved additional funding in the amount of \$47,000 identified through purchase negotiations of property owned by Mr. Conser and Ms. Gallo for the Old Kings Road N Extension Phase II Project. City Council approved the additional funding on March 5, 2019.  This item is to approve the purchase of the property known as Palm Coast Parcel 2 owned by Mr. Robert Conser and Ms. Anna Gallo for the Old Kings Road N Extension Phase II Project. The purchase amount negotiated through the City Attorney is \$61,000. for the acquisition of the last remaining right-of-way needed to complete the project.		
<b>Recommended Action :</b> Adopt Resolution 2019-XX approving a right-of-way acquisition for the Old Kings Road N Extension Phase II with Robert W Conser Jr and Anna M Gallo for property known as Palm Coast Parcel 2.		

**RESOLUTION 2018-\_\_\_\_**  
**OLD KINGS ROAD NORTH**  
**EXTENSION PROJECT**  
**CONSER/GALLO-PALM COAST PARCEL 2**

**A RESOLUTION OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF AN EASEMENT FROM AK HOTELS LLC, FOR THE OLD KINGS ROAD NORTH WIDENING PROJECT; AUTHORIZING THE CITY MANAGER OR DESIGNEE, TO EXECUTE SAID CONTRACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTATION AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Coast is in the process of obtaining easements and additional rights-of-way related to the Old Kings Road North Extension Project; and

**WHEREAS**, the City desires to obtain Parcel 2 from Mr. Conser and Ms. Gallo for the Old Kings North Road Extension Project.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA:**

**SECTION 1. APPROVAL OF THE AGREEMENT.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the Right-of-Way purchase agreement with Mr. Conser and Ms. Gallo for their property known as Palm Coast Parcel 2, as attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the necessary documents as depicted in Exhibit "A."

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 19<sup>th</sup> of March 2019.

**CITY OF PALM COAST, FLORIDA**

*ATTEST:*

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esq.  
City Attorney

Attachments: ROW purchase Conser/Gallo-PC Parcel 2 for OKR N Extension Project

# OFFER AND PURCHASE AGREEMENT

575 30-07  
RIGHT OF WAY  
OGC 08/07  
Page 1 of 2

ITEM/SEGMENT #: 435561-1  
STATE ROAD #: N/A  
COUNTY: Flagler  
PARCEL #: 26-10-30-0000-01020-0050

**Seller:** Conser Robert W Jr & Anna M Gallo Jtwros

**Buyer:** City of Palm Coast, Florida

Buyer and Seller hereby agree that Seller shall sell and Buyer shall buy the following described property pursuant to the following terms and conditions:

## I. Description of Property

(a) Real property described as: Parcel No 26-10-30-0000-01020-0050 (Sketch and Legal description Attached).

(b) Real Estate Purchased: 11,605 sq ft Deed

(c) Buildings, structures, fixtures, and other improvements: N/A

(d) Personal Property: N/A

(e) Outdoor advertising structure(s) permit number(s): N/A

Building, structures, fixtures and other improvements owned by others: N/A

These items are **NOT** included in this agreement. A separate offer is being, or has been made for these items.

## II. Purchase Price

### (a) Real Property

Land	1. \$	56,000.00
Improvements	2. \$	0.00
Real Estate Damages	3. \$	0.00
(Severance/Cost-to-Cure)		
Total Real Property	4. \$	56,000.00
(b) Total Personal Property	5. \$	0.00
(c) Fess and Costs		
Attorney Fees	6. \$	0.00
Appraiser Fees	7. \$	0.00
_____ Fee(s)	8. \$	0.00
Total Fees and Costs	9. \$	5,000.00
(d) Total Business Damages	10. \$	0.00
(e) Total of Other Costs	11. \$	0.00

List: \_\_\_\_\_

**Total Purchase Price (Add Lines 4,5,9,10 and 11)** \$ 61,000.00

(f) Portion of Total Purchase Price to be paid to Seller by Buyer at Closing \$ 61,000.00

(g) Portion of Total Purchase Price to be paid to Seller by Buyer upon surrender of possession \$ 0.00

## III. Conditions and Limitations

(a) Seller is responsible for all taxes due on the property up to, but not including, the day of closing.

(b) Seller is responsible for delivering marketable title to Buyer. Marketable title shall be determined according to applicable title standards adopted by the Florida Bar in accordance with Florida Law subject only to those exceptions that are acceptable to Buyer. Seller shall be liable for any encumbrances not disclosed in the public records or arising after closing as a result of actions of the Seller.

(c) Seller shall maintain the property described in Section I of the agreement until the day of closing. The property shall be maintained in the same condition existing on the date of this agreement, except for reasonable wear and tear.

(d) Any occupancy of the property described in Section I of this agreement by Seller extending beyond the day of closing must be pursuant to a lease from Buyer to Seller.

(e) The property described in **Section I** of this agreement is being acquired by Buyer for transportation purposes under threat of condemnation pursuant to **Section 337.25 Florida Statutes**.

(f) Seller agrees that the real property described in **Section I** of the agreement shall be conveyed to Buyer by conveyance instrument(s) acceptable to Buyer.

(g) Seller and Buyer agree that a real estate closing pursuant to the terms of the agreement shall be contingent upon delivery by Seller of an executed Public Disclosure affidavit in accordance with **Section 286.26, Florida Statutes**.

(h) Seller and Buyer agree that this agreement represents the full and final agreement for the herein described sale and purchase and no other agreements or representations, unless incorporated into this agreement, shall be binding on the parties.

(i) Other: N/A

#### IV. Closing Date

The closing will occur no later than 60 days after Final Agency Acceptance.

#### V. Typewritten or Handwritten Provisions

Any typewritten or handwritten provisions inserted into or attached to this agreement as addenda must be initialed by both Seller and Buyer.


\_\_\_ There is an addendum to this agreement. Page \_\_\_ is made a part of the agreement.

\_\_\_ There is not an addendum to this agreement.

VI. Seller and Buyer hereby acknowledge and agree that their signatures as Seller and Buyer below constitute their acceptance of this agreement as a binding real estate contract.

It is mutually acknowledged that this Purchase Agreement is subject to Final Agency Acceptance by Buyer pursuant to **Section 119.0711(2), Florida Statutes**. A closing shall not be conducted prior to 30 days from the date this agreement is signed by Seller and Buyer to allow public review of the transaction. Final Agency Acceptance shall not be withheld by Buyer absent evidence of fraud, coercion, or undue influence involving this agreement. Final Agency Acceptance shall be evidenced by the signature of Buyer in **Section VII** of the agreement.

Seller(s)

 2/26/19  
Signature Date

ROBERT W. CONSER JR.

Type or Print name under signature Date

 2/26/19

Signature Date

ANNA M. GALLO

Type or Print name under signature Date

Buyer

City of Palm Coast, Florida

BY: \_\_\_\_\_

Signature Date

Type or Print name under signature

#### VII. Final Agency Acceptance

The Buyer has granted Final Agency Acceptance this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_

Signature

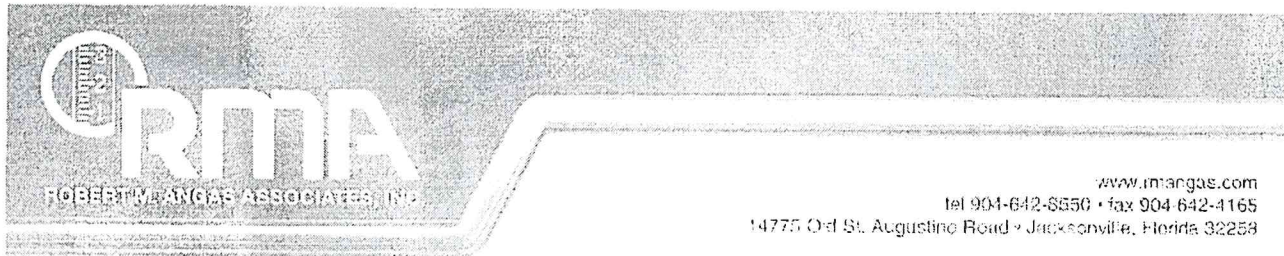
\_\_\_\_\_  
Type or Print name under signature

This document delivered by \_\_\_\_\_

Date

This document received by \_\_\_\_\_

Date



August 17, 2015  
Old Kings Road

Work Order No. 14-084.00  
File No. 123D-28.00B

### Right of Way Parcel 2

A portion of Section 25, Township 10 South, Range 30 East, Flagler County, Florida, also being a portion of those lands described and recorded in Official Records Book 880, page 1128 of the Public Records of said county, being more particularly described as follows,

For a Point of Reference commence at the Northern most corner of those lands described and recorded in Official Records Book 1084, page 538 of said Public Records, said corner lying on the Southwesterly right of way line of Old Kings Road, a 200 foot right of way as presently established; thence North  $31^{\circ}37'53''$  West, along said Southwesterly right of way line, 184.63 feet to the Point of Beginning.

From said Point of Beginning, thence Westerly, departing said Southwesterly right of way line and along the arc of a curve concave Southerly having a radius of 516.00 feet, through a central angle of  $05^{\circ}03'18''$ , an arc length of 45.53 feet to a point on said curve, said arc being subtended by a chord bearing and distance of North  $71^{\circ}49'02''$  West, 45.51 feet; thence South  $59^{\circ}24'52''$  West, 36.57 feet to a point on a curve concave Northwesterly having a radius of 824.00 feet; thence Southwesterly along the arc of said curve, through a central angle of  $42^{\circ}52'02''$ , an arc length of 616.49 feet to the point of tangency of said curve, said point lying on the Northwesterly line of said Official Records Book 1084, page 538, said arc being subtended by a chord bearing and distance of South  $36^{\circ}56'06''$  West, 602.22 feet; thence South  $58^{\circ}22'07''$  West, along said Northwesterly line, 43.21 feet to a point on a curve concave Northwesterly having a radius of 870.00 feet, said point lying on the Southeasterly line of Parcel "C", as described and recorded in Official Records Book 1463, page 477 of said Public Records; thence Northeasterly, along said Southeasterly line and along the arc of said curve, through a central angle of  $50^{\circ}20'03''$ , an arc length of 764.29 feet to a point lying on said Southwesterly right of way line of Old Kings Road, said arc being subtended by a chord bearing and distance of North  $33^{\circ}12'05''$  East, 739.95 feet; thence South  $31^{\circ}37'53''$  East, along said Southwesterly right of way line, 130.05 feet to the Point of Beginning.

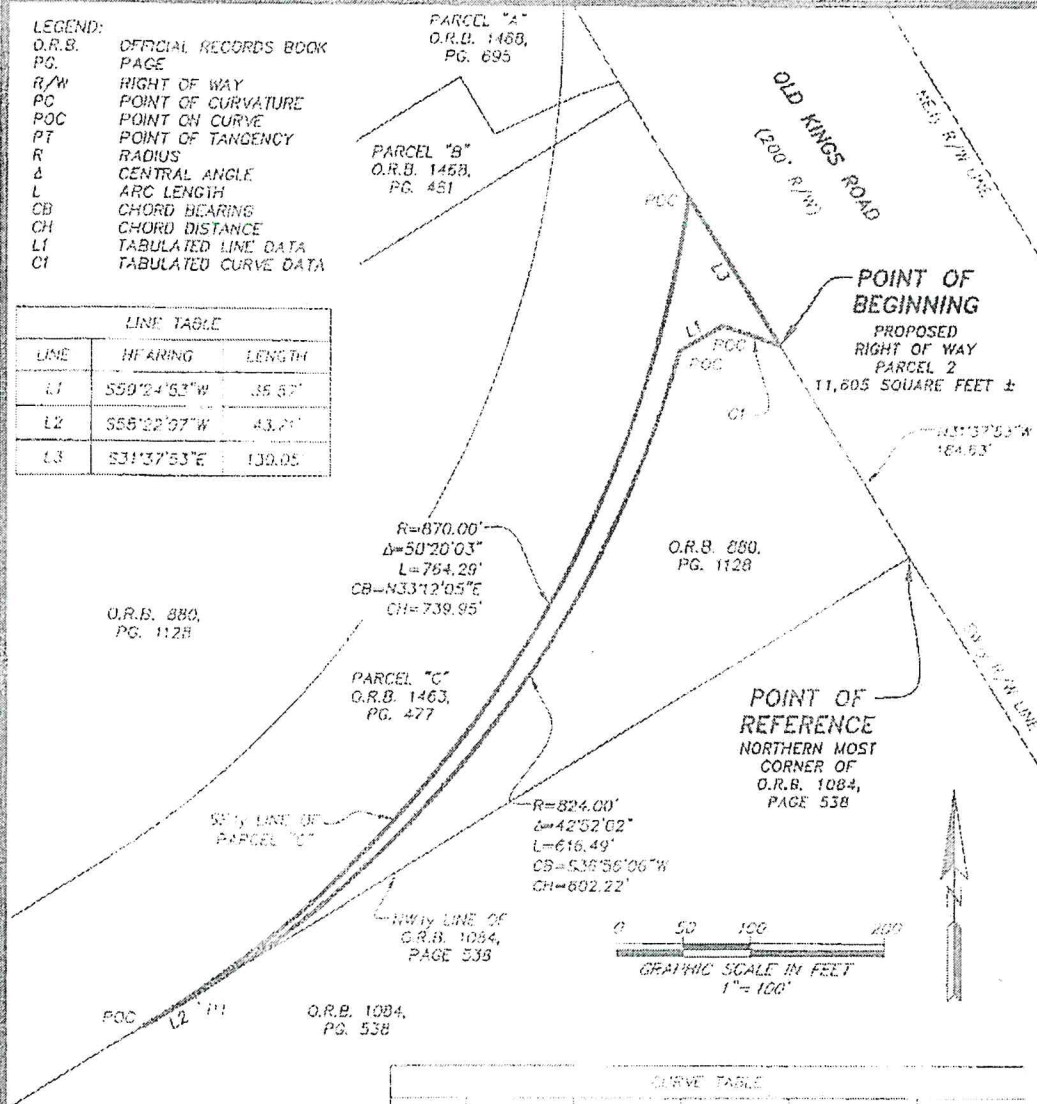
Containing 11.605 square feet, more or less.

SURVEYORS & ENGINEERS, PROFESSIONAL  
JACKSONVILLE, FLORIDA

**SKETCH TO ACCOMPANY DESCRIPTION OF  
A PORTION OF SECTION 25, TOWNSHIP 10 SOUTH, RANGE 30 EAST,  
FLAGLER COUNTY, FLORIDA, ALSO BEING A PORTION OF THOSE  
LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK  
880, PAGE 1128, OF THE PUBLIC RECORDS OF SAID COUNTY,  
BEING MORE PARTICULARLY DESCRIBED IN SEPARATE ATTACHMENT.**

**LEGEND:**  
O.R.B. OFFICIAL RECORDS BOOK  
PG. PAGE  
R/W RIGHT OF WAY  
PC POINT OF CURVATURE  
POC POINT ON CURVE  
PT POINT OF TANGENCY  
R RADIUS  
 $\Delta$  CENTRAL ANGLE  
L ARC LENGTH  
CB CHORD BEARING  
CH CHORD DISTANCE  
LI TABULATED LINE DATA  
CI TABULATED CURVE DATA

LINE TABLE		
LINE	BEARING	LENGTH
L1	S59°24'53"W	35.57'
L2	S55°22'07"W	43.21'
L3	S31°37'53"E	130.05'



CURVE TABLE					
CURVE	RADIUS	CENTRAL ANGLE	ARC LENGTH	CHORD BEARING	CHORD DISTANCE
CI	516.00'	5°03'18"	45.53'	N71°49'02"W	45.51'

**GENERAL NOTES:**

- 1) THIS IS NOT A SURVEY.
- 2) BEARINGS BASED ON THE SOUTHWESTERLY RIGHT OF WAY LINE OF OLD KINGS ROAD AS BEING SOUTH 31°37'53" EAST.



**ROBERT M. ANGAS ASSOCIATES, INC.**  
SURVEYORS • PLANNERS • CIVIL ENGINEERS  
14775 Old St. Augustine Road, Jacksonville, FL 32258  
Tel: (904) 642-8880 Fax: (904) 642-4185  
Certificate of Authorization No. LB 3424

DATE: AUGUST 17, 2015

SCALE: 1"=100'

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

**SCOTT A. GRAHAM**  
PROFESSIONAL SURVEYOR AND MAPPER  
STATE OF FLORIDA LS No. 3546

ORDER NO. 14-004-01 FILE NO. 1230-25.008 DRAWN BY: MCH SAY FILE: Survey Map 14-004-01 Old Kings Road Right of Way Parcel 2

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

575-030-27  
RIGHT OF WAY  
08/09

February 20, 2018  
Conser Robert W Jr & Anna M Gallo Jtwros  
250 Palm Coast Pkwy NE  
Ste # 607, 193

ITEM/SEGMENT NO.: 435561-1  
MANAGING DISTRICT: 5  
F.A.P. NO.: N/A  
STATE ROAD NO.: N/A  
COUNTY: FLAGLER  
PARCEL NO.: 26-10-30-0000-01020-0050

Dear Property Owner(s):

The Florida Department of Transportation will be acquiring, or has acquired property owned by you for a transportation project or will be processing a payment to you related to the above referenced parcel. Federal regulations require that we report this transaction to the Internal Revenue Service (IRS), therefore we must obtain your correct Taxpayer Identification Number (TIN).

If you fail to furnish your correct TIN you may be subject to an IRS penalty. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

See the attached instruction for how to enter names and TINs. If you have any questions please let us know.

Name <u>ROBERT W. CONSER JR.</u>	Phone Number <u>386-986-7938</u>
Business Name, if different from above	Phone Number
Address (number, street, and apt. or suite no.) <u>250 PALM COAST PKWY NE #607193</u>	OWNERSHIP INTEREST
City, State, and ZIP Code <u>PALM COAST, FL 32137</u>	<input type="checkbox"/> Sole Owner
	<input checked="" type="checkbox"/> Part Owner with <u>50</u> % interest
	<input type="checkbox"/> Not Applicable (Vendor Only)

TAXPAYER IDENTIFICATION NUMBER (TIN)

For individuals, this is your social security number (SSN): 266-23-7580

For other entities, it is your employer identification number (EIN): \_\_\_\_\_

If you do not have a TIN, see attached instructions for How to get a TIN.

Below, choose one number that accurately describes the business or the individual.

- ☐ 1 - CORPORATION, PROFESSIONAL ASSOCIATION OR PROFESSIONAL CORPORATION  
(A corporation formed under the laws of any state within the United States.)
- ☐ 2 - NOT FOR PROFIT CORPORATION (Section 501(c)(3) Internal Revenue Code)
- ☐ 3 - PARTNERSHIP, JOINT VENTURE, ESTATE, TRUST OR MULTIPLE MEMBER LLC
- ☐ 4 - INDIVIDUAL, SOLE PROPRIETOR, SELF EMPLOYED OR SINGLE MEMBER LLC
- ☐ 5 - NONCORPORATE RENTAL AGENT
- ☐ 6 - GOVERNMENTAL ENTITY (City, County, State or U.S. Government)
- ☐ 7 - FOREIGN CORPORATION OR ENTITY (A foreign entity formed under the laws of a country other than the United States.) If YES is marked below, complete and attach Form W-8ECI.  
Is income effectively connected with business in the United States? ☐ YES ☐ NO
- ☐ 8 - NONRESIDENT ALIEN (An individual temporarily in the U.S. who is not a U.S. citizen or resident.)

Certification.

Under penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).

Sign Here [Signature] Date 2/26/2019  
Title \_\_\_\_\_ Email (optional) \_\_\_\_\_

## Instructions for Names and Taxpayer Identification Numbers

575-030-27  
RIGHT OF WAY  
08/09

1. **Individuals** should enter the name shown on your social security card. If you have changed your last name due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.
2. **Married couples** should give the name and SSN of either person.
3. **Custodian accounts (guardianship)** must give the ward's name and SSN. Do not furnish the TIN of the guardian.
4. For a **trust account that is not a legal or valid trust under state law**, give the name and SSN of the actual owner.
5. **Limited liability company (LLC)** - If a **single-member LLC** (including a foreign LLC with a domestic owner) disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line and enter the LLC name on the "Business name" line. You may use either your SSN or EIN. If the LLC is a corporation, partnership, etc., enter the entity's EIN.
6. For a **sole proprietor or a single-owner LLC** enter your **individual** name as shown on your social security card. You may enter your business, trade, or "doing business as (DBA) name on the "Business name" line. You may enter either your SSN or EIN (if you have one). The IRS prefers that you use your SSN.
7. For a **valid trust**, name the trust and give the EIN for the trust. Do not furnish the TIN of the trustee.
8. For an **estate**, the name should be shown as "The estate of (name of decedent)". Give the SSN of the decedent if he/she died in the calendar year of the closing. Give the EIN for the estate for any subsequent years following the death of the decedent. Do not furnish the TIN of the personal representative.
9. For an **association, club, religious, charitable, educational, or other tax-exempt organization**, give the name and EIN of the organization.
10. For a **partnership or multi-member LLC** give the name and EIN for the partnership, or LLC.

If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at [www.ssa.gov/online/ss5.html](http://www.ssa.gov/online/ss5.html). You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form. **Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

575-030-27  
RIGHT OF WAY  
08/09

February 20, 2018  
Conser Robert W Jr & Anna M Gallo Jtwros  
250 Palm Coast Pkwy NE  
Ste # 607, 193

ITEM/SEGMENT NO.: 435561-1  
MANAGING DISTRICT: 5  
F.A.P. NO.: N/A  
STATE ROAD NO.: N/A  
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PARCEL NO.: 26-10-30-0000-01020-0050

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If you fail to furnish your correct TIN you may be subject to an IRS penalty. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

See the attached instruction for how to enter names and TINs. If you have any questions please let us know.

Name <u>ANNA M. GALLO</u>	Phone Number <u>386-986-7912</u>
Business Name, if different from above	Phone Number
Address (number, street, and apt. or suite no.) <u>250 PALM COAST PKWY NE #607193</u>	OWNERSHIP INTEREST
City, State, and ZIP Code <u>PALM COAST, FL 32137</u>	<input type="checkbox"/> Sole Owner <input checked="" type="checkbox"/> Part Owner with <u>50</u> % interest <input type="checkbox"/> Not Applicable (Vendor Only)

TAXPAYER IDENTIFICATION NUMBER (TIN)

For individuals, this is your social security number (SSN): 064-60-3436

For other entities, it is your employer identification number (EIN): \_\_\_\_\_

If you do not have a TIN, see attached instructions for How to get a TIN.

Below, choose one number that accurately describes the business or the individual.

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(A corporation formed under the laws of any state within the United States.)
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- ☐ 7 - FOREIGN CORPORATION OR ENTITY (A foreign entity formed under the laws of a country other than the United States.) If YES is marked below, complete and attach Form W-8ECI.  
Is income effectively connected with business in the United States? ☐ YES ☐ NO
- ☐ 8 - NONRESIDENT ALIEN (An individual temporarily in the U.S. who is not a U.S. citizen or resident)

Certification.

Under penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).

Sign Here Anna M. Gallo Date 2-26-19  
Title Owner Email (optional) \_\_\_\_\_

## Instructions for Names and Taxpayer Identification Numbers

575-030-27  
RIGHT OF WAY  
08/09

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7. For a **valid trust**, name the trust and give the EIN for the trust. Do not furnish the TIN of the trustee.
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If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at [www.ssa.gov/online/ss5.html](http://www.ssa.gov/online/ss5.html). You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form. **Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.



# City of PALM COAST

Community Development Department  
Construction Management & Engineering Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3794

Florida Statutes:  
Chapter 517  
Section 286.23

575-030-18  
RIGHT OF WAY  
OGC-02/06

Conser Robert W Jr & Anna M  
Gallo Jtwros  
250 Palm Coast Pkwy NE,  
Ste # 607,193  
Palm Coast, FL 32137

Item/Segment No: 435561-1  
District: 5  
F.A.P. No: N/A  
State Road No: N/A  
County: FLAGLER  
Parcel No: 26-10-30-0000-01020-0050

Dear Property Owner.

**Subject: Public Disclosure Notice**

*Section 286.23, Florida Statutes, (F.S.)* requires persons or entities holding real property in the form of a partnership, limited partnership, corporation, trust or any form of representative capacity for others to disclose in writing, under oath, and subject to the penalties prescribed for perjury, his/her name and address and the names and addresses of every person having a beneficial interest in such property. The City must receive disclosure at least 10 days prior to the real estate closing by which the City acquires the property or within 48 hours after the City deposits the required monies into the registry of the court pursuant to an Order of Taking in condemnation. To assist you complying with the disclosure requirement, we have enclosed a copy of *Section 286.23, F.S.* and an affidavit for you to complete and return to this office at:

City of Palm Coast, 160 Lake Avenue, Palm Coast, FL 32164

***Please Note:***

Are not required to disclose a beneficial interest in an entity registered with the Federal Securities Exchange Commission or the Florida Department of Financial Services pursuant to *Chapter 517, Florida Statutes*, Whose interest is for sale to the general public.

If beneficial interests in the property are exempt from disclosure, please so indicate on the enclosed affidavit.

If you have any questions please contact: Alena Dvornikova, (386) 986-3740, [advornikova@palmcoastgov.com](mailto:advornikova@palmcoastgov.com).

Sincerely,

Virginia Smith, MMC, CP  
City Clerk/Paralegal

Enclosures: Section 286.23, Florida Statutes, Public Disclosure Affidavit



## Section 286.23, Florida Statutes

### 286.23 Real property conveyed to public agency; disclosure of beneficial interests; notice; exemptions.--

(1) Any person or entity holding real property in the form of a partnership, limited partnership, corporation, trust, or any form of representative capacity whatsoever for others, except as otherwise provided in this section, shall, before entering into any contract whereby such real property held in representative capacity is sold, leased, taken by eminent domain, or otherwise conveyed to the state or any local governmental unit, or an agency of either, make a public disclosure in writing, under oath and subject to the penalties prescribed for perjury, which shall state his or her name and address and the name and address of every person having a beneficial interest in the real property, however small or minimal. This written disclosure shall be made to the chief officer, or to his or her officially designated representative, of the state, local governmental unit, or agency of either, with which the transaction is made at least 10 days prior to the time of closing or, in the case of an eminent domain taking, within 48 hours after the time when the required sum is deposited in the registry of the court. Notice of the deposit shall be made to the person or entity by registered or certified mail before the 48-hour period begins.

(2) The state or local governmental unit, or an agency of either, shall send written notice by registered mail to the person required to make disclosures under this section, prior to the time when such disclosures are required to be made, which written request shall also inform the person required to make such disclosure that such disclosure must be made under oath, subject to the penalties prescribed for perjury.

(3)(a) The beneficial interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to chapter 517, whose interest is for sale to the general public, is hereby exempt from the provisions of this section. When disclosure of persons having beneficial interests in nonpublic entities is required, the entity or person shall not be required by the provisions of this section to disclose persons or entities holding less than 5 percent of the beneficial interest in the disclosing entity.

(b) In the case of an eminent domain taking, any entity or person other than a public officer or public employee, holding real property in the form of a trust which was created more than 3 years prior to the deposit of the required sum in the registry of the court, is hereby exempt from the provisions of this section. However, in order to qualify for the exemption set forth in this section, the trustee of such trust shall be required to certify within 48 hours after such deposit, under penalty of perjury, that no public officer or public employee has any beneficial interest whatsoever in such trust. Disclosure of any changes in the trust instrument or of persons having beneficial interest in the trust shall be made if such changes occurred during the 3 years prior to the deposit of said sum in the registry of the court.

(4) This section shall be liberally construed to accomplish the purpose of requiring the identification of the actual parties benefiting from any transaction with a governmental unit or agency involving the procurement of the ownership or use of property by such governmental unit or agency.

History.--ss. 1, 2, 3, 4, 5, ch. 74-174; s. 1, ch. 77-174; s. 72, ch. 86-186; s. 7, ch. 91-56; s. 212, ch. 95-148.

Item/Segment No.: 435561-1  
District: 5  
F.A.P. No.: N/A  
State Road No.: N/A  
County: FLAGLER  
Parcel No.: 26-10-30-0000-01020-0050

Public Disclosure Affidavit

I, the undersigned, under penalty of perjury, affirm that I hold the title for, or represent

in the capacity of

Name of corporation, trust, partnership, etc.

and; my full name

Affiant's Title (Pres., V.P., Trustee etc.)

and address is

ROBERT W. CONSER JR.

250 PALM COAST PKWY NE #607, 193, PALM COAST, FL 32137 ; and

Affiant's Name and Address

holds legal title

Name of corporation, trust, partnership, etc.

to the real estate described in **Attachment "A"** to this affidavit; and (select appropriate option)

☐ The names and addresses of all persons who hold a beneficial interest in the real estate are listed on **Attachment "B"** to this affidavit.

☐ All beneficial interests in the property are exempt from disclosure because the entity identified above as the owner of the real estate is an entity registered with the Federal Securities Exchange Commission or the Florida Department of Financial Services pursuant to **Chapter 517, Florida Statutes**, whose interest is for sale to the general public.



Affiant's Signature

State of Florida  
County of Flagler

ROBERT W. CONSER, JR.  
Print or Type Name of Affiant

Sworn to and subscribed before me this 26 day of February, 2019  
by Robert W. Conser Jr. who is personally known to me or who has produced  
as identification.

Notary's Signature:

  
(Print, type or stamp name of notary public)



Attachment A  
Insert Legal Description

Book: 1856 Page: 1516

EXHIBIT "A"

A parcel of land lying in Section 25 and 26, Township 10 South, Range 30 East, Flagler County, Florida and being more particularly described as follows: From a point of reference being the Northwest corner of said section 25, also commonly being the Northeast corner of said Section 26, bear S00 degrees 21'08"E along the West line of Section 25, a distance of 2031.98 feet to the Point of Beginning; Thence N58 degrees 22'07"E, departing said West line a distance of 923.95 feet to the Southwest right-of-way line of Old Kings Road(200'R/W); thence S31 degrees 37'53"E along said southwest right-of-way line a distance of 400.00 feet; thence S58 degrees 22'07"W, departing Southwest right-of-way, a distance of 1089.00 feet; thence N31 degrees 37'53"W, a distance of 400.00 feet; thence N 58 degrees 22'07"E, a distance of 165.05 feet to a point of intersection with the East line of Section 26, also being the West line of Section 25 and the Point of Beginning.

Attachment "B"

Conser Robert W Jr & Anna M Gallo Jtwros

Item/Segment No.: 435561-1  
District: 5  
F.A.P. No.: N/A  
State Road No.: N/A  
County: FLAGLER  
Parcel No.: 26-10-30-0000-01020-0050

Public Disclosure Affidavit

I, the undersigned, under penalty of perjury, affirm that I hold the title for, or represent

in the capacity of

Name of corporation, trust, partnership, etc.

and; my full name

Affiant's Title (Pres., V.P., Trustee etc.)

and address is

ANNA M. GALLO

250 PALM COAST PKWY NE #607, 193, PALM COAST, FL 32137 ; and  
Affiant's Name and Address

holds legal title

Name of corporation, trust, partnership, etc.

to the real estate described in **Attachment "A"** to this affidavit; and (select appropriate option)

☐ The names and addresses of all persons who hold a beneficial interest in the real estate are listed on **Attachment "B"** to this affidavit.

☐ All beneficial interests in the property are exempt from disclosure because the entity identified above as the owner of the real estate is an entity registered with the Federal Securities Exchange Commission or the Florida Department of Financial Services pursuant to **Chapter 517, Florida Statutes**, whose interest is for sale to the general public.

ANNA M. GALLO  
Affiant's Signature

ANNA M. GALLO  
Print or Type Name of Affiant

State of FL  
County of FLAGLER

Sworn to and subscribed before me this 26 day of FEB 2019  
by ANNA M GALLO who is personally known to me or who has produced  
as identification.

Notary's Signature:

Robert W Conser



ROBERT W CONSER  
Commission # GG 171225  
Expires April 25, 2022  
Bonded Title Budget Notary Services

(Print, type or stamp name of notary public)

Attachment A  
Insert Legal Description

Book: 1856 Page: 1516

EXHIBIT "A"

A parcel of land lying in Section 25 and 26, Township 10 South, Range 30 East, Flagler County, Florida and being more particularly described as follows: From a point of reference being the Northwest corner of said section 25, also commonly being the Northeast corner of said Section 26, bear S00 degrees 21'08"E along the West line of Section 25, a distance of 2031.98 feet to the Point of Beginning; Thence N58 degrees 22'07"E, departing said West line a distance of 923.95 feet to the Southwest right-of-way line of Old Kings Road(200'R/W); thence S31 degrees 37'53"E along said southwest right-of-way line a distance of 400.00 feet; thence S58 degrees 22'07"W, departing Southwest right-of-way, a distance of 1089.00 feet; thence N31 degrees 37'53"W, a distance of 400.00 feet; thence N 58 degrees 22'07"E, a distance of 165.05 feet to a point of intersection with the East line of Section 26, also being the West line of Section 25 and the Point of Beginning.

## Attachment "B"

Conser Robert W Jr & Anna M Gallo Jtwros

## Business Notice Questionnaire

FORM 575-030-33 - Questionnaire  
RIGHT OF WAY - 07-06  
Page 1 of 1

Item/Segment #: 435561-1  
Sec/Job No.: \_\_\_\_\_  
Managing District: 05  
FAP No.: \_\_\_\_\_  
State Road #: N/A - Old Kings Rd.  
County: Flagler  
Parcel #: 26-10-30-0000-01020-0050

Property Owner: \_\_\_\_\_

1. Name of Business: \_\_\_\_\_
2. Owner of Business: \_\_\_\_\_
3. How long have you been in business at this location? \_\_\_\_\_

Please Check One: ( ) 5+ years ( ) Whole Take

4. Business street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

5. Sole Proprietor ( ) Partnership ( ) Corporation ( ) Franchise ( ) Chain ( )
6. Do you have a lease? \_\_\_\_\_ if yes, is it recorded? \_\_\_\_\_ if not, please provide a copy.
7. Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Business Owner's Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Survey Date

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date Notice Delivered

\_\_\_\_\_  
Method of Delivery

Is corporation listed on the corporation screen (sunbiz.org) Yes\_\_\_\_, NO \_\_\_\_ if available  
printout must be attached with questionnaire?

02/2009, Updated. cissy

## City of Palm Coast, Florida

### Agenda Item

Agenda Date: 03/12/2019

<b>Department</b>	STREETS & DRAINAGE	<b>Amount</b>	\$55,000.00
<b>Item Key</b>	6136	<b>Account</b>	10015011-052000
<b>Subject</b>	RESOLUTION 2019-XX APPROVING MASTER PRICE AGREEMENTS WITH OSBURN ASSOCIATES, INC, VULCAN INC, DBA VULCAN SIGNS, VULCAN ALUMINUM, MANDEL METALS, DBA U.S. STANDARD SIGN AND MODULEX ORLANDO, LLC FOR SIGN SHOP MATERIALS		
<b>Background :</b> The Public Works Department is responsible for maintenance of all City signage and needs to purchase sign shop materials and supplies on an as-needed basis.  City staff advertised and solicited bids for sign shop materials and supplies in accordance with the City's Purchasing Policy. City staff recommends that the City Council approve master price agreements with Osburn Associates, Inc., Vulcan Inc, dba Vulcan Signs, Vulcan Aluminum, Mandel Metals, dba U.S. Standard Sign and Modulex Orlando LLC. The notice of intent to award and project bid overview are attached to this agenda item.  Since these are price agreements, City staff will purchase items on an as-needed basis using budgeted funds appropriated by City Council. The Fiscal Year 2019 Budget includes \$55,000.00 within Public Works to purchase various sign materials and supplies.			
<b>Recommended Action :</b> Adopt Resolution 2019-XX approving master price agreements with Osburn Associates, Inc., Vulcan Inc, dba Vulcan Signs, Vulcan Aluminum, Mandel Metals, dba U.S. Standard Signs and Modulex Orlando LLC for Sign Materials and Supplies.			

**RESOLUTION 2019-\_\_\_\_**  
**SIGN SHOP MATERIALS**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE PRICE AGREEMENT WITH OSBURN ASSOCIATES INC., VULCAN INC DBA VULCAN SIGNS, VULCAN ALUMINUM, MANDEL METELS, DBA U.S. STANDARD SIGN AND MODULEX ORLANDO, LLC., TO PURCHASE VARIOUS TYPES OF SIGN SHOP MATERIALS AND SUPPLIES; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE SAID AGREEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Osburn Associates, Inc., Vulcan Inc, dba Vulcan Signs, Vulcan Aluminum, Mandel Metals, dba U.S. Standard Signs and Modulex Orlando LLC., have expressed a desire to provide various types of sign shop materials to the City of Palm Coast; and

**WHEREAS**, the City Council of the City of Palm Coast desires to enter into a price agreement with Osburn Associates, Inc., Vulcan Inc, dba Vulcan Signs, Vulcan Aluminum, Mandel Metals, dba U.S. Standard Signs and Modulex Orlando LLC., for the above referenced items.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. APPROVAL OF MASTER PRICE AGREEMENTS.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the master price agreements with Osburn Associates, Inc., Vulcan Inc, dba Vulcan Signs, Vulcan Aluminum, Mandel Metals, dba U.S. Standard Signs and Modulex Orlando LLC., which are attached hereto and incorporated herein by reference as Exhibit “A.”

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the necessary documents.

**SECTION 3. SEVERABILITY.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall

be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its passage and adoption.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 19<sup>TH</sup> day of March 2019.

**CITY OF PALM COAST, FLORIDA**

*ATTEST:*

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esq.  
City Attorney



**Administrative Services & Economic Development**  
Central Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3730

## NOTICE OF INTENT TO AWARD

**Project:** ITB-PW-19-14 - Sign Shop Materials – Price Agreement Contract

- Group 1 – Printed Signs
- Group 2 – Street Sign Blanks (Aluminum – no sheeting)
- Group 3 – Aluminum Blanks
- Group 4 – Posts
- Group 5 – Ink
- Group 6 – Misc. Materials

**Date:** 2/25/2019

**Appeal Deadline:** Appeals must be filed by 5:00 PM on 2/28/2019

Firm	Bid – Group 1
Osburn Associates, Inc. St. Petersburg, FL, State	\$21,818.25
Vulcan Inc, dba as Vulcan Signs, Vulcan Aluminum Foley, AL	\$22,059.65
Modulex Orlando, LLC Miami, FL	\$40,767.40
Mandel Metals, Inc. dba U.S. Standard Sign Franklin Park, IL	No Bid
Florida Transcor, Inc. Jacksonville, FL	No Bid

The intent of the City of Palm Coast is to award ITB-PW-19-14, **Group 1** to Osburn Associates, Inc. and Vulcan Inc., dba Vulcan Signs, Vulcan Aluminum.

Firm	Bid – Group 2
Vulcan Inc, dba as Vulcan Signs, Vulcan Aluminum Foley, AL	\$8,052.00
Mandel Metals, Inc. dba U.S. Standard Sign Franklin Park, IL	\$8,486.00
Osburn Associates, Inc. St. Petersburg, FL, State	\$8,522.00
Modulex Orlando, LLC Miami, FL	\$22,050.00
Florida Transcor, Inc. Jacksonville, FL	No Bid

The intent of the City of Palm Coast is to award ITB-PW-19-14, **Group 2** to Vulcan Inc., dba Vulcan Signs, Vulcan Aluminum, Mandel Metals, dba U.S. Standard Sign and Osburn Associates, Inc.

Firm	Bid – Group 3
Vulcan Inc, dba as Vulcan Signs, Vulcan Aluminum Foley, AL	\$29,955.50
Mandel Metals, Inc. dba U.S. Standard Sign Franklin Park, IL	\$31,312.00
Osburn Associates, Inc. St. Petersburg, FL, State	\$31,435.50
Modulex Orlando, LLC Miami, FL	\$55,255.00
Florida Transcor, Inc. Jacksonville, FL	No Bid

The intent of the City of Palm Coast is to award ITB-PW-19-14, **Group 3** to Vulcan Inc., dba Vulcan Signs, Vulcan Aluminum, Mandel Metals, dba U.S. Standard Sign and Osburn Associates, Inc.

Firm	Bid – Group 4
Modulex Orlando, LLC Miami, FL	\$11,400.00
Vulcan Inc, dba as Vulcan Signs, Vulcan Aluminum Foley, AL	\$27,037.50
Florida Transcor, Inc. Jacksonville, FL	\$27,290.00
Mandel Metals, Inc. dba U.S. Standard Sign Franklin Park, IL	No Bid
Osburn Associates, Inc. St. Petersburg, FL, State	No Bid

The intent of the City of Palm Coast is to award ITB-PW-19-14, **Group 4** to Modulex Orlando, LLC.

Firm	Bid – Group 5
Modulex Orlando, LLC Miami, FL	\$7,375.00
Vulcan Inc, dba as Vulcan Signs, Vulcan Aluminum Foley, AL	No Bid
Florida Transcor, Inc. Jacksonville, FL	No Bid
Mandel Metals, Inc. dba U.S. Standard Sign Franklin Park, IL	No Bid
Osburn Associates, Inc. St. Petersburg, FL, State	No Bid

The intent of the City of Palm Coast is to award ITB-PW-19-14, **Group 5** to Modulex Orlando, LLC.

Firm	Bid – Group 6
Osburn Associates, Inc. St. Petersburg, FL	\$29,241.00
Modulex Orlando, LLC Miami, FL	\$61,260.00
Vulcan Inc, dba as Vulcan Signs, Vulcan Aluminum Foley, AL	Non-Responsive
Florida Transcor, Inc. Jacksonville, FL	No Bid
Mandel Metals, Inc. dba U.S. Standard Sign Franklin Park, IL	No Bid

The intent of the City of Palm Coast is to award ITB-PW-19-14, **Group 6** to Osburn Associates, Inc.

Cc: Contract Coordinator, Project Manager, ASED Director, Department Director

*Bid protests arising under City Bidding Documents or Procedures shall be resolved under the City of Palm Coast Central Service Division's Bid Protest procedures.*

*A proposer may protest matters involving the award of this Bid within three (3) business days from the posting of this recommendation to award. Failure to protest to the City's Administrative Services and Economic Development Director, Beau Falgout (bfalgout@palmcoastgov.com) shall constitute a waiver of the protest proceedings.*



# ITB-PW-19-14 - Sign Shop Materials

## Project Overview

Project Details	
Reference ID	ITB-PW-19-14
Project Name	Sign Shop Materials
Project Owner	Jesse Scott
Project Type	ITB
Department	Procurement
Current Spend	\$159490.00
Target Savings	4%
Budget	\$0.00 - \$0.00
Project Description	This Invitation to Bid is issued for the purpose of establishing a one-year contract with a vendor(s) capable of supplying sign shop materials and supplies. Includes: Stop Signs, Street Sign Blanks, Aluminum Blanks – no sheeting, Posts, Inks and other Materials.
Open Date	Jan 30, 2019 8:00 AM EST
Intent to Bid Due	Feb 14, 2019 1:00 PM EST
Close Date	Feb 14, 2019 2:00 PM EST

Highest Scoring Supplier	Score
Vulcan Inc., dba Vulcan Signs, Vulcan Aluminum	0 pts



<b>Osburn Associates, Inc</b>	<b>0 pts</b>
<b>Florida Transcor Inc.</b>	<b>0 pts</b>
<b>Modulex Orlando</b>	<b>0 pts</b>
<b>Mandel Metals, Inc. dba US Standard Sign</b>	<b>0 pts</b>

## Seal status

<b>Requested Information</b>	<b>Unsealed on</b>	<b>Unsealed by</b>
Required Forms (1-4)	Feb 14, 2019 2:01 PM EST	Jesse Scott
Price Schedule	Feb 14, 2019 2:02 PM EST	Jesse Scott
Addenda Signed and Dated (if issued)	Feb 14, 2019 2:01 PM EST	Jesse Scott
References	Feb 14, 2019 2:01 PM EST	Jesse Scott

## Conflict of Interest

# Declaration of Conflict of Interest You have been chosen as a Committee member for this Evaluation. Please read the following information on conflict of interest to see if you have any problem or potential problem in serving on this committee. ## Code of Conduct All information related to submissions received from Suppliers or Service Providers must be kept confidential by Committee members. ## Conflict of Interest No member of a Committee shall participate in the evaluation if that Committee member or any member of his or her immediate family: \* has direct or indirect financial interest in the award of the contract to any proponent; \* is currently employed by, or is a consultant to or under contract to a proponent; \* is negotiating or has an arrangement concerning future employment or contracting with any proponent; or, \* has an ownership interest in, or is an officer or director of, any proponent. Please sign below acknowledging that you have received and read this information. If you have a conflict or potential conflict, please indicate your conflict on this acknowledgment form with information regarding the conflict. I have read and understood the provisions related to the conflict of interest when serving on the Evaluation Committee. If any such conflict of interest arises during the Committee's review of this project, I will immediately report it to the Purchasing Director.



Name	Date Signed	Has a Conflict of Interest?
Renee Shevlin	Feb 19, 2019 9:39 AM EST	No
Tyler Gibson	Feb 18, 2019 9:12 AM EST	No
Jesse Scott	Feb 14, 2019 2:03 PM EST	No
CJ Johnston	Feb 19, 2019 7:34 AM EST	No



## Project Criteria

Criteria	Points	Description
Required Forms and References	Pass/Fail	Admin review for completeness
Required Forms	Pass/Fail	Technical Review
Price Schedule	Pass/Fail	Technical Review
References	Pass/Fail	Technical Review
Price Sheet - Signs Group 1	0 pts	Admin Review
Price sheet - Blanks Group 2	0 pts	Admin Review
Price Sheet - Blanks Group 3	0 pts	Admin Review
Price Sheet - Posts Group 4	0 pts	Admin Review
Price Sheet - Ink Group 5	0 pts	Admin Review
Price Sheet - MISC Material 6	0 pts	Admin review



<b>Total</b>	<b>0 pts</b>	
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# Scoring Summary

## Active Submissions

	Total	Required Forms and References	Required Forms	Price Schedule	References
Supplier	/ 0 pts	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
Vulcan Inc., dba Vulcan Signs, Vulcan Aluminum	0 pts	Pass	Pass	Pass	Pass
Osburn Associates, Inc	0 pts	Pass	Pass	Pass	Pass
Florida Transcor Inc.	0 pts	Pass	Pass	Pass	Pass
Modulex Orlando	0 pts	Pass	Pass	Pass	Pass
Mandel Metals, Inc. dba US Standard Sign	0 pts	Pass	Pass	Pass	Pass



	Price Sheet - Signs Group 1	Price sheet - Blanks Group 2	Price Sheet - Blanks Group 3	Price Sheet - Posts Group 4	Price Sheet - Ink Group 5
Supplier	/ 0 pts	/ 0 pts	/ 0 pts	/ 0 pts	/ 0 pts
Vulcan Inc., dba Vulcan Signs, Vulcan Aluminum	0 pts (\$22,059.65)	0 pts (\$8,052.00)	0 pts (\$29,955.50)	0 pts (\$27,037.50)	0 pts (\$999,999.99)
Osburn Associates, Inc	0 pts (\$21,818.25)	0 pts (\$8,522.00)	0 pts (\$31,435.50)	0 pts (\$999,999.99)	0 pts (\$999,999.99)
Florida Transcor Inc.	0 pts (\$999,999.99)	0 pts (\$999,999.99)	0 pts (\$999,999.99)	0 pts (\$27,290.00)	0 pts (\$999,999.99)
Modulex Orlando	0 pts (\$40,767.40)	0 pts (\$22,050.00)	0 pts (\$55,255.00)	0 pts (\$11,400.00)	0 pts (\$7,375.00)
Mandel Metals, Inc. dba US Standard Sign	0 pts (\$999,999.99)	0 pts (\$8,486.00)	0 pts (\$31,312.00)	0 pts (\$999,999.99)	0 pts (\$999,999.99)



	Price Sheet - MISC Material 6
Supplier	/ 0 pts
Vulcan Inc., dba Vulcan Signs, Vulcan Aluminum	0 pts (\$999,999.99)
Osburn Associates, Inc	0 pts (\$29,241.00)
Florida Transcor Inc.	0 pts (\$999,999.99)
Modulex Orlando	0 pts (\$61,260.00)
Mandel Metals, Inc. dba US Standard Sign	0 pts (\$999,999.99)

## City of Palm Coast, Florida Agenda Item

Agenda Date : 03/12/2019

<b>Department</b>	PLANNING	<b>Amount</b>
<b>Item Key</b>		<b>Account</b>
<b>Subject</b>	COUNCIL PRIORITIES UPDATE	
<b>Background :</b>	Staff will provide a presentation detailing the progress made on Citizen Council Priorities for the 2 <sup>nd</sup> Quarter. A 1 <sup>st</sup> Quarter update was provided on December 11, 2018	
<b>Recommended Action :</b>	For presentation only.	

# Council Priorities Report

This report shows the progress on approaches that are marked as a Council priority.

	Completed
<b>GOAL 1 : To anticipate the need for additional services and infrastructure to provide opportunities for mixed use development with goods, services, and employment.</b>	<b>52.22%</b>
Objective 1.1 To enhance infrastructure in order to maintain quality neighborhoods and business districts	11.25%
Strategy 1.1.1 Projects targeted as highest priority shall be evaluated for potential upgrade or enhancement	11.25%
Approach 1.1.1.7 Maintain a Capital Improvement Plan	2.50%
Measurement 1.1.1.7.a Update the 10-year Capital Improvement Plan with an emphasis on maintaining existing infrastructure with a pay as you go philosophy (Infrastructure Team)	5.00%
<b>Comments</b>	
10/31/2018	In November and December the 10-Year CIP will be updated to reflect the approved 5-Year CIP projects approved as part of the FY19 Budget process. During the months of January thru March the 10-Year CIP will be updated for a presentation to City Council in the Spring of 2019.
1/25/2019	Utility CIP update has begun in January. Remaining funds update will begin after City Council direction regarding unfunded priorities from workshop on January 29, 2019.
2/12/2019	Presentation of 10-Year CIP scheduled for March 26, 2019.
Measurement 1.1.1.7.b Update the 5 year CIP with an emphasis on maintaining infrastructure with a pay as you go philosophy (Infrastructure Team)	0.00%
<b>Comments</b>	
10/31/2018	City staff will begin to update the 5-year CIP after receiving City Council direction on the 10-Year CIP update in the Spring of 2019. This update occur in June and July with funding updates from the Finance staff as well as updates from Project Managers and feedback regarding grant opportunities.
Approach 1.1.1.16 Develop a comprehensive public policy to address failing sea walls.	20.00%
Measurement 1.1.1.16.a In coordination with CME, research and provide presentation of findings for a Special Assessment District for saltwater canals and seawall repair options (CODE ENFORCEMENT)	20.00%
<b>Comments</b>	
10/25/2018	Code staff will communicate with other municipalities in Florida concerning how they achieve compliance with seawalls in disrepair. In addition, staff is contacting local marine contractors to obtain quotes for the cost to replace failing seawalls. Data will be compiled and obtained by December 30th, which will subsequently be followed by a presentation to City Council.
3/1/2019	Staff is pursuing contact with other municipalities that currently have a taxing district to try and identify the possible need for a study to determine the foundation of the need for a tax district.
Measurement 1.1.1.16.b In coordination with Code Enforcement, research and provide presentation of findings for a Special Assessment District for saltwater canals and seawall repair options (CONSTRUCTION MANAGEMENT)	20.00%
<b>Comments</b>	
10/31/2018	CM& E staff provided code staff with historical research data.

2/12/2019	November - Code staff will communicate with municipalities in Florida concerning how they achieve compliance with seawalls in disrepair. In addition, staff is contacting local marine contractors to obtain quotes for the cost to replace failing seawalls. Data will be compiled and obtained by December 30th, which will subsequently be followed by a presentation to City Council.
2/12/2019	December - Staff to contact other municipalities on the creation of their Taxing District. Staff to request quotes for inventory of all seawalls by outside vendor. Staff to investigate other possible enforcement actions.
2/12/2019	January - On January 29th, staff contacted the CJ De Santis, Head of Government Relations with Counterpointe Energy Solutions; the company serves as the Broker/Administrator for the Florida PACE Program. After discussing the factors associated with the seawalls within the saltwater canals, the following points were noted.1) The Florida PACE program focuses on energy efficiency and wind (hurricane) mitigation/hardening improvements solely on private property. 2) Per 163.08(2)(b)3.b, Florida Statutes, wind resistance improvement, which includes, but is not limited to creating a secondary water barrier to prevent water intrusion as a qualifying improvement. 3) During the 2018 legislative session, Mr. De Santis noted that an attempt to further define the "water barrier" improvement to include seawalls and revetment improvements; the effort quickly died and did not move forward. 4) Other Florida communities including, but not limited to Lee County and Monroe County want seawalls included in the program, but there are environmental concerns associated with wetlands. Based on this discussion, PACE does not appear to be an immediate feasible option. Mr. De Santis is open to having discussion about the program and past legislative attempts.
3/1/2019	Staff is pursuing contact with other municipalities that currently have a taxing district to try and identify the possible need for a study to determine the foundation of the need for a tax district.

<b>Objective 1.2 To assess the need to expand infrastructure for sustainable growth</b>	<b>85.00%</b>
<b>Strategy 1.2.2 Coordinate facility capacity upgrades to meet the City's growth needs appropriately</b>	<b>62.50%</b>
<b>Approach 1.2.2.3 Traffic Signal Study and recommendations for maintenance</b>	<b>25.00%</b>
Measurement 1.2.2.3.f Complete analysis and create a plan for phase 3 of the Signal Optimization Project that includes the future implementation of adaptive traffic light control (TRANSPORTATION SUB-TEAM)	25.00%

#### Comments

12/5/2018	City staff reviewed current status and identified work that has been completed and began a listing of work remaining. City staff intends to bring the Phase 3 project to City Council for consideration in January 2019. While the optimization project will not provide adaptive traffic control, the system could be enhanced in the future to accommodate new technology.
2/12/2019	City Council approved expenses for Phase 3 Improvements.

<b>Approach 1.2.2.27 Evaluate Town Center and other locations within the southern part of the City with the potential to incorporate a future premier multi-purpose recreation center that all generations are served</b>	<b>100.00%</b>
Measurement 1.2.2.27.a Evaluate Town Center and other locations within the southern part of the City with the potential to incorporate a future premier multi-purpose recreation center that all generations are served (Parks Team)	100.00%

#### Comments

10/29/2018	Staff prepared and presented to City Council on July 10 and 17, 2018, a Request for Statement of Qualification to complete a Recreation Center Master Plan. After discussion, City Council opted to not to move forward with this project. Staff will wait for City Council direction prior to bringing the item back for consideration.
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<b>Strategy 1.2.3 Keeping older neighborhoods attractive and relevant</b>	<b>100.00%</b>
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Approach 1.2.3.19 Investigate the viability of implementing a maintenance program for vacant lot frontages	100.00%
Measurement 1.2.3.19.a Investigate the viability of implementing a maintenance program for vacant lot frontages (Planning)	100.00%
<b>Comments</b>	
11/2/2018	The presentation and assessment has been completed and this item is scheduled for the November 13, 2018 City Council workshop.
12/6/2018	The presentation was made to City Council and no further action was requested.
Approach 1.2.3.20 Request Florida Power & Light to provide a presentation to City Council to discuss feasibility of underground utility retrofits and mounting of equipment on utility poles	100.00%
Measurement 1.2.3.20.a Request Florida Power & Light to provide a presentation to City Council to discuss feasibility & cost implications of overhead to underground conversion (CONSTRUCTION MANAGEMENT)	100.00%
<b>Comments</b>	
10/31/2018	FPL is scheduled to make a presentation to City Council on November 13th.
12/4/2018	FPL made a presentation to City Council on November 13, 2018.
Measurement 1.2.3.20.b Request Florida Power & Light to provide a presentation to City Council to discuss feasibility of mounting of equipment on utility poles (CONSTRUCTION MANAGEMENT)	100.00%
<b>Comments</b>	
10/31/2018	FPL is scheduled to make a presentation to City Council on November 13th.
12/4/2018	FPL made a presentation to City Council on November 13, 2018.
<b>GOAL 2 : To develop and maintain a strong economy by supporting the growth and development of new and existing businesses while creating an environment to attract new companies that align with our values</b>	<b>67.40%</b>
Objective 2.1 Capitalize on the success of Prosperity 2021, while focusing on new strategies to improve economic growth, diversify our economy, and attract and retain skilled community workforce talent	69.23%
Strategy 2.1.2 Encourage investment in our Downtown and targeted areas	58.98%
Approach 2.1.2.3 Create a stakeholders group to create a new Vision for Town Center through a strategic approach	67.66%
Measurement 2.1.2.3.a Create an Innovation District to establish target areas for visioning purposes (INNOVATION TEAM)	100.00%
<b>Comments</b>	
10/30/2018	On June 5, 2018, City Council approved the Innovation District and Innovation Kick Start Program. Since approval, the City has received a lot of interest in the Program, as well as innovative requests from developers with development concepts and proposals that would benefit our downtown and our community as a whole. On October 16, 2018, City Council also approved expanding the Innovation District to include parcels 20, 21, and 22, and for it to be reflected in the Innovation Kick Start Program. For this fiscal year, the Innovation Team has achieved this goal and will continue to add efforts to the District.
Measurement 2.1.2.3.b Create programming for the Innovation District to encourage and attract development in the Innovation District (INNOVATION TEAM)	55.00%
<b>Comments</b>	

10/30/2018	<p>In October, the Innovation Team held their first kick off meeting on 10/22 and reviewed all performance measures and priorities (as in previous fiscal year, we did not have any PMs assigned). In the kick off meeting, the team was asked to review the Strategic Recommendation Report that was prepared the prior fiscal year from consultant from Frontier Service Design. This Report contains information the team had provided around bringing people to downtown (e.g. attractions and events), establishing Town Center as an Innovation Hub and securing a master developer. The Innovation Team is meeting 11/2 to come up with a plan around what programming we can implement as it relates to budgets, proximity, internal and partners, established events, etc. Additionally as it relates to development, the Team continues to promote and market the Innovation Kick Start Program (approved by City Council on 6/5/2018, expanded boundaries on 10/16/18). In this month, the City also made an announcement of the first development to come through the District – The Palms at Town Center.</p>
11/27/2018	<p>In November, the Innovation Team continued to promote the Innovation Kick Start Program. Since October, we have another residential unit in queue for the Program that will add 233 units to the Innovation District and Town Center. This adds up to 321 new homes for residents that will come through Program. Promoting the Program will continue to be a priority for the team until December 2020 or until the allotment of projects through the Program is fully utilized. Additionally, as new residential units come into the area, the team realizes the need to continue to focus on attracting commercial projects. As for future programming to consider, the City has received several request from developers in needing City support through monetary means to further secure projects to come to our area. However, the City does not have a dedicated fund to assist in these request. The idea of having an “Innovation Fund” to aid future projects keeps coming up in conversations, and may come to City Council in the future as we look for ways to secure funding for something like this.</p>
1/3/2019	<p>In December, the Innovation Team continued to promote the Innovation Kick Start Program. Several meetings were held with developers and businesses in attracting and expanding developments to qualify for the Program – which is in the Innovation District. For long term engagement, the Team finds to attract and execute programming and projects in the Innovation District, we will need a greater web presence with imagery/renderings. To accomplish this vision (and address other PMs), the Team discussed having an Innovation District visual contest within the community. The contest would engage the community in the process of growing Downtown, educating residents of the Innovation District, and would target schools while better telling our story. The Team is currently reaching out to Flagler County Schools and the master developer for buy in and will further discuss at January’s team meeting.</p>
1/30/2019	<p>In January, the Team proceeded with a few efforts in relation to creating programming for the Innovation District to encourage development:</p> <ul style="list-style-type: none"> <li>- The Innovation Team met with the master developer to get feedback on visual contest with Flagler County Schools. The master developer is very interested in exploring this opportunity with the City, and will meet collectively with Flagler County Schools in early February.</li> <li>- The Innovation District Advisory Council met and discussed ways to “revamp” or re-market the Innovation Kick Start Program. The Council will continue to explore this, but topics included marketing efforts in very targeted publications and groups.</li> <li>- The High Tech Corridor presented to City Council on January 29 and gave a recommendation to work with a consultant who could assists with comprehensive planning for the Innovation District. Over the next month, the Innovation Team will explore the feasibility of working with the suggested consultant, and if pursued, will consider exploring possible programming efforts for the Innovation District.</li> </ul>

2/28/2019	<p>In February, the Team continued to work on logistics for a visual contest for FPC students for the Innovation District alongside the master developer. The end goal of the contest is to 1) attract development by showcasing what is needed/suggested by the community 2) problem solve and create real-world opportunities for FPC students 3) enhance marketing for the Innovation District through the visual that will be submitted. The Team met with the master developer and FPC teachers this month. They are looking to do a soft launch of introducing the idea to students mid-March, and plan to do the official kick off at the start of next school year (August).</p> <p>In follow-up with the HTC suggested consultant, the Team reached out to the consultant this month and initiated general conversations. The Team plans to meet in person with consultant to discuss possible next steps early March.</p>
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Measurement 2.1.2.3.c Create a stakeholders group to grow and support the long-term sustainability of the district (INNOVATION TEAM)

100.00%

#### Comments

10/30/2018	In October, City staff have coordinated with City Council on forming an Innovation District Advisory Council to grow and support the long-term sustainability of the Innovation District. Members were identified this month and represent high-tech companies, developers, real estate, education, health and wellness, legal, financial and cultural arts. These leaders have been the stakeholders in Town Center early on and are prepared to serve as trailblazers in helping accomplish City Council goals for creating and expanding firms and jobs in our City, across all sectors and disciplines. Our first kick off meeting is 11/7.
11/27/2018	In November, the Innovation District Advisory Council held their first meeting on Nov. 7. The Advisory Council will continue to meet bi-monthly to discuss strategies (including events, programming, partners and development) the City can implement for the Innovation District, as well as Opportunity Zone planning, funding opportunities and time sensitive issues

Measurement 2.1.2.3.d Evaluate the need to engage an outside professional facilitator to assist with the visioning process (INNOVATION TEAM)

41.65%

#### Comments

10/30/2018	In October, the Innovation Team held their first kick off meeting on 10/22 and reviewed all performance measures and priorities (as in previous fiscal year, we did not have any PMs assigned). In the kick off meeting, the team was asked to review the Strategic Recommendation Report that was prepared the prior fiscal year from consultant from Frontier Service Design. This Report contains information the team had provided around bringing people to downtown (e.g. attractions and events), establishing Town Center as an Innovation Hub and securing a master developer. The Innovation Team is currently creating a timeline for priorities, and with this timeline, will determine if and when it makes sense to engage a consultant again.
11/27/2018	In November, the Innovation Team discussed the need of utilizing an outside facilitator to assist with the visioning process of the Innovation District/Town Center. Before approaching one, the general consensus was getting past a few milestones first – including building content, making it accessible and relatable as it comes to residents and developers; also having a few successes with events and projects seemed to make sense first. The team will continue to evaluate the need of a facilitator each month – but for now, we find we do not need to engage with one yet.
1/3/2019	In December, the team continues to address other PMs before looking to engage an outside facilitator. At this time, one is not required.
1/30/2019	In January, the High Tech Corridor presented to City Council on January 29 and gave a recommendation to work with a consultant who could assist with comprehensive planning for the Innovation District. Over the next month, the Innovation Team will explore the feasibility of working with the suggested consultant.
2/28/2019	In February, the Team engaged with the HTC suggested consultant. Initial conversations have been had and documents have been sent over to engage our needs. Follow-up conversations and a better look in pursuing this opportunity will occur next month.

Measurement 2.1.2.3.e Develop a lasting Vision for the Innovation District through a phased approach (INNOVATION TEAM)

41.65%

Comments	
10/30/2018	<p>In October, the Innovation Team held their first kick off meeting on 10/22 and reviewed all performance measures and priorities (as in previous fiscal year, we did not have any PMs assigned). In the kick off meeting, the team was asked to review the Strategic Recommendation Report that was prepared the prior fiscal year from consultant from Frontier Service Design. This Report contains information the team had provided around bringing people to downtown (e.g. attractions and events), establishing Town Center as an Innovation Hub and securing a master developer – which are all pieces in creating a lasting vision. Additionally, establishing a stakeholder group, securing funding and marketing the area are key components as well. The Innovation Team sees this performance measure as guide point for everything we do this year and beyond. We will continue to meet and expand on this PM. Next Innovation Team meeting is 11/2.</p>
11/28/2018	<p>In November, the Innovation Team held two meetings (11/2 and 11/27). At each meeting, the over-arching theme is “develop a lasting Vision for the Innovation District through a phased approach.” We focus each time on low-hanging fruit and future fruit to accomplish this. Currently we see the following adding to the overall, lasting vision for the Innovation District.</p> <p>Low-Hanging Fruit</p> <ul style="list-style-type: none"> <li>- Having innovative themes at events that already exists – especially City ones. This includes partnering with the Drone Team, working with FPL on future hackathons, Tedtalks, and tech-savvy opportunities. City events we have identified that we can incorporate innovative themes include Mobility Week, Waterway Cleanup, Arbor Day (also Drone Day) and creating buzz around sculptures in the park. We also have identified several partners and plan to connect with them throughout the year.</li> <li>- Partnering with the High Tech Corridor. Our team has had initial conversations with them and plan to invite them to City Council Workshop in January.</li> <li>- Utilize the Innovation District Advisory Council for marketing – whether it’s for testimonies or looking for feedback on marketing material.</li> </ul> <p>Future Fruit – we will continue to make a list of opportunities to explore into 2020 and beyond. Ideally we would like standalone events and programming and partners to network with.</p>
1/3/2019	<p>In December, the Innovation Team continues to focus on a lasting vision for the Innovation District. In following the low-hanging fruit and future fruit context:</p> <p>Low-hanging fruit for first of the year: The team would like to explore a visual rendering contest for the Innovation District, expand web presence and overall content with messaging segmented for residents, businesses and developers, explore Opportunity Zone opportunities, continue to promote Innovation District and Kick Start Program, coordinator with the Innovation District Advisory Council and continue to add innovative presence at City-wide events.</p> <p>Future Fruit: Work with partners on 2020 innovation events and partner with a university</p>

1/30/2019	<p>In January, efforts to create a lasting vision for the Innovation District included:</p> <ul style="list-style-type: none"> <li>- The Innovation Team met with the master developer to get feedback on visual contest with Flagler County Schools. The master developer is very interested in exploring this opportunity with the City, and will meet collectively with Flagler County Schools in early February.</li> <li>- The Innovation District Advisory Council met January 14 and began the good work of writing a business plan for the district. The Council will resume efforts in March.</li> <li>- The High Tech Corridor presented to City Council on January 29 and gave a recommendation to work with a consultant who could assist with comprehensive planning for the Innovation District. Over the next month, the Innovation Team will explore the feasibility of working with the suggested consultant, and if pursued, will consider exploring possible programming efforts for the Innovation District.</li> <li>- The Innovation Team continues efforts in implementing innovative concepts in events and programming within the Innovation District. For the larger events of 2019-2020, the Team made two task force teams for the visual contest and TEDx talk in 2020.</li> <li>- The Innovation Team continues to engage with other cities and organizations to learn best practices and find benchmark solutions for the City. This month, the Team engaged with the High Tech Corridor and Louisville, KY Innovation Team.</li> </ul>
2/28/2019	<p>In February, efforts to create a lasting vision for the Innovation District included:</p> <ul style="list-style-type: none"> <li>- Completed performance measures of HTC presentation</li> <li>- Followed up with HTC suggested consultant in continuing efforts of creating the vision and making it tangible</li> <li>- Completed initial planning for the Innovation District visual contest for FPC. A kick off to take place later in March</li> <li>- Sub-teams were created within the Innovation Team to continue to pursue programming and events in the District that align with the vision: TEDx, Hackathon, and Visual Contest</li> <li>- Funding opportunities were explored. The Team collectively applied for the Smart Cities Readiness Challenge</li> <li>- The Team continues to promote the Innovation District Kick Start Program</li> <li>- The Team attended Opportunity Zone workshops this month</li> <li>- The Team coordinated Opportunity Zone efforts with the County</li> <li>- The Team is currently working on enhanced marketing to promote the District.</li> <li>- Aligned efforts with the Drone Team, and working on a Drone Day event (May 4)</li> </ul>

Approach 2.1.2.4 Create a dedicated funding mechanism to support events and programs in pursuit of innovation in Town Center. Utilize stakeholders to create funding program framework	44.50%
Measurement 2.1.2.4.a In coordination with the Innovation District stakeholders, conduct an analysis of funding opportunities (INNOVATION TEAM)	41.65%

Comments	
10/30/2018	<p>In October, members were identified to be a part of the Innovation District Advisory Council. These leaders have been the stakeholders in Town Center early on and are prepared to serve as trailblazers in helping us accomplish City Council goals for creating and expanding firms and jobs in our City, across all sectors and disciplines. One of the components to do this is understanding what dollars are needed to accomplish this. Thus, the Innovation District Advisory Council will conduct an analysis of funding opportunities for the area. Our first kick off meeting for the Innovation District Advisory Council is 11/7 and will introduce the metric then.</p>

11/27/2018	In November, the Innovation Team met and discussed starting an inventory list of grant opportunities that are out there. The plan is to have a comprehensive list by December and plan to share it with the Innovation District Advisory Council in January. The intent in sharing with the Council is to discuss other funding opportunities that are out there other than grants, including sponsorships, P3 models, etc.
1/3/2019	In December, the Innovation Team started to compile a funding opportunities list through grants, awards and allocations. The Team plans to share the list with the Innovation District Advisory Council at their January meeting, as well as to continue to add to it throughout the year.
1/30/2019	In January, the Innovation District Advisory Council briefly discussed grants and funding initiatives for the Innovation District. As a Council, they find partnering with other organizations and private investment will be key. An example already taken place with this is through the Citizen Portal being built by Coastal Cloud, an in-kind opportunity. In addition to the Council's efforts, the Innovation Team continues to compile funding opportunities, and will be applying for the Smart Cities Readiness Challenge in February.
2/28/2019	In February, the Innovation Team applied for the Smart Cities Readiness Challenge that offers funding opportunities for winners. Winners will be announced in March. In moving into the next month, the Innovation District Advisory Council will discuss funding opportunities for events in the coming year by working with local, regional and national partners.

Measurement 2.1.2.4.b Identify and apply for grant funding opportunities that supports the vision for the Innovation District (INNOVATION TEAM)

41.65%

#### Comments

10/30/2018	In October, the Innovation Team held their first kick off meeting on 10/22 and reviewed all performance measures and priorities (as in previous fiscal year, we did not have any PMs assigned). The Team agreed to look for grant funding opportunities when it comes to the Innovation District. We will review this PM as a group once a month – and also coordinate efforts with our Opportunity Zone designation and Innovation District Advisory Council.
11/27/2018	In November, the Innovation Team met and discussed starting an inventory list of grant opportunities that are out there. The plan is to have a comprehensive list by December and apply for ones that meet our needs accordingly.
1/3/2019	In December, the Innovation Team compiled a funding opportunities list through grants, awards and allocations in relation to the Innovation District. The Team plans for the list to be a working one, as grants and opportunities can be discovered throughout the year.  Through this exercise of compiling the list, the Team discovered an opportunity to apply for the 2019 Smart Cities Council Readiness Challenge. The Smart Cities Council Readiness Challenge winners can receive a full-year Readiness Program (including workshops, roadmaps, and mentorship), nationwide publicity, travel scholarship to Smart Cities Week and access to financiers who can structure P3 partnerships and other forms of alternative financing.
1/30/2019	In January, the Team continues to compile grant and funding opportunities to explore for the Innovation District. The Team also worked on an application for the Smart Cities Readiness Challenge and is on track to apply for it by the deadline of February 15.
2/28/2019	In February, the Innovation Team applied for the Smart Cities Readiness Challenge that offers funding opportunities for winners. Winners will be announced in March. In moving into the next month, the Innovation District Advisory Council will discuss funding opportunities for events in the coming year by working with local, regional and national partners.

Measurement 2.1.2.4.c Identify events and programs that support the vision of the Innovation District (INNOVATION TEAM)

50.20%

#### Comments

10/30/2018	In October, the Innovation Team held their first kick off meeting on 10/22 and reviewed all performance measures and priorities (as in previous fiscal year, we did not have any PMs assigned). In the kick off meeting, the team was asked to review the Strategic Recommendation Report that was prepared the prior fiscal year from consultant from Frontier Service Design. This Report contains information the team had provided around bringing people to downtown (e.g. attractions and events), establishing Town Center as an Innovation Hub and securing a master developer. The Innovation Team is meeting 11/2 to come up with a plan around what programming we can implement as a team as it relates to budgets, proximity, internal and partners, established events, etc.
11/28/2018	<p>In November, the Innovation Team focused on identifying low-hanging fruit and future fruit events and programming for the Innovation District. Low-hanging events and programming include things that already exists within the City, in the Innovation District and the surrounding area. Events and programs that have been identified thus far include:</p> <p>City Events: Mobility Week, Waterway Cleanup, Arbor Day (same day as Drone Day), creating buzz around sculptures in the park, drone lunch and learn with seniors</p> <p>Possible Partner Events: Flo.Wave, drone racing</p> <p>Future Fruit Events: Hackathon, Tedtalks – partnering with Coastal Cloud and/or FPL. The team has already connected with FPL and are in discussions for partnered events in 2020. Also in 2020, we are already conception ideas to use for the Birding Festival.</p> <p>At least for the 1st and 2nd quarter of this year, the team plans to continue to inventory and assess other events and programs to execute during the year and beyond.</p>
1/3/2019	<p>In December, the Team continued to inventory and assess events and programs to execute during the year and beyond. For the first of 2019, the Team is currently exploring a community-wide rendering contest, sculptures in the park photo contest, and innovation integration opportunities into Arbor Day.</p> <p>For events 6 months+ out, they still remain in queue to address as the dates get closer.</p>
1/30/2019	In January, the Innovation Team to pursue events for the 2019-2020 year. In continuing to explore efforts for a visual contest in the Innovation District, the Team met with downtown's master developer and received great feedback. The Team plans to meet with Flagler County Schools in early February to continue to explore feasibility and impact.
2/28/2019	<p>In February, the Team established three sub-teams to focus on events for 2019-2020. The teams are: Visual Contest team with FPC, TEDx Talk for 2020 and a Hackathon team. The Visual Contest team made the most traction this month, as they did general planning with FPC. A soft launch of the contest will be introduced to FPC students in March to help create marketing and education for the class that is being created to host the contest in the next school year. Additionally, the TEDx Talk and Hackathon team will meet in March for the first time.</p> <p>For low hanging fruit events, the Team continues to coordinate with the Drone Team in having a presence at Arbor Day (also Drone Day, May 4). Additionally this month, the Team met with FPC's new drone teacher and coordinated efforts with UCF in having a presence at Arbor Day, as well as at other ones (summer camps, Waterway Cleanup, etc.). More planning will occur in March.</p>

Strategy 2.1.4 Identify opportunities to expand fiber technology to stimulate economic activity	80.95%
Approach 2.1.4.1 Evaluate fiber initiative with the University of Florida Whitney Lab facilities to determine mutually beneficial opportunities	100.00%
Measurement 2.1.4.1.a Evaluate fiber initiative with the University of Florida Whitney Lab facilities to determine mutually beneficial opportunities (INFORMATION TECHNOLOGY)	100.00%
Comments	

11/19/2018	The City has coordinated with partners (Marineland and University of Florida Whitney Lab) and determined there is interest in connecting the City's FiberNet to this area. The City is proposing a local legislative priority to fund the extension of the Beachside Sewer Forcemain and FiberNet extension this upcoming legislative session. In order to accomplish this project, state legislative funding will be necessary to make the project economically feasible.	
2/11/2019	Completed feasibility and cost study and submitted to Council.	
Approach 2.1.4.2 Determine feasibility of partnering with Central Florida High-Tech Corridor		100.00%
Measurement 2.1.4.2.a Request presentation from Central Florida High-Tech Corridor of partnering opportunities (INNOVATION TEAM)		100.00%
<b>Comments</b>		
10/30/2018	In October, the Innovation Team held their first kick off meeting on 10/22 and reviewed all performance measures and priorities (as in previous fiscal year, we did not have any PMs assigned). With having previous FACT Team members as part of the Innovation Team, the group discussed how we can accomplish this goal. The group will revisit this performance in November and will add it to our team's timeline in accomplishing our PMs this year.	
11/27/2018	In November, the Innovation Team reached out to the High Tech Corridor (HTC) and connected with Randy Berridge. Randy was kind enough to give an overview of the HTC and shared efforts that have already occurred within Flagler County. The team requested to have the HTC present to City Council in January and a date is currently being planned.	
12/10/2018	Presentation scheduled with the HTC for 1/29/19	
1/30/2019	On January 29, the High Tech Corridor gave a presentation during a City Council Workshop. Key takeaways include following up with a possible consultant to continue Innovation District efforts.	
Approach 2.1.4.3 Identify the potential infrastructure enhancements needed to ensure the City is prepared for technology enhancements (i.e. fiber, autonomous vehicles, etc.)		100.00%
Measurement 2.1.4.3.b Identify potential infrastructure enhancements needed to ensure the City is prepared for technology enhancements (i.e. fiber, autonomous vehicles, etc.) (INFORMATION TECH INTERNAL SVC)		100.00%
<b>Comments</b>		
11/4/2018	Magellan completed their final report on the City's FiberNet and how to leverage Smart City Applications using FiberNet.	
11/19/2018	City Council approved the advanced metering infrastructure (AMI) to enable static remote reading and enable citizens to better monitor their water usage. With the deployment of this system, the City will be able to evaluate other Smart City Applications that could use the same infrastructure.	
11/30/2018	City staff is preparing multiple consultant engagements to assist the City in evaluating infrastructure and technology enhancements. City staff are scheduled to present a contract with a consultant to evaluate our diverse internal applications for recommendations in December 2018. City staff is scheduled to present a contract with a security consultant to assess physical security for technology enhancements in January 2019.	
12/14/2018	Presented Gartner Partnership proposal to Council Workshop on 12/11/18.	
1/7/2019	Gartner partnership was approved by Council. Gartner will be assisting with analysis and planning for Smart City applications.	
2/1/2019	Identified and documented current needed improvements to Fiber enhancements to prepare for PPP and additional expansion.	
Approach 2.1.4.5 Request feedback from local technology companies to better identify marketing recruitment strategies		41.65%
Measurement 2.1.4.5.a Interview local technology companies for feedback to identify possible marketing strategies. (INNOVATION TEAM)		41.65%
<b>Comments</b>		

10/30/2018	In October, the Innovation Team held their first kick off meeting on 10/22 and reviewed all performance measures and priorities (as in previous fiscal year, we did not have any PMs assigned). With this PM, the team discussed coordinating with members of the forming Innovation District Advisory Council who have members of local technology companies. Though the first kick off meeting for the Advisory Council is on 11/7, the Innovation Team plans to engage tech members as the group becomes more establish the first of the year.
11/27/2018	In November, the Innovation Team discussed to start on this PM by interviewing technology companies who are on Innovation District Advisory Council as were now crafting marketing material as it relates to Town Center and the Innovation District. The team has already begun on these initial efforts and plans to share with the Advisory Council in January.
1/3/2019	In December, the Team crafted interview questions to ask local technology companies. They plan to share the questions with the Innovation District Advisory Council in January to get initial feedback before pursuing tech companies.
1/30/2019	In January, the Innovation Team met to discuss possible dissemination of survey questions. At this time to streamline processes, an online survey will be created and plan to share with tech businesses in Q2.
2/28/2019	In February, the online version of the survey was created and will be shared with the Innovation Advisory Council in March.

Approach 2.1.4.6 Expand FiberNET	100.00%
Measurement 2.1.4.6.i Develop a master plan that depicts the existing and future expansion of the fiber infrastructure (INFORMATION TECHNOLOGY)	100.00%

Comments	
11/19/2018	Finalized Magellan plan. Looking at partnership with Magellan for fiber expansion and selection of private partner.
11/30/2018	Due to cost from Magellan for assistance with finding Private Partner, will work with Gartner after contract is approved to find Private Partner. Work on expansion plan continues as far as possible.
12/14/2018	Revisiting using Magellan to assist with 3P search.
1/7/2019	Council presentation to request funding to use Magellan for 3P search set for 01/08/18.
2/1/2019	Master plan complete.

Approach 2.1.4.8 Evaluate the feasibility of requiring new construction to incorporate a committed fiber port through building code regulations	62.50%
Measurement 2.1.4.8.a Based on the Fiber Master Plan, determine the feasibility of requiring existing and proposed development to incorporate fiber infrastructure (Planning)	25.00%

Comments	
12/4/2018	During the first quarter: 1) Work with fiber team to help determine current and future fiber infrastructure locations. 2) Work with City attorney in establishing a rational nexus for Land Development Code revision requiring fiber infrastructure.
1/25/2019	During the first quarter Staff continued to work with the City Attorney in establishing a rational nexus for Land Development Code revisions requiring fiber infrastructure.
2/8/2019	In an effort to be proactive, staff is working with the single-family subdivision Sawmill to incorporate conduit for future fiber connection.

Measurement 2.1.4.8.b Review Florida Building Code to determine regulations that apply to fiber communications and potential of requiring connectivity (BUILDING PERMITS)	100.00%
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Comments	
11/2/2018	Currently reviewing Florida Building Code and the National Electrical Code for requirements of fiber optic connections and/or conduits for new commercial construction.

2/28/2019	At this time, Florida Building Code and the National Electrical Code does not have any requirements for fiber optic connections and/or conduits for new commercial construction. Future action if desired would require a local ordinance.
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Objective 2.2 To develop a "branding and marketing strategy" and establish criteria to measure success	40.00%
Strategy 2.2.2 Develop a campaign to highlight the City's economic strengths and opportunities	40.00%
Approach 2.2.2.13 Encourage shopping local by encouraging businesses to advertise the impact shopping local has on them (signs)	40.00%
Measurement 2.2.2.13.a Identify ways to educate our citizens to shop local including signage and brochures (COMMUNICATIONS & MARKETING)	40.00%

Comments	
11/2/2018	A comprehensive 'Be Local, Buy Local' campaign using a new logo and messaging is launching in November, and a month-by-month plan has been developed. The launch will gain momentum with paid advertising starting Nov. 21 and continuing into the New Year. A web page has been added to www.PalmCoastBAC.com and will be upgraded when the BAC website is redesigned by early January. A Small Business Saturday news release and proclamation are scheduled for November. Social media posts are scheduled throughout each month. A rack card is being designed now with the goal of having those available for the holiday season.
11/28/2018	The comprehensive 'Be Local, Buy Local' campaign using a new logo and messaging launched the week of Nov. 12, leading up to Small Business Saturday, and continuing into the holiday shopping season. Ads are running in the Daytona Beach News-Journal, Palm Coast Observer, Flagler Live, Flagler Broadcasting (2 radio stations), the Flagler Chamber of Commerce website and in the Fantastic Flagler visitor and newcomer guide. A news release for the campaign and Small Business Saturday went out Nov. 9 and was covered by the media. A campaign for social media began Nov. 18 using the hashtags #ShopSmall, #SmallBizSaturday and #BeLocalBuyLocal, using our logo and collateral provided by the national organizers of Small Business Saturday. The printed rack cards have been received. Next steps: ordering window clings and distributing collateral to businesses.
2/1/2019	Be Local Buy Local is becoming a strong part of our city culture. The new BAC website focused on shop local launched in January, and the start of a media kit is in place there now. Social media continued, as well as advertising on the Flagler County Chamber of Commerce website. The 2019 Fantastic Flagler is out and features an ad. The message was promoted in public presentations by Mayor Holland, Council Member Cuff and Interim City Manager Falgout, and additional civic presentations are scheduled. Updated sales taxes for FY18 were received and materials were updated. A story about the new campaign was featured in the Palm Coast during Q1.
2/28/2019	Seven City Council and City Staff speaking engagements highlighting 'Be Local Buy Local' have been done in Q2, so far. Six additional speaking engagements are now scheduled. The Flagler County Chamber of Commerce is assisting in distribution of our kits (rack cards/window clingies), and the Young Professionals Group also has agreed to help with distribution. Kits were provided to participants of the Leadership Flagler class. Our new Fire Inspector is distributing materials to businesses when he does fire inspections. The social media campaign is continuing. We have ordered a new supply of rack cards reflecting the updated financial impact of \$8.1 million for 2018.

<b>GOAL 3 : To leverage our financial strengths while ensuring the City remains committed to fiscal responsibility in delivering value-added services to residents and businesses</b>	<b>66.25%</b>
Objective 3.1 Diversify our revenue sources	50.00%
Strategy 3.1.1 Evaluate and target diversification of funding sources	50.00%
Approach 3.1.1.9 During the capital improvement project planning process, target grant opportunities that can offset capital improvement cost	50.00%
Measurement 3.1.1.9.a Conduct an evaluation to identify grant opportunities for all capital projects (Infrastructure Team)	50.00%

#### Comments

10/31/2018	City staff continues ongoing pursuit of grants associated with Capital Projects based upon knowledge of previous grants and grant opportunities that we are made aware of. In November City Staff will review the 5-Year CIP and identify projects that may be eligible for grants; These projects will be distributed to the Parks, Drainage, Transportation and Utility Sub-Teams to seek grants in December through February and identify timelines, grant funding level(s), matching fund requirements and other relevant information. The information gathered will be incorporated when preparing the annual 10-Year CIP update.
12/4/2018	Two projects were identified for possible grant opportunities. A Stormwater Weir project was identified for a SJRWMD grant opportunity; an application was submitted in October however we were made aware in December that the project did not rank high enough to receive funding. A Recreation Trail Program Grant was identified for new construction of new trails at Long Creek Nature Preserve associated with the next phase of this project; staff will begin the grant application.

Objective 3.2 Increase efficiency through enhanced operations and technological advancements	67.33%
Strategy 3.2.2 Evaluate current technological opportunities to reduce operational cost	68.85%
Approach 3.2.2.16 Perform Information Technology (I.T.) system and software upgrades	68.85%
Measurement 3.2.2.16.e Create an inventory of existing software products to establish evaluation priority (INFORMATION TECH INTERNAL SVC)	100.00%

#### Comments

11/2/2018	This goal is related to 3.2.2.16.52525.f and will be accomplished as part of our engagement with Gartner.
11/30/2018	The inventory will be completed by January 2019 and be provided to the consultant to evaluate our existing software products.
12/14/2018	A list of existing software has been compiled and is ready to be utilized in our software assessment with Gartner.
1/7/2019	Added requirements for software list to include terms and termination dates. This was a result of Council's concern that we may renew software licensing that may not be necessary after the IT Strategy is complete.
2/11/2019	List created and shared with Council and leadership.

Measurement 3.2.2.16.f Engage an external consultant to evaluate existing software products (INFORMATION TECH INTERNAL SVC)	65.00%
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#### Comments

11/2/2018	The City is looking to engage Gartner as a strategic partner to help us evaluate all our current software an implementations. Our goal is to bring this proposal to Council by the end of November, and to able to start the process with Gartner shortly after.
11/19/2018	Continuing work with Gartner. Met with them on 11/16. Need to solidify contract and cost.

11/30/2018	Have final Gartner cost. Taking to Council for approval.
12/14/2018	Presented Gartner Partnership proposal to Council Workshop on 12/11/18.
1/7/2019	Gartner partnership was approved by Council. Gartner will be assisting with analysis of current IT software and recommendation on how to move forward.
2/18/2019	Shared completed software list with Gartner. Met to discuss approach.
Measurement 3.2.2.16.q Identify weaknesses in current communication services (INFORMATION TECH INTERNAL SVC)	
100.00%	
<b>Comments</b>	
11/19/2018	City staff have identified that existing phone system needs to be replaced with more modern technology. In addition, the City needs to have multiple carriers to ensure redundancy in the case of carrier failure.
11/30/2018	RFP is 80% complete. Need to add all IVR systems to this RFP to cover the current, disparate, systems we have.
12/14/2018	RFP went out to bid. Already have vendor questions.
Measurement 3.2.2.16.r Track communication system interruptions and provide after-action report (INFORMATION TECH INTERNAL SVC)	
100.00%	
<b>Comments</b>	
11/4/2018	Created Root Cause Analysis (RCA) form. Next step is to introduce the RCA process to the team and create the process for COPC.
11/19/2018	Created RCA template and first RCA for last week's phone outage.
11/30/2018	The RCA process is complete and in production. It is entered through a template in Manage Engine and a report is created from all RCA entries.
12/14/2018	We now have 3 RCA entries. The process is working as expected.
Measurement 3.2.2.16.s Identify options to mitigate weaknesses in current communication services (INFORMATION TECH INTERNAL SVC)	
100.00%	
<b>Comments</b>	
11/19/2018	City staff and customer service implemented a cloud-based phone system for the City's call centers. This system uses multiple carriers and allows for call center staff to answer phone calls anywhere that there is a internet connection. This system mitigates weaknesses in current phone system for our high volume call centers.
11/30/2018	RFP is 80% complete. Need to add all IVR systems to this RFP to cover the current, disparate, systems we have.
12/14/2018	RFP went out for bid. Already have vendor questions.
1/7/2019	Continuing to answer numerous vendor questions. Project for new VOIP phone system continues to move forward.
2/11/2019	Reviewed all submissions and selected three (3) vendors for in-person presentations.
2/18/2019	VOIP System replacement for all COPC is underway. We will conduct a review of the 3 top vendors and select one for implementation. This will resolve the weakness that has been identified in current communication services.
Measurement 3.2.2.16.u In coordination with Utility, through advanced metering project, integrate services to real time usage monitoring (INFORMATION TECH INTERNAL SVC)	
60.00%	
<b>Comments</b>	
11/2/2018	The IT department met with staff from the Utility Dept and representatives from Sensus to discuss this project on Monday, October 29th. The goal is to have the radio towers installed and operational by April 2019. Work is in progress now to have the needed infrastructure (fiber, towers, etc) in place for the installation. In the next few weeks we will be contacting Munis to schedule time for them to begin the software implementation.
11/19/2018	Continuing work on AMI Sensus project.

1/7/2019	Met with Sensus to review new tower locations. Project continues to move forward.
2/1/2019	Progress continues with Sensus preparation and implementation.
3/1/2019	Continued progress on preparing all sites for AMI antennae.

Measurement 3.2.2.16.u1 In coordination with IT, through advanced metering project, begin integrating services to real time usage monitoring through a phased approach. (UTILITY ADMINISTRATION)

55.00%

#### Comments

11/5/2018	Oct - This month the final negotiations were completed with the vendor (Sensus), the contract was signed by both parties. Also staff and Sensus had a kick off meeting to introduce the project managers (Sensus & City) responsible personnel for each phase. Discussed time lines and possible project impediments.
12/5/2018	Nov - This month the Purchase Orders for the project we're issued and Sensus initiated the project.
1/7/2019	Dec - RF Engineers came onsite and inspected locations for towers and started engineering phase of project. Three radio base stations were ordered. We have coordinated with IT for a phone conference call for January 30th with Munis and Sensus on the integration process of the AMI system with the billing system.
2/19/2019	Jan - We had a phone conference call with Munis and Sensus on the integration process of the AMI system with the billing system. This resulted in a few operations questions which we discussing. We investigated the Osprey nest on the Cell Tower on Utility Drive and found it was active. We contacted CPH and discussed the cost, timeline and requirements for a "take" to remove the nest and relocate to a new site which would need to be constructed at the same height as the existing nest. The best option we decided was to wait for the Cell Tower at WTP #1 which is at the COLO it will be quicker and more cost effective. The parts have been ordered and the contractor scheduled for March 18th to install the antenna and Tower Gateway base station at WTP 3. The contractor is scheduled to come down next month to investigate erecting a tower on the silo at WTP #2 and they will be contacting FAA for restrictions for the additional height.
2/28/2019	Feb - City staff continued to work with Munis and Sensus on the integration process for Billing. Information was sent to Munis Development for them to determine a start-of-work date and prepare a cost estimate. Once that is submitted and approved the delivery of the completed Munis integration package will take 4 to 8 weeks. The City Project Manager along with the Sensus Project manager and their tower engineer inspected the location at WTP#1. The next step is for Sensus to seek FAA approval to mount the antenna on the new cell tower which we do not foresee any issues. They also inspected the WTP#2 site and determined the best option is to install a 100' pole. This will require permits from the City and FAA plus the fabrication and installation of the pole. An inspection of the site also revealed no conflict with wildlife.

Measurement 3.2.2.16.v In coordination with City Clerk's office, evaluate Opportunities to improve public facing "public records" search capabilities (INFORMATION TECH INTERNAL SVC)

50.00%

#### Comments

11/5/2018	Precursory discussions were held with the City Clerk on the capabilities and limitations of the current online records search. Further research will be done on what is available to us and a follow up meeting will be held within the next 2 weeks.
11/19/2018	Assigned to Doug.
11/30/2018	In a meeting between IT and Clerk staff it was determined that we would see if there was a way to use the existing public records search function to auto-populate a list of documents from an address or parcel. If this is possible we will be able to embed this into the new Citizen portal. We will know if this is possible by December 7th.
12/14/2018	Our current public records search software was evaluated and it was determined that specific searches (searches related to an address or parcel number) could be embedded into a webpage. We are confident with this that we would be able to embed the records search into the citizen portal.
2/18/2019	Currently waiting on the completion of the citizen portal.

Measurement 3.2.2.16.v1 In coordination with IT, evaluate Opportunities to improve public facing "public records" search capabilities (CITY CLERK)		75.00%
<b>Comments</b>		
11/5/2018	Precursory discussions were held with I.T. staff on the capabilities and limitations of the current online records search. Further research will be done on what is available to us and a follow up meeting will be held within the next 2 weeks.	
11/19/2018	Meeting set up with IT for 11/30 to discuss options.	
12/3/2018	In a meeting between IT and Clerk staff it was determined that we would see if there was a way to use the existing public records search function to auto-populate a list of documents from an address or parcel. If this is possible we will be able to embed this into the new Citizen portal. We will know if this is possible by December 7th.	
2/11/2019	This measure is dependent upon the outcome of the review of all City-wide software programs.	
2/28/2019	IT has determined that the current software can communicate with the salesforce platform to ease and improve the public records search.	
Measurement 3.2.2.16.w Conduct a cost-benefit analysis regarding implementation and ongoing maintenance of existing and proposed platform(s) (Citizen Engagement Platform) (INFORMATION TECH INTERNAL SVC)		25.00%
<b>Comments</b>		
11/2/2018	It is working toward engaging Gartner to help with this measure (see 3.2.2.16.52525.f)	
11/19/2018	City Council approved an Innovation Partnership Agreement on August 21, 2018 with Coastal Cloud, a local and leading technology based company, to develop a Citizen Engagement Platform. Coastal Cloud's services are being provided at no-cost to the City in order to jointly develop a Citizen Engagement Portal that could help Coastal Cloud expand their footprint in the public sector and help the City better interact with our citizens. The portal is being developed on the Salesforce platform, one of the leading customer relationship management solutions in the world. Working with Coastal Cloud continues. Now have final Salesforce pricing.	
11/30/2018	Salesforce pricing review is complete. Taking to Council on 12/11/18.	
1/7/2019	Salesforce licensing approved by Council and purchased. In addition, Gartner partnership was also approved. Gartner will be assisting with analyzing current platforms and platform direction.	
2/18/2019	Initiated engagement w/Gartner for Software analysis and future platform recommendations. Software list compiled and shared with Coastal Cloud.	
Measurement 3.2.2.16.x Identify external facing vs. internal efficiencies of operational services (Citizen Engagement Platform) (INFORMATION TECH INTERNAL SVC)		15.00%
<b>Comments</b>		
11/16/2018	City Council approved an Innovation Partnership Agreement on August 21, 2018 with Coastal Cloud, a local and leading technology based company, to develop a Citizen Engagement Platform. Coastal Cloud's services are being provided at no-cost to the City in order to jointly develop a Citizen Engagement Portal that could help Coastal Cloud expand their footprint in the public sector and help the City better interact with our citizens. The portal is being developed on the Salesforce platform, one of the leading customer relationship management solutions in the world.	
11/30/2018	We are currently working with Coastal Cloud to create the Citizen engagement platform. They are expecting to have the initial build done around March at which time we will be able to evaluate efficiencies, leveraging our partnership with Gartner. Salesforce pricing review is complete. Taking to Council.	
1/7/2019	Salesforce licensing approved by Council and purchased. In addition, Gartner partnership was also approved. Gartner will be assisting with analyzing current platforms and platform direction.	
2/18/2019	Initiated engagement w/Gartner for Software analysis and future platform recommendations. Software list compiled and shared with Coastal Cloud.	

Measurement 3.2.2.16.y Identify customer service resources and response expectations resulting from platform implementation (Citizen Engagement Platform) (INFORMATION TECH INTERNAL SVC)	50.00%
<b>Comments</b>	
11/2/2018	This measurement is dependent upon implementation of the Citizen Engagement Platform and will be evaluated at that time.
11/30/2018	This is an important step that is part of the Citizen Portal project, but is not yet developed.
2/18/2019	Requested project coordinator from each area. Performed "road show" for Public Works and Permitting.
Measurement 3.2.2.16.z Present options including budget considerations to City Council (Citizen Engagement Platform) (INFORMATION TECH INTERNAL SVC)	100.00%
<b>Comments</b>	
11/2/2018	City Council approved an Innovation Partnership Agreement on August 21, 2018 with Coastal Cloud, a local and leading technology based company, to develop a Citizen Engagement Platform. Coastal Cloud's services are being provided at no-cost to the City in order to jointly develop a Citizen Engagement Portal that could help Coastal Cloud expand their footprint in the public sector and help the City better interact with our citizens. The portal is being developed on the Salesforce platform, one of the leading customer relationship management solutions in the world.
11/19/2018	Working with Coastal Cloud continues. Now have final Salesforce pricing.
11/30/2018	IT is meeting and communicating regularly with Coastal Cloud to build out the Citizen Engagement Platform. Coastal Cloud is assisting in getting the quote for the Salesforce licensing and we should have that within the next month. Salesforce cost going to Council.
12/14/2018	Presented Salesforce licensing cost to Council Workshop on 12/11/18.
1/7/2019	Salesforce licensing approved by Council and purchased. Team to be formed by Coastal Cloud week of 01/07/18. Kick-off to follow.
2/1/2019	Presented Magellan option to create Citizen Portal with cost of the software and no cost for development. Council approved moving forward.
Strategy 3.2.3 Continue and enhance unique volunteer opportunities that offset operational service and enhance investment in the community	57.50%
Approach 3.2.3.7 Identify methods of encouraging volunteer participation	57.50%
Measurement 3.2.3.7.a Inventory existing opportunities for the use of volunteers (HUMAN RESOURCES)	85.00%
<b>Comments</b>	
10/25/2018	Current volunteer opportunities exist in all City Departments and include many administrative support tasks. Volunteers for Special Events in Parks & Recreation are scheduled through a partnership with Flagler Volunteer Services. In October, all departments were contacted to see if any new opportunities exist for inclusion in our list.
2/11/2019	The Parks & Recreation Department has developed a revised list of volunteer opportunities based around programs and events located at the new Community Center.
3/1/2019	In order to streamline the volunteer process, meetings were held with the Fire Department to enhance the on-boarding process for Fire Volunteers.
Measurement 3.2.3.7.d Inventory volunteer utilization (HUMAN RESOURCES)	30.00%
<b>Comments</b>	
10/25/2018	Volunteer utilization is tracked quarterly. City staff will provide an update 30 days after the end of each quarter.
2/11/2019	The Fire Department continues to excel in the use of volunteers.
3/1/2019	Tracking mechanisms are being developed to determine the number of volunteer hours utilized by City departments.

<b>GOAL 5 : To ensure a safe community for our citizens and visitors while providing affordable, and enjoyable options for cultural, educational, recreational and leisure-time events.</b>	<b>60.00%</b>
Objective 5.1 Enhance community and visitors' recreational opportunities and experiences at community events	40.00%
Strategy 5.1.2 Promote the variety of local leisure and recreational activities	40.00%
Approach 5.1.2.22 Study the feasibility of developing a Palm Coast App to promote our amenities and events.	40.00%
Measurement 5.1.2.22.b Implement custom, mobile-first website to promote amenities and events for citizens to use with their smart phones and tablets. (Brand Plus)	40.00%

Comments	
11/19/2018	Brand Plus team met with the IT Development team on 10/31 to discuss plans to move forward using the already purchased website 'parksandrec.fun.' The Team and IT Staff decided on a course of action including the 6 focus items for the new mobile-first website and discussed design aesthetics for the site, including looking at a mock-up site that IT Staff had begun work on.
12/6/2018	City staff are developing the mobile-first website and are coordinating with the citizen engagement portal development to ensure integration.
2/28/2019	IT presented the draft design to the Brand Plus Team on Feb. 21, and it was approved with minor modifications. Full coding is now underway, as well design of needed graphics.

Objective 5.2 Enhance safety measures throughout the community	62.00%
Strategy 5.2.1 Identify enhancements within park facilities to reduce hazards	40.00%
Approach 5.2.1.5 Evaluate existing facilities for safety enhancements	40.00%
Measurement 5.2.1.5.f Complete city-wide facility security master plan to include parks and all other City facilities. (INFORMATION TECH INTERNAL SVC)	40.00%

Comments	
11/2/2018	The RFS process has been completed and the shortlisted firms will give presentations to the reviewers on Thursday, November 8th. After the presentations a firm will be selected.
11/4/2018	Selected top 3 vendor partners from RFS. Set up top 3 for presentations on 11/8/18.
11/19/2018	Vendor identified as Guidepost.
11/30/2018	Met with vendor Guidepost Solutions. Requested final pricing on the original RFx work. Added optional pricing for PM to carry out final plan/analysis. Should have this by end of next week.
12/14/2018	Change in direction from City Council to use internal resources.
1/7/2019	Presenting current vendor selection to Council on 01/24/18.
2/1/2019	Presented vendor Guidepost to Council. Awaiting final Council approval. Moving forward with kick-off, tours and interviews after approval.
3/1/2019	Guidepost approved by Council. Kick-off set for week of 03/22. Received list of documents and interview candidates. Working to collect documentation before kick-off and setup interviews for 03/22 thru 03/25.

Measurement 5.2.1.5.h Monitor the progress of park camera (security) master plan to include inventory and viewable coverage to determine if additional cameras are needed (INFORMATION TECH INTERNAL SVC)	40.00%
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Comments	
11/2/2018	This will goal will be addressed after we receive recommendations from the vendor we contract with (5.2.1.5.52525.f)
11/19/2018	Will work with selected vendor, Guidepost, to identify needs.
11/30/2018	This is a step in the Security Master Plan that will be created by Guidepost.

12/14/2018	Change in direction from City Council to use internal resources.
1/7/2019	Presenting current vendor selection to Council on 01/24/18, If approved by Council, park cameras would be a part of the overall analysis and plan.
2/1/2019	Presented vendor Guidepost to Council. Awaiting final Council approval. Moving forward with kick-off, tours and interviews after approval. Park cameras are a part of the overall analysis and plan.
3/1/2019	Guidepost approved by Council. Kick-off set for week of 03/22. Received list of documents and interview candidates. Working to collect documentation before kick-off and setup interviews for 03/22 thru 03/25.

Strategy 5.2.2 Continue to enhance safety improvements at intersections and along roadways	59.17%
Approach 5.2.2.9 Evaluate and implement safety improvement options for intersections & roadways	100.00%
Measurement 5.2.2.9.x Complete construction of the Lakeview Blvd path project (Infrastructure Team)	100.00%

Comments	
10/31/2018	This path project was substantially completed during the month of October 2018. It is anticipated that the path will be open for public use in November. The continuous street lighting conduit installation will begin in November and FPL has indicated that light poles are anticipated to be installed in December.
12/4/2018	The Path project is completed. FPL has indicated that the street light poles and lighting will begin installation in January 2019.

Approach 5.2.2.10 Expand police presence in neighborhoods	30.00%
Measurement 5.2.2.10.a Provide a presentation from the Flagler County Sheriff's office that details statistics and frequency of crimes and how it is being addressed (COMMUNICATIONS & MARKETING)	30.00%

Comments	
11/2/2018	Toward the end of Q1, we will contact the FCSO to schedule the presentation. It is typically done in March or April.
11/28/2018	We will email FCSO in early December to schedule presentation for February/March timeframe, to coincide with start of budget discussions.
12/3/2018	The presentation by Sheriff Rick Staly has been scheduled for the March 19, 2019, Council meeting.
2/28/2019	Sheriff Staly's presentation to City Council has been confirmed for March 19. He plans to provide a PPT in advance for inclusion in the agenda packet.

Approach 5.2.2.11 Develop continuous street lighting plan for major roads	62.50%
Measurement 5.2.2.11.a Develop a master continuous street lighting plan for major roads (Infrastructure Team)	100.00%

Comments	
10/31/2018	A Draft street light master plan has been submitted by the consultant and is currently under review by City staff. A presentation of the master plan will be presented to City Council in November 13th.
12/4/2018	The Master Plan has been finalized and was presented to City Council on November 13, 2018 with no requested changes. A footnote that the amounts included will be updated when the actual associated work is identified and known as part of the design process for each segment

Measurement 5.2.2.11.f Complete construction of Lakeview Blvd. continuous street lighting project (Infrastructure Team)	25.00%
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Comments	
1/25/2019	FPL has indicated that the street light poles and lighting will begin installation in January 2019.

2/12/2019	FPL indicated delivery of poles is delayed and they stated that FPL will begin work no later than February 22nd.	
Approach 5.2.2.13 Evaluate opportunities to work with citizens along Florida Park Drive to improve landscaping along the roadway		75.00%
Measurement 5.2.2.13.a Evaluate opportunities to work with citizens along Florida Park Drive to improve landscaping along the roadway (Planning)		75.00%
<b>Comments</b>		
12/4/2018	Team to be formed in November 2018. During the first and second quarter the team will then: <ol style="list-style-type: none"> <li>1) Establish current conditions for Florida Park Drive               <ol style="list-style-type: none"> <li>a) Overlay right of way GIS layer</li> <li>b) Overlay all easements</li> <li>c) Delineation of safe sight triangle</li> </ol> </li> <li>2) Work with Landscape Architect and Traffic Engineer to determine and delineate potential landscape type and planting areas.</li> <li>3) Determine cost of installation of landscape area.</li> <li>4) During the second or third quarter establish neighborhood meeting(s) as a means to help development landscape plans.</li> <li>5) Create findings and opportunities.</li> </ol>	
1/28/2019	Team was established in November 2018. During the 1st quarter the team created maps to establish current conditions for Florida Park Drive showing ROW and Sight Triangles. Utility & Stormwater conflicts were reviewed with the associated departments.	
2/28/2019	Team established existing conditions and safe sight triangles. As directed by City Council, the team will be working with Construction Management and Engineering Division to consolidated efforts and potential solutions, including landscape opportunities which will be scheduled for future City Council Workshop.	
Approach 5.2.2.14 Engage an external consultant to identify options through a traffic engineering study to address traffic issues on Florida Park Drive		25.00%
Measurement 5.2.2.14.a Engage an external consultant to identify options through a traffic engineering study to address traffic concerns on Florida Park Drive (CONSTRUCTION MANAGEMENT)		25.00%
<b>Comments</b>		
10/31/2018	City staff reviewed prior presentations made to City Council on 6/9/15 regarding a traffic study as well as a presentation on 8/25/15 regarding air quality pollutants. In November, City staff will reach out to the traffic engineering consultant to provide an updated proposal, as well to seek proposals for environmental testing.	
12/4/2018	City staff received an initial draft proposal from traffic engineering consultant on December 3, 2018 for review and comment by City staff. A presentation of the proposed scope of work will be made to City Council in January 2019.	
1/25/2019	City staff received a arevised proposal from traffic engineering consultant and held conference call with consultant and air testing firm subconsultant. A presentation of the proposed scope of work will be made to City Council in February 2019.	
Strategy 5.2.4 ISO standard improvement throughout the Organization		92.50%
Approach 5.2.4.4 Develop and implement a plan for emergency communication		92.50%
Measurement 5.2.4.4.a Develop a plan for emergency communication upgrades in consultation with Flagler County and other partners (COMMUNICATIONS TEAM)		100.00%
<b>Comments</b>		
11/5/2018	This measure has carried over from last year and will most likely extend into Q3 of the new year. The emergency communications plan has been established and gone out to RFP and been awarded. The system and vendor have been finalized and work has begun on its infrastructure. The timeline for completion is August 2019.	

12/6/2018	County IT staff and City staff presented the plan to upgrade our emergency communications system in December 2019. City Council approved an interlocal agreement with Flagler County to implement this plan.	
Measurement 5.2.4.4.b Work with County Technology Team on emergency communications to identify solutions for areas with poor or no reception (COMMUNICATIONS TEAM)		85.00%
<b>Comments</b>		
11/5/2018	This measure has also carried over from last year and cannot be entirely validated until the new system is up and running. The consulting team has identified challenging areas throughout the county and has created a system that should be resilient enough to overcome any deficiencies. The timeline for completion will extend into Q4 2019.	
2/5/2019	Equipment has been tested in a mocked up environment at the Motorola warehouse. Final testing will be complete when the system has been rolled out in the fall.	
<b>GOAL 6 : To develop and implement a comprehensive plan to improve City employee skills and performance through education and training; performance management; and personal development opportunities</b>		<b>44.00%</b>
Objective 6.1 To develop a program to improve staff retention and recognize individual skill and talents		40.00%
Strategy 6.1.1 A program to identify individual skills and foster improvement of professional skills		40.00%
Approach 6.1.1.11 Enhance professional growth to encourage retention		40.00%
Measurement 6.1.1.11.a Investigate potential methods of incorporating succession planning into organization structure (HUMAN RESOURCES)		40.00%
<b>Comments</b>		
11/1/2018	Department Directors will be asked to respond to a questionnaire (to be developed) by the end of the calendar year. It is expected that the questionnaire will determine which knowledge, skills and abilities will be lacking should senior staff leave the organization due to retirements.	
2/11/2019	Discussions have begun with Executive Team Staff to determine strengths, weaknesses and gaps in talent in order to develop a more cohesive succession planning document.	
3/1/2019	As Council is aware, conversations have begun regarding the organizational structure and succession planning. The first step is the appointment of Mr. Flanagan to the position of Deputy Director, Utility.	
Objective 6.3 To enhance awareness of customer service and relationships with our citizens		45.00%
Strategy 6.3.1 Establish a Customer Experience Program to solicit customer feedback and ensure follow-up consultation		46.67%
Approach 6.3.1.2 Track complaints and compliments throughout the organization		50.00%
Measurement 6.3.1.2.b Conduct a customer survey program to solicit feedback from citizens on matters unique to Palm Coast. (COMMUNICATIONS & MARKETING)		50.00%
<b>Comments</b>		
11/2/2018	Questions for the City-produced Citizen Survey are being written now, and the survey will be taken in late January 2019. We will use Survey Monkey, and we will have a link on our website. We will email the link to registered voters and Utility customers for whom we have email addresses, in addition to using more traditional methods of reaching citizens such as news release to the media and social media. In addition, we continually survey citizens to assess their satisfaction with our customer service, to learn how they find out about recreational programs, to improve our Citizen's Academy and more. A presentation will be given to City Council on December 11, 2018.	

11/28/2018	The City-produced Citizen Survey is now being tested internally and will be finalized by the end of Q1 for launch to citizens Jan. 2. The survey, being conducted online via Survey Monkey, will be open Jan. 2-Feb. 2 and will be promoted to the public via direct e-mail, news releases and social media. Citizens will also be able to take the survey at City Hall, Utility and the Community Center (online and paper options).
2/1/2019	The annual Citizen Survey has been conducted from Jan. 2 to Feb. 2, with great success. More than 5,000 residents took the survey. The SAP team will compile results for presentation to City Council in late February.
2/28/2019	Results of the annual Citizen Survey were presented to City Council on Feb. 26 and have been posted on the City website. Results have been analyzed and sent to all City departments for use in improving services.

Approach 6.3.1.4 Improve efforts to solicit customer feedback and civic engagement	45.00%
Measurement 6.3.1.4.d Evaluate citizen survey to identify areas for review and to determine follow up action internally and externally (SAP TEAM)	50.00%

Comments	
11/5/2018	The 2018-19 Citizen Survey is being developed by Team members. On November 5th, input from department representatives will be requested. A draft of the survey will be completed by the end of the calendar year. The survey will be open Jan. 2 - Feb. 2.
2/12/2019	The survey draft was completed in this quarter. Results will be presented to City Council in the next quarter.
3/1/2019	The survey results were presented to City Council on February 26th. The SAP Team will take feedback from City Council and evaluate survey results to determine if follow up action is needed.

Measurement 6.3.1.4.e Implement communication program for solid waste services. (COMMUNICATIONS & MARKETING)	40.00%
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Comments	
11/2/2018	Working with the Customer Service manager, we got a jumpstart on improving communications by creating a new welcome bag for new customers with a brochure about garbage service and a flier about recycling. We will create a comprehensive annual communication program for solid waste services in Q1. The new strategies will be implemented no later than Q2, to supplement the communications already in place.
11/28/2018	The comprehensive annual communication program for solid waste services will be developed in Q1. The new strategies will be implemented no later than Q2, to supplement the communications already in place.
2/1/2019	A communications program for solid waste has been established and approved by Customer Service. Implementation has started, with an information table at the Tree Recycling Event, update of the handout for Citizen's Academy, a news release/media interviews in January, new bags and printed collateral for new Utility customers and a recycling flier for the Birds of a Feather Fest bags.
2/28/2019	Citizen Survey results related to garbage and recycling were presented to City Council on Feb. 26. The survey found 75 percent of residents rated their garbage and recycling services as "excellent" or "good" compared to 71 percent last year. We did not ask a specific question about yard trash pickup, but we received a number of written comments complaining about yard trash service. The City and Waste Pro will continue to track service and to work together to improve service. For communications in February, fliers to educate the public on proper recycling were distributed at the Birds of a Feather Fest. Recycling issues were discussed with participants of Leadership Flagler at Local Government Day at City Hall. The "Items to Recycle" flier was posted on Facebook with a reach of 1,698 people. A reminder about yard waste pickup criteria was posted Feb. 13 with a reach of 2,011 people. The printed materials related to garbage services were updated for the Citizen's Academy workbook and were distributed in February to the 45th Citizen's Academy. Waste Pro anticipates the start of new, shorter routes in early March, and the City will communicate a reminder about those changes as soon as they begin.

Strategy 6.3.2 Develop a reach-out initiative to enhance community awareness of City services	40.00%
Approach 6.3.2.2 Enhance communication with our citizens	40.00%
Measurement 6.3.2.2.j Investigate options to install and maintain informational kiosks at local high-volume shopping locations. (COMMUNICATIONS & MARKETING)	40.00%

Comments	
11/2/2018	We have received verbal commitment from Walmart to install electronic signage, and will explore other location possibilities in Q1. Other steps include exploring options for the signage and evaluating cost, maintenance requirements and potential effectiveness. Work on those steps will begin in Q1, with the goal of making a recommendation in Q2.
11/28/2018	Research is continuing with the goal of making a recommendation in Q2.
2/1/2019	The FCSO has provided information about their electronic kiosks and how they work, along with information on their vendor. Purchasing has provided a second potential vendor. Research is continuing on this project.
3/1/2019	I have talked to the vendor who supplied the FCSO kiosks to gain understanding of the capabilities of the kiosks and how they work. Both Target and Publix have turned us down. Next step will be to present the research to the Brand Plus Team, and then we will submit a recommendation on whether to move forward with this initiative.

# Strategic Action Plan Priorities Update

2<sup>nd</sup> Quarter Fiscal Year 2019

March 12, 2019

City Council Workshop



# Presentation Outline:

- **Strategic Action Plan Process and Timeline for Fiscal Year 2019**
- **Review and discuss Council Priorities**



# Strategic Action Process



## Tracking Progress through Performance Management

- City Council adopted 11 new Priorities for Fiscal Year 2019 on April 17, 2018
- Staff takes Council direction and creates an approach to completing new Priorities which are termed Performance Measures (PMs)
- For Fiscal Year 19', 56 PMs are assigned to Council Priorities
- Currently tracking 581 PMs

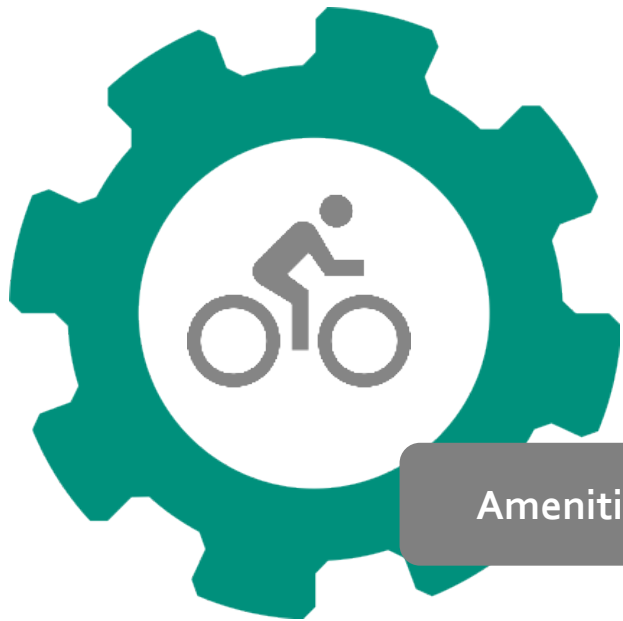
# Strategic Action Plan Process and Timeline:

- ✓ December 11: Q<sub>1</sub> Council Priority Update Presentation
- ✓ Citizen Survey Presentation
- ✓ January 29: 2018 End of Year Letter
- ✓ January 2 – February 2: Citizen Survey is Live
- ✓ February 26: Citizen Survey Results Presentation
- ✓ March: Council One-on-One Interviews Conducted
- ☐ March 12: Q<sub>2</sub> Council Priority Update Presentation  
Annual Progress Report
- ☐ March 26: SAP Evaluation Workshop #1
- ☐ April 9: SAP Evaluation Workshop #2
- ☐ April 16: SAP Adoption
- ☐ July 9: Q<sub>3</sub> Council Priority Update Presentation  
August & September: Budget Preparation
- ☐ October 1: 2020 Fiscal Year Begins
- ☐ October 15: Q<sub>4</sub> – End of Year Council Priority Update Presentation

# Review all City Council Priorities:

- Provides an update regarding City Council Priorities (past, recently adopted, and Council direction) established through the Strategic Action Plan Evaluation Process.
- Update(s) reflect staff's approach through performance measures to implement each Priority in Fiscal Year 2019.
- Priorities are organized into eight (8) categories and tracked through **56** performance measures.
- A gauge graphic provides a “quick glance” quarterly status of the category





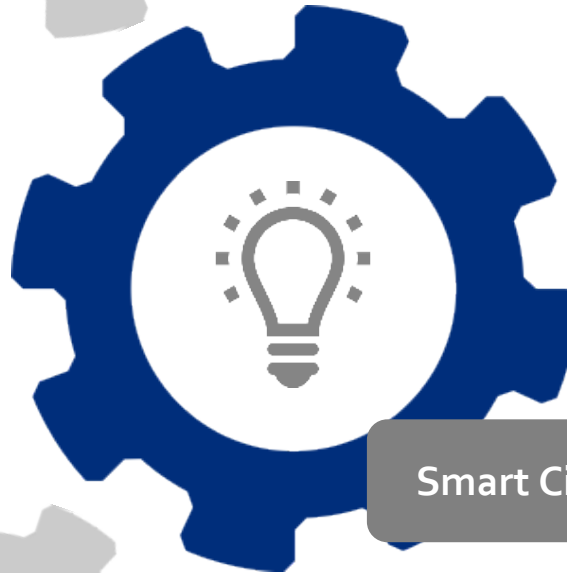
Amenities



Infrastructure



Customer  
Convenience &  
Communication



Smart City



Shop Local



Workforce



Downtown



Safety &  
Security

## Downtown



### Overall Quarter Progress: On Target



3 out of 10 completed performance measures to date

- High Tech Corridor presentation – *completed January 29, 2019*
- Create programming for the Innovation District to encourage and attract development in the Innovation District: **In Progress**
  - The Palms 88-unit project to break ground in March*
- Events & programming – **In Progress**
  - Drone Day, FPC visual contest, hackathon, TEDx Talk**
- Analysis of funding opportunities - **In Progress**
  - Applied for the Smart Cities Readiness Challenge*
  - Exploring HTC, OZ and other federal opportunities*

# Shop Local



## Overall Quarter Progress: On Target



- Identify ways to educate citizens to shop local including signage and brochures: **On Target**
  - Shop local brand established in Q1*
  - Rack cards updated (second order placed) & window clings distributed to businesses*
  - Social media/advertising ongoing with expansion of campaign beyond Palm Coast*
- Investigate options to install and maintain informational kiosks at high-volume shopping locations: **On Target**
  - Local stores contacted, supporting information provided by vendors*

## Smart City Amenities



### Overall Quarter Progress: On Target



❧ Provide an inventory of park camera locations and extent of viewable area to determine if additional cameras are necessary: **On Target**

❧ *Guidepost Solutions, Inc. contract approved by City Council on February 5, 2019*

❧ *Kick-off meeting set for March 22<sup>nd</sup>*

❧ *Collecting information for kick-off*

❧ Implement custom, mobile-first website to promote amenities and events for citizens to use with their smart phones and tablets: **On Target**

❧ *Draft design approved by Brand Plus Team*

❧ *Coding, graphics design underway*

❧ *Will be integrated into Citizen Platform*

## Smart City Fiber Business Model



### Overall Quarter Progress: **On Target**



- Revising City's business model through a private-public partnership: **On Target**
  - Magellan study completed that included interviewing local technology companies for marketing strategies*
  - A presentation provided to City Council on August 14, 2018*
  - Magellan Advisors Work Order approved by City Council on February 5, 2019*
  - Magellan Advisors conducted a Kick-off Meeting during last week of February*
- Target Partnerships: **On Target**
  - Evaluating expansion of Fiber as part of Utility expansion*
  - Submitted as a State Legislative Appropriation Request*

# Smart City Fiber Expansion



## Overall Quarter Progress: On Target



- ☞ Solicit bid for FiberNet Maintenance and installations: **Completed**
- ☞ Evaluate the feasibility of requiring new construction to incorporate a committed fiber port through Florida Building Code regulations: **On Target**
  - ☞ *Initial legal review completed for Land Development Code*
  - ☞ *A Local Ordinance will be required since Florida Building Code and National Electric Code does not have fiber optic connection requirements*
  - ☞ *Proactively encouraging developments to consider FiberNet conduit*

# Smart City Fiber Expansion



## Overall Quarter Progress: **On Target**



- ☞ Evaluate opportunities to incorporate fiber into City infrastructure: **On Target**
  - ☞ *Master Plan completed*
  - ☞ *Water Treatment Plant #2*
  - ☞ *SR 100 Signalization Optimization Phase 3*

# Smart City Infrastructure



## Overall Quarter Progress: In Progress



- ☞ Identify potential infrastructure enhancements needed to ensure the City is prepared for technology enhancements (i.e. fiber, autonomous vehicles, etc.): **In Progress**
  - ☞ *Ongoing engagement with vendors to identify target elements*
- ☞ Upgrade wireless metering to next level through communications via a fiber hub approach to provide real time usage monitoring: **In Progress**
  - ☞ *Presented to City Council and implementation underway*
  - ☞ *Connect FiberNet to WTP #2 by summer 2019*
  - ☞ *Sensus is in the process of securing FCC approval at WTP #1 and other locations*

## Smart City Infrastructure



### Overall Quarter Progress: On Target



- As part of traffic optimization analysis, evaluate the future implementation of adaptive traffic light control: **In Progress**
  - Currently being evaluated as part of traffic signal optimization program*
  - Phase 3 of the signal optimization project presented and approved by City Council in January 2019*
  - Purchase Orders currently being issued for purchasing of equipment, software and installation of fiber*
  - Continue to coordinate with Sheriff's Office for access to camera feed and default camera settings*

# Customer Convenience & Communication



## Overall Quarter Progress: On Target



- ☞ Evaluate opportunities to improve public facing “public records” search capabilities: **On Target**
  - ☞ *Determined that current software can communicate with Salesforce / Citizen Engagement Platform to ease and improve public records search*
- ☞ Develop a robust citizen engagement platform and ensure that cost-benefit analysis includes ongoing maintenance of the platform: **On Target**
  - ☞ *Partnership approved with Coastal Cloud on August 21, 2018*
  - ☞ *Salesforce pricing and licensing approved on December 18, 2018*
  - ☞ *Citizen Engagement Platform implementation underway*

# Customer Convenience & Communication



## Overall Quarter Progress: On Target



☞ Improve communication infrastructure at all City facilities:

### On Target

☞ *VOIP System replacement underway*

☞ *Top vendor selected and price negotiated*

☞ *Scheduled for March 26, 2019 Workshop*

☞ Conduct a customer survey program to solicit feedback from citizens on matters unique to Palm Coast: **Complete**

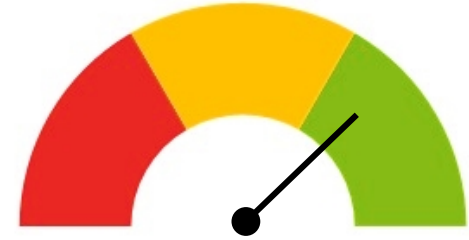
☞ *Citizen Survey January 2 – February 2*

☞ *Presentation of results to City Council on February 26th*

# Customer Convenience & Communication



## Overall Quarter Progress: On Target



❧ Improve communication regarding solid waste services:

**On Target**

❧ *Comprehensive communication program started in January*

❧ *Outreach efforts coordinated with Customer Service*

❧ *Research received through Citizen Survey*

❧ Evaluate all existing City software products, determine upgrade potential and long-term maintenance costs: **On Target**

❧ *Gartner analysis underway*

# Infrastructure



## Overall Quarter Progress: In Progress



- ⌘ Emphasize importance of maintaining existing infrastructure (maintain water, sewer, drainage, roads, etc.) with a pay as you go philosophy: **In Progress**
  - ⌘ *Utility and Stormwater Rates approved by City Council*
  - ⌘ *10-year CIP to be presented on March 26*
- ⌘ During the capital improvement project planning process, target grant opportunities that can offset capital improvement cost: **In Progress**
  - ⌘ *Ongoing – Will provide an update as part of 10-year CIP presentation*

# Infrastructure



## Overall Quarter Progress: On Target



### Florida Park Drive: On Target

- Engaging an external consultant to identify options through a traffic engineering study to address traffic concerns. Contract-Scope of Work Options presented to City Council on February 12, 2019
- Consultants currently preparing revised Scope of Work Options to be presented to City Council in March 2019
- Evaluating opportunities to work with citizens to improve landscaping along roadway through assessing existing conditions and determining safe sight triangles – Consolidated with referenced Scope of Work to provide potential solutions including landscaping

# Infrastructure



## Overall Quarter Progress: On Target



- œ Develop a comprehensive public policy to address sea walls:  
**In Progress**
  - œ *Completed evaluation of like municipalities on their approach*
  - œ *Evaluating methods of inventorying condition of all seawalls along saltwater canals*
  - œ *Ongoing discussion underway regarding PACE program eligibility*
- œ Investigate the viability of implementing a maintenance program for vacant lot frontages: **Completed**
  - œ *Presented to City Council on November 13<sup>th</sup>*

# Safety & Security



## Overall Quarter Progress: On Target



Continuous street lighting plan: **Completed**

Master Plan completed

Design for Lakeview completed

Conduit installed with light pole installation underway by FPL

Belle Terre Parkway design underway

Evaluate and implement safety improvement options for intersections & roadways: **On Target**

Forest Path (Old Kings Road to Matanzas Parkway)

Seminole Woods Boulevard Construction Complete

Sesame Boulevard Permitting and Design Complete

Sesame Boulevard – Construction underway

Lakeview Boulevard Construction Complete

# Safety & Security



## Overall Quarter Progress: Completed



Provide a presentation from the Flagler County Sheriff's Office:  
**Completed for FY18**

*Presentation has been scheduled for March 19, 2019*

Develop a plan for emergency communication upgrades: **On Target**

*Presentation provided to City Council on November 27<sup>th</sup>*

*Nearing completion of BDA Ordinance*

Request FP&L to provide a presentation to discuss feasibility of underground utility retrofits and mounting of equipment:  
**Completed**

*Presentation to City Council on November 13, 2018*

## Amenities



### Overall Quarter Progress: Completed



☞ Evaluate Town Center and other locations within southern part of the City with the potential to incorporate a future premier multi-purpose recreation center that all generations are served: **Completed**

☞ *On hold based on City Council direction on July 10, 2018 and July 17, 2018*

# Workforce



## Overall Quarter Progress: On Target



- ☞ Ensure proper succession planning for top management: **In Progress**
  - ☞ *Internal questionnaire being developed for Department Directors*
  - ☞ *Utility succession plan implementation underway*
- ☞ Volunteers: **On Target**
  - ☞ *Inventoried existing opportunities for the use of volunteers*
  - ☞ *Develop a program that targets volunteers to supplement City staff*
  - ☞ *Identify methods of encouraging volunteer participation in City operations*
  - ☞ *Inventory and evaluate volunteer utilization each quarter*

## Overview of Priorities



**Overall 1<sup>st</sup> Quarter Progress:**  
**On Target**



19 Performance Measures associated with  
Council Priorities Completed

Quarterly Updates in July and October

Project agenda items will come to you on a  
case by case basis



## City of Palm Coast, Florida Agenda Item

Agenda Date: 03/12/2019

<b>Department</b> CITY CLERK	<b>Amount</b>
<b>Item Key</b>	<b>Account</b>
<b>Subject</b> CALENDAR/WORKSHEET	
<b>Background :</b>	
<b>Recommended Action :</b>	



## Meeting Calendar for 3/12/2019 through 4/12/2019

**3/12/2019 9:00 AM**

City Council Workshop  
City Hall

**3/12/2019 5:00 PM**

Leisure Services Advisory Committee  
Palm Coast Community Center

**3/19/2019 9:00 AM**

City Council  
City Hall

**3/20/2019 5:30 PM**

Planning & Land Development Regulation Board  
City Hall

**3/26/2019 9:00 AM**

City Council Workshop  
City Hall

**3/28/2019 5:00 PM**

Beautification and Environmental Advisory Committee  
City Hall

**4/2/2019 6:00 PM**

City Council  
City Hall

**4/3/2019 10:00 AM**

Code Enforcement Board  
City Hall



## Meeting Calendar for 3/12/2019 through 4/12/2019

**4/9/2019 9:00 AM**

City Council Workshop  
City Hall

#	File #	Item	Title	Staff
			<b>Business 03/19/2019</b>	
1		Resolution	MPA Sign Shop materials	Abreu
2		Resolution	Audit Report	Alves
3		Resolution	Old Kings Road ROW's acquisition Palm Coast RE	Cote/Smith
4		Resolution	Grand Haven CE Interlocal Agreement	Flanagan
5		Proclamation	Water Conservation Proclamation	Lane
6		Proclamation	Equal Pay Day	Lane
7		Ordinance	PC Park FLUM and Rezoning	Papa
8		Ordinance	Wellfield Grade and Rezoning	Papa
9		Presentation	Sheriff's presentation	Staly
			<b>Workshop 03/26/2019</b>	
1		Resolution	PO Alum for WWTP	Adams
2		Presentation	SAP Evaluation 1	Bevan
3		Resolution	Whiteview Parkway Force Main Improvements	Blake/Kronenberg
4		Resolution	Contract VOIP	Burkhart
5		Presentation	10 year CIP	Cote
6		Resolution	Holland Park GMP	Cote
7		Resolution	Florida Park Drive Work Order	Cote
8		Resolution	Project Price is Right Incentive Agreement	Newingham
			<b>Business 04/02/2019</b>	
1		Resolution	PO Alum for WWTP	Adams
2		Resolution	Whiteview Parkway Force Main Improvements	Blake/Kronenberg
3		Proclamation	Sexual Assault Awareness Month	Lane
4		Proclamation	National Crime Victims Rights Week	Lane
5		Resolution	Holland Park GMP	Cote
6		Resolution	Contract VOIP	Burkhart
			<b>Workshop 04/09/2019</b>	
1		Presentation	Annual Investment	Alves
2		Presentation	SAP Evaluation 2	Bevan
3		Ordinance	Animal Control amendment	Grossman
4		Resolution	Project Price is Right Incentive Agreement	Newingham
			<b>Business 04/16/2019</b>	

1		Resolution	SAP adoption	Bevan
2		Ordinance 1st	Animal Control amendment	Grossman
			<b>Future</b>	
1		Resolution	Annual Fire Inspection Fees	Alves
2		Resolution	Permit compliance with NECGA (MOU and Conservation easement)	Bevan
3		Presentation	July 9 Council Priority Update	Bevan
4		Presentation	October 15 Council Priority Update Presentation	Bevan
5		Resolution	FEMA Generators	Blake/Kronenberg
6		Resolution	Pine Lakes Pkwy Forcemain and Lift Station Improvements	Blake/Kronenberg
7		Resolution	Equip 3 Wells and Raw Water Main, PH 3	Blake/Kronenberg
8		Resolution	WO WWTP Blair Castle Dr design project	Blake/Kronenberg
9		Resolution	FiberNet to WTP 2	Burkhart

## City of Palm Coast, Florida Agenda Item

Agenda Date :03/12/2019

<b>Department</b>	CITY CLERK	<b>Amount</b>
<b>Item Key</b>	6177	<b>Account</b>
<b>Subject</b>	ATTACHMENTS TO MINUTES	
<b>Background :</b>		
<b>Recommended Action :</b>		

# Strategic Action Plan Priorities Update

2<sup>nd</sup> Quarter Fiscal Year 2019

March 12, 2019

City Council Workshop



# Presentation Outline:

- **Strategic Action Plan Process and Timeline for Fiscal Year 2019**
- **Review and discuss Council Priorities**



# Strategic Action Process



## Tracking Progress through Performance Management

- City Council adopted 11 new Priorities for Fiscal Year 2019 on April 17, 2018
- Staff takes Council direction and creates an approach to completing new Priorities which are termed Performance Measures (PMs)
- For Fiscal Year 19', 56 PMs are assigned to Council Priorities
- Currently tracking 581 PMs

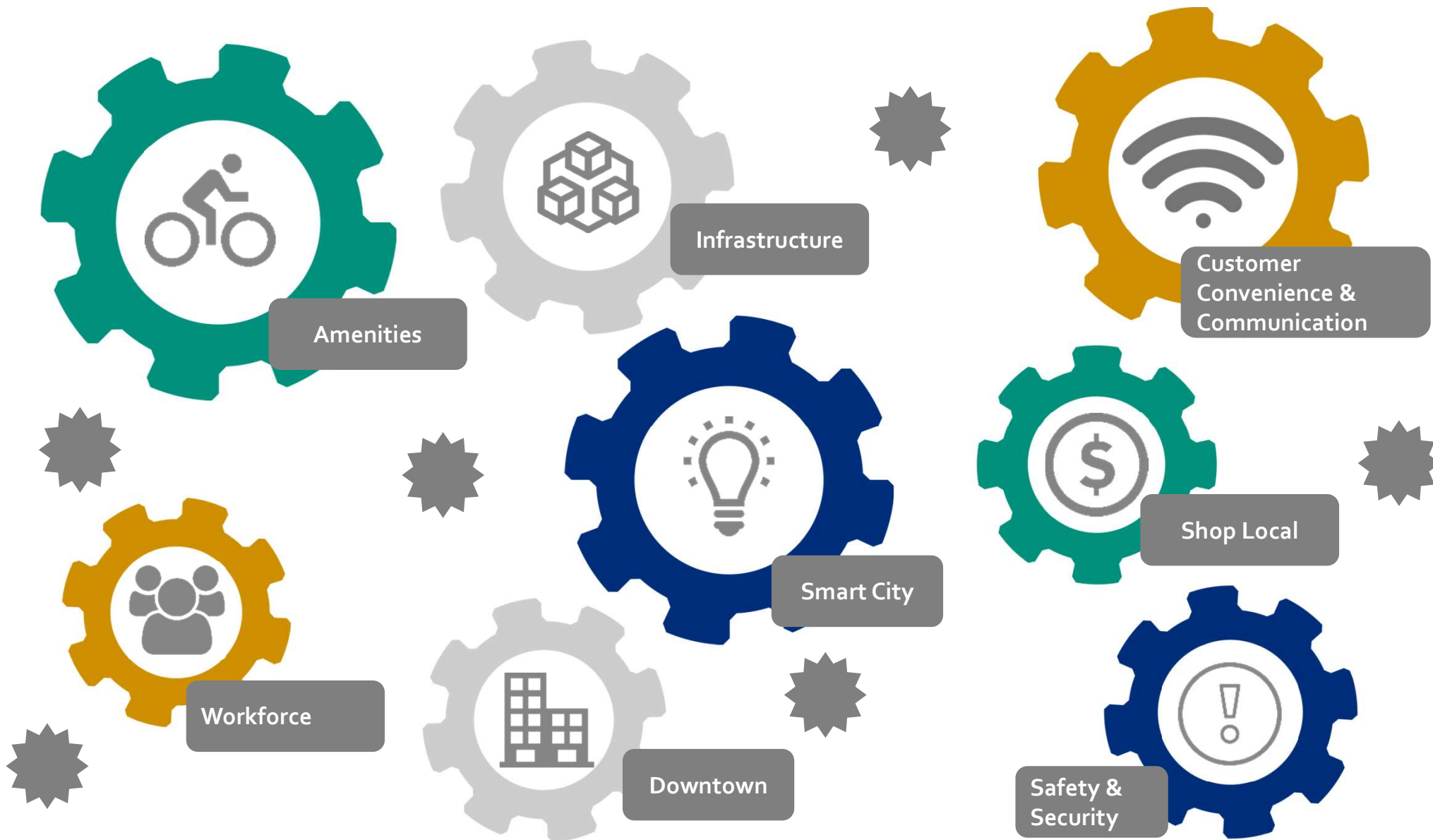
# Strategic Action Plan Process and Timeline:

- ✓ December 11: Q<sub>1</sub> Council Priority Update Presentation
- ✓ Citizen Survey Presentation
- ✓ January 29: 2018 End of Year Letter
- ✓ January 2 – February 2: Citizen Survey is Live
- ✓ February 26: Citizen Survey Results Presentation
- ✓ March: Council One-on-One Interviews Conducted
- ☐ March 12: Q<sub>2</sub> Council Priority Update Presentation
- Annual Progress Report
- ☐ March 26: SAP Evaluation Workshop #1
- ☐ April 9: SAP Evaluation Workshop #2
- ☐ April 16: SAP Adoption
- ☐ July 9: Q<sub>3</sub> Council Priority Update Presentation
- August & September: Budget Preparation
- ☐ October 1: 2020 Fiscal Year Begins
- ☐ October 15: Q<sub>4</sub> – End of Year Council Priority Update Presentation

## Review all City Council Priorities:

- Provides an update regarding City Council Priorities (past, recently adopted, and Council direction) established through the Strategic Action Plan Evaluation Process.
- Update(s) reflect staff's approach through performance measures to implement each Priority in Fiscal Year 2019.
- Priorities are organized into eight (8) categories and tracked through **56** performance measures.
- A gauge graphic provides a “quick glance” quarterly status of the category





## Downtown



### Overall Quarter Progress: On Target



3 out of 10 completed performance measures to date

- High Tech Corridor presentation – *completed January 29, 2019*
- Create programming for the Innovation District to encourage and attract development in the Innovation District: **In Progress**
  - *The Palms 88-unit project to break ground in March*
- Events & programming – **In Progress**
  - **Drone Day, FPC visual contest, hackathon, TEDx Talk**
- Analysis of funding opportunities - **In Progress**
  - *Applied for the Smart Cities Readiness Challenge*
  - *Exploring HTC, OZ and other federal opportunities*

## Shop Local



### Overall Quarter Progress: On Target



- Identify ways to educate citizens to shop local including signage and brochures: **On Target**
  - *Shop local brand established in Q1*
  - *Rack cards updated (second order placed) & window clings distributed to businesses*
  - *Social media/advertising ongoing with expansion of campaign beyond Palm Coast*
- Investigate options to install and maintain informational kiosks at high-volume shopping locations: **On Target**
  - *Local stores contacted, supporting information provided by vendors*

## Smart City Amenities



### Overall Quarter Progress: **On Target**



- Provide an inventory of park camera locations and extent of viewable area to determine if additional cameras are necessary: **On Target**
  - *Guidepost Solutions, Inc. contract approved by City Council on February 5, 2019*
  - *Kick-off meeting set for March 22<sup>nd</sup>*
  - *Collecting information for kick-off*
- Implement custom, mobile-first website to promote amenities and events for citizens to use with their smart phones and tablets: **On Target**
  - *Draft design approved by Brand Plus Team*
  - *Coding, graphics design underway*
  - *Will be integrated into Citizen Platform*

## Smart City Fiber Business Model



### Overall Quarter Progress: **On Target**



- Revising City's business model through a private-public partnership: **On Target**
  - *Magellan study completed that included interviewing local technology companies for marketing strategies*
  - *A presentation provided to City Council on August 14, 2018*
  - *Magellan Advisors Work Order approved by City Council on February 5, 2019*
  - *Magellan Advisors conducted a Kick-off Meeting during last week of February*
- Target Partnerships: **On Target**
  - *Evaluating expansion of Fiber as part of Utility expansion*
  - *Submitted as a State Legislative Appropriation Request*

## Smart City Fiber Expansion



### Overall Quarter Progress: **On Target**



- Solicit bid for FiberNet Maintenance and installations: **Completed**
- Evaluate the feasibility of requiring new construction to incorporate a committed fiber port through Florida Building Code regulations: **On Target**
  - *Initial legal review completed for Land Development Code*
  - *A Local Ordinance will be required since Florida Building Code and National Electric Code does not have fiber optic connection requirements*
  - *Proactively encouraging developments to consider FiberNet conduit*

## Smart City Fiber Expansion

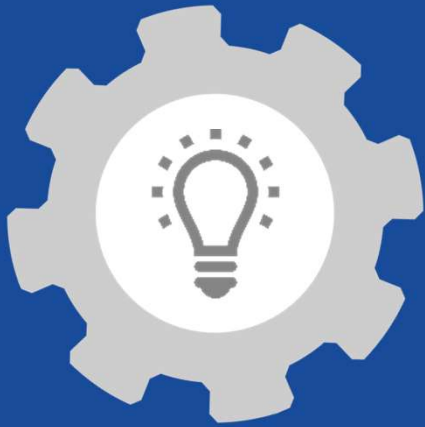


### Overall Quarter Progress: **On Target**



- Evaluate opportunities to incorporate fiber into City infrastructure: **On Target**
  - *Master Plan completed*
  - *Water Treatment Plant #2*
  - *SR 100 Signalization Optimization Phase 3*

## Smart City Infrastructure

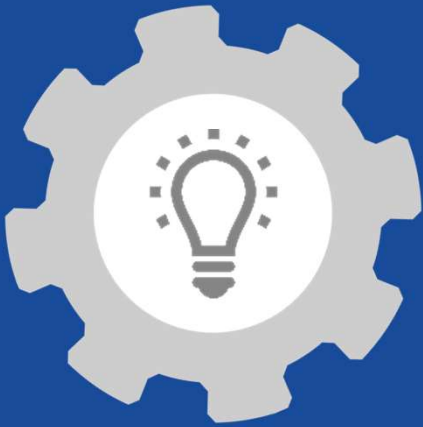


### Overall Quarter Progress: In Progress



- Identify potential infrastructure enhancements needed to ensure the City is prepared for technology enhancements (i.e. fiber, autonomous vehicles, etc.): **In Progress**
  - *Ongoing engagement with vendors to identify target elements*
- Upgrade wireless metering to next level through communications via a fiber hub approach to provide real time usage monitoring: **In Progress**
  - *Presented to City Council and implementation underway*
  - *Connect FiberNet to WTP #2 by summer 2019*
  - *Sensus is in the process of securing FCC approval at WTP #1 and other locations*

## Smart City Infrastructure



### Overall Quarter Progress: On Target

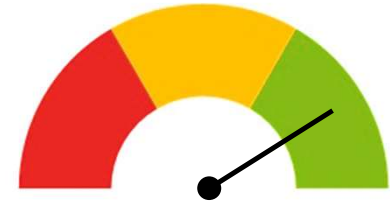


- As part of traffic optimization analysis, evaluate the future implementation of adaptive traffic light control: **In Progress**
  - *Currently being evaluated as part of traffic signal optimization program*
  - *Phase 3 of the signal optimization project presented and approved by City Council in January 2019*
  - *Purchase Orders currently being issued for purchasing of equipment, software and installation of fiber*
  - *Continue to coordinate with Sheriff's Office for access to camera feed and default camera settings*

## Customer Convenience & Communication



### Overall Quarter Progress: **On Target**



- Evaluate opportunities to improve public facing “public records” search capabilities: **On Target**
  - *Determined that current software can communicate with Salesforce / Citizen Engagement Platform to ease and improve public records search*
- Develop a robust citizen engagement platform and ensure that cost-benefit analysis includes ongoing maintenance of the platform: **On Target**
  - *Partnership approved with Coastal Cloud on August 21, 2018*
  - *Salesforce pricing and licensing approved on December 18, 2018*
  - *Citizen Engagement Platform implementation underway*

# Customer Convenience & Communication



## Overall Quarter Progress: **On Target**

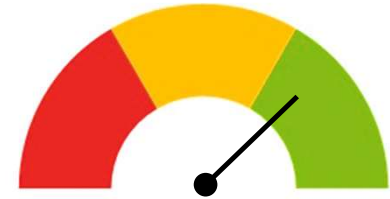


- Improve communication infrastructure at all City facilities: **On Target**
  - *VOIP System replacement underway*
  - *Top vendor selected and price negotiated*
  - *Scheduled for March 26, 2019 Workshop*
- Conduct a customer survey program to solicit feedback from citizens on matters unique to Palm Coast: **Complete**
  - *Citizen Survey January 2 – February 2*
  - *Presentation of results to City Council on February 26th*

## Customer Convenience & Communication



### Overall Quarter Progress: On Target



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# Safety & Security



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  - *Design for Lakeview completed*
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