

## Fiscal Year 2016, 2017, 2018 Action Plan

The Action Plan provides the Town of South Palm Beach with a prioritized list of strategic projects and programs established by the Town Council related to significant capital improvements, investments and the delivery of municipal services to the Town's residents. It is a roadmap that provides town management with clear direction for current and future fiscal years.

Special Town Council workshops were held on February 18, 2016 and April 7, 2016 to formulate the Action Plan with all elected and appointed officials in attendance. The Town Manager conducted the workshops, prepared the materials and published the results for approval at the April 26, 2016 Town Council Meeting. A copy of the Action Plan is located on the Town's website under the Town Manager's tab for further detail. The process followed is below:

### **General Overview – Workshop #1 February 18, 2016**

- Where have we been – historical context
- Where we are today – present day realities
- Where do we want to go tomorrow – future aspirations

### **The Purpose – Workshop #1 February 18, 2016**

- Discuss and define the earlier individually identified programs and projects
- Prioritize and organize the groups agreed upon programs and projects by department/function
- Chart a course going forward for the current and future fiscal years

### **The Process – Workshop #1 February 18, 2016**

Step 1 – Present/discuss each program/project individually provided by elected body and staff

Step 2 - Reach consensus to retain or subtract any program/project from the original list

Step 3 - Consideration to add other programs or projects based on consensus

Step 4 - Prioritize the revised overall final list provided by the elected body and staff

Step 5 - Prioritize the overall list by departmental and functional areas

Step 6 - Prioritize the overall list by fiscal years beginning with FY 2106 and ending FY 2017

Step 7 - Prepare a final draft action plan for review by the staff

### **Process – Workshop #2 April 7, 2016**

Step 8 - Present final draft action plan for review and acceptance by the Town Council 4/26/16

Step 9 - Implement the Action Plan prioritized projects and programs for remainder of FY 2016

Step 10 – Schedule projects/programs for future fiscal years

### **Expected Results – Council Meeting April 26, 2016**

Action Plan approved and published – April 26, 2016

Action Plan implemented and monitored – May 2016 through September 2016

Action Plan updated annually for successive fiscal years – Every March and April

Action Plan results reported at conclusion of fiscal years – Every September

## Priorities Established by Town Council in concert with Town Manager and Staff

- 1). Develop a cohesive and comprehensive shoreline stabilization program with access, resources, challenges and opportunities identified. This includes dealing with the fact that, at present, the Town does not have public beach access or an easement for beach maintenance. Joint effort with Palm Beach County.
- 2). Barrier Island Fire/EMS District Feasibility Study. A joint effort with the Towns of Manalapan, Ocean Ridge, Briny Breezes, Gulf Stream and Highland Beach.
- 3). Evaluate the current condition of Town Hall for repair, replacement, or refurbishment. Complete assessment of conditions with options identified, related costs and possible revenue sources. Also, examine current layout of building to determine if there is space that can be better utilized. Rework the Town Hall Council Chambers so that the Town Manager and Town Attorney sit on the dais.
- 4). Evaluate financial services contract and determine if finance administration, billing and accounts payable can be brought in-house.
- 5). Given the town's limited fiscal resources develop revenue diversification options for the Town Council's review. i.e. grants
- 6). Identify long range (5 year plus) and short range (under 5 year) capital improvement needs of the Town in the form of a Capital Improvement Plan (CIP), approved by the Town Council and reviewed at least twice a year. Key items in the CIP can include, street light upgrades, reserves for beach renourishment, sidewalk improvements, Lake Worth Lagoon access, and replacement or refurbishment of Town Hall.
- 7). Develop a financial plan for the Town that includes development of special funds devoted to beach renourishment rather than comingled in the General Fund. The financial plan should also establish an un-obligated reserve amount or percentage of expenses that is approved by the Town Council.
- 8). Identify additional citizen engagement strategies, including social media, text, email notification and other means to supplement current methods of communication and engagement. In addition, the variety and scope of Town events may need review and updating to attract a broader base of citizens.
- 9). Strategic Planning process introduced to Town Council and Department Heads to fully integrate the Annual Budget, Capital Improvement Plan, and Performance Management System. Develop framework for a strategic planning process for the Town Council and staff that will establish goals and objectives to help guide budget decisions and service levels.
- 10). Develop performance measurement systems with all department heads to establish a foundation for sustainable results.
- 11). Review of the Town's police service options including status quo, contract with other agencies or a blended approach.
- 12). Re-codification of Municipal Code of Ordinances
- 13). Improve records management through document imaging, digitizing all required records.
- 14). Review current building inspection services arrangement and determine if the level of service to the Town is adequate.