

SECTION 11

ACTION AGENDA 2020

Definitions of Terms

POLICY –

is an issue that needs direction or a policy decision by the Commission; or needs a major funding decision by the Commission; or an issue that needs Commission leadership by the governing body in the community; or with other governmental bodies (County government, other County governments, state government, federal government) – questions of “WHAT: IS THE DIRECTION; IS THE GOAL; IS THE BUDGET OR RESOURCES; IS THE COUNTY'S POLICY OF REGULATION?”

MANAGEMENT –

a management action which the Commission has set the overall direction and provided initial funding (e.g. phased project), may require further Commission action on funding; or a major management project particularly multiple years (e.g. upgrade to the information system)-questions of “HOW: DO WE ADDRESS THE ISSUE, MANAGE THE COUNTY; IMPLEMENT A DECISION OR PROGRAM; CAN WE IMPROVE THE MANAGEMENT OR ORGANIZATIONAL PROCESS?”

MANAGEMENT IN PROGRESS –

a management or organization action which Commission has set the direction, needs staff work before going to Commission for direction next year or beyond, no choice mandated by an outside governmental agency or institution, management process improvement budgeted or funded by the Commission.

MAJOR PROJECT –

a capital project funded in the CIP or by Commission action which needs design or to be constructed (e.g. Road project, County facility project, park project, etc.).

ON THE HORIZON –

an issue or project that will not be addressed during the year by management or the Commission but should be addressed in the next five years; it could become an action item for this year if another party moves the issue or project forward-it depends on them.

GOAL

ACTIONS

**Policy: M/CC Actions Needed,
Direction, Funding, Policy
Adoption, Message to Others**

**Management May Require Some
M/CC Action/Funding; M/CC Set
Direction, Management Focus**

**Management in Progress
Implementation, Internal/
Administrative, Compliance,
Study – Funded**

**Major Projects
Construction, Physical Project
CIP**

ON THE HORIZON

**Not This Year, Others May Pursue This Year, Wait and See, Other
Actions Must Come First.**

**Policy Agenda 2020
Targets for Action
City of Margate**

TOP PRIORITY

HIGH PRIORITY

Policy Agenda 2020

City of Margate

► Targets for Action	PRIORITY		
	PRIORITY	TOP	HIGH
1. Golf Course: Rezoning Under Commercial Zoning			
2. Community Events: Evaluation Report, Sponsorship			
3. 2016 Parks and Recreation Master Plan			
4. Crime Suppression Strategies through Community Engagement/Marketing			
5. Calypso Cove/Dog Park Season Pass			
6. Sidewalk and Curbing Policy and Program			
7. Downtown: Definition			
8. Margate 2.0: Assessment, Direction			

Policy Agenda 2020

City of Margate

► Targets for Action	PRIORITY		
	PRIORITY	TOP	HIGH
9. City Center: Resolution			
10. Code Enforcement			
11. Rock Island Road Project			
12. Street Lights: Evaluation Report			
13. Waterways Master Plan			
14. Median Beautification: Evaluation Report			
15. Special Assessments Collection of Liens			
16. Cost Recovery Ordinance: Report			

Policy Agenda 2020

City of Margate

► Targets for Action	PRIORITY		
	PRIORITY	TOP	HIGH
17. Comprehensive Code Rewrite			
18. IT Master Plan/Security Plan			
19. City New Revenue Sources			
20. Permit Process Streamlining			
21. City Hall Hours: Review and Direction			
22. Proactive Strategic Communications Policy and Strategy			
23. City Newsletter Enhancement			
24.			

Management Agenda 2020

Targets for Action

City of Margate

TOP PRIORITY

HIGH PRIORITY

Management Agenda 2020

City of Margate

► Targets for Action	PRIORITY		
	PRIORITY	TOP	HIGH
1. Park Projects: Completion			
2. Covered Sports Fields			
3. Trucks/Commercial Vehicle Parking			
4. Stormwater Management Policy, Plan and Program			
5. WiFi Towers: Code Review			
6. Disaster Recovery Plan			
7. Alternative Water Supplies			
8. Alcohol Times and Distance Policy			

Management Agenda 2020

City of Margate

► Targets for Action	PRIORITY		
	PRIORITY	TOP	HIGH
9. Dispatch/9-1-1 Communications			
10. Coconut Creek Fire Service Agreement			
11. Fire Station 58			
12. City Buildings and Facilities Security			
13. Recycling Programs: Comprehensive Review			
14. Sales Tax for Transportation Implementation Plan			
15. Fire Administration Building			
16. Labor Negotiations and Contracts			

Management Agenda 2020

City of Margate

► Targets for Action	PRIORITY		
	PRIORITY	TOP	HIGH
17. Stormwater Utility			
18. Public Records/Ethics/Sunshine Compliance Training			
19. Community Survey			
20. Bridge Inspection and Replacement			
21. Public Record Request Process Improvement			
22. Quasi-judicial Process			
23. Annual Maintenance Schedule			
24. Weekly City Manager Report			

City of Margate Action Outlines 2020

GOAL 1**MARGATE – A GREAT PLACE TO PLAY AND ENJOY****ACTION: GOLF COURSE: REZONING UNDER COMMERCIAL ZONING****PRIORITY***Policy –*Key Issues

- Orioles Executive
- Carolina
- Palm Lakes – Executive
- Orioles
- Zoning

Activities/Milestones

1. Review current land uses
2. Coordinate with planning consultant
3. Workshop: Presentation
4. P&Z Board: Recommendations
5. Decision: Submittal
6. Receive decision
7. Submit Broward County Planning

Time

2/20
3/20
4/20
5/20
5/20
10/20
11/20

Responsibility: Development Services**ACTION: COMMUNITY EVENTS: EVALUATION REPORT, SPONSORSHIP****PRIORITY***Policy –*Key Issues

- Guidelines
- Packet
- Response to Sponsorship Requests
- Standard Contract
- Donation – Guidelines
- Funding for Events
- Community Involvement by Private Sector

Activities/Milestones

1. Complete survey vendors – after event
2. Prepare report – quarterly
3. Report: Quarterly Report
4. Review current sponsorships
5. Develop standard contract
6. Finalize Formal Sponsorships Program/Marketing

Time

1/20
2/20
2/20
8/20
9/20
10/20

Responsibility: Parks and Recreation

ACTION: 2016 PARKS AND RECREATION MASTER PLAN

PRIORITY

Policy –

Key Issues

- Bond Project – Currents
- General Fund
- Sand for Playground
- Pedestrian Bridge
Winfield Boulevard

Activities/Milestones

1. Review current plan – Bond Projects
2. Prepare update report
3. Workshop: Report and Direction
4. Prepare Plan Amendment
5. Decision: Plan Amendment and 5 year
Project List for General Fund

Time

6/20
7/20
7/20
7/20
7/20

Responsibility: Parks and Recreation

ACTION: CRIME SUPPRESSION STRATEGIES THROUGH COMMUNITY ENGAGEMENT/MARKETING

PRIORITY

Policy –

Key Issues

- Effectiveness of Current
Programs and Activities
- Goals/Desired Outcomes
- Best Practices
- New Initiatives

Activities/Milestones

1. Prepare quarterly report
2. 1 on 1 Briefing
3. Kick off “HOA” meeting for entire
community
4. Expand social media programs, different
formats/platform
5. Conduct Nation Night Out
6. Implement expanded social media
7. Conduct Trunk or Treat

Time

3/20
4/20
4/20
8/20
8/20
9/20
10/20

Responsibility: Police

ACTION: CALYPSO COVE/DOG PARK SEASON PASS**PRIORITY***Policy –*Key Issues

- Administrative Authority
 - Adjustment
- Sales Tax
- Fee Structure

Activities/Milestones

1. Develop program and web based Buildout
2. 1 on 1 Briefing
3. Decision: Fee Resolution
4. Complete “beta” test
5. Launch Season

Time

3/20
3/20
3/20
4/20
6/20

Responsibility: Parks and Recreation**ACTION: PARK PROJECTS: COMPLETION****PRIORITY***Mgmt –*Key Issues

- Project Capacity
- Project Responsibility
- Hire Project Manager for Bond Project
- Timing: Project
- Project Cost

Activities/Milestones

1. Develop project management/construction management
2. Create capital Project Team
3. Inventory and review all capital projects – costs, capacity, timing
4. Develop a comprehensive parks schedule with key milestones

Time

1/20
2/20
6/20
8/20

Responsibility: Parks and Recreation**ACTION: COVERED SPORTS FIELDS****PRIORITY***Mgmt –*Key Issues

- Construction

Activities/Milestones

1. Complete 70% document
2. Review and amend 70% document

Time

Completed
3/20

Responsibility: Parks and Recreation

► **Management in Progress 2020**

		TIME
1. Civic Rec Software Platform Implementation	P&R	2/20
2. Parks Maintenance Plan and Guidelines: Review	P&R	8/20

► **Major Projects 2020**

		TIME
1. Sports Complex LED Lights: Completion (B)	P&R	2/20
2. Southeast Park Artificial Turf (Bond Project)	P&R	4/20
3. Pool Door Replacement	PW	4/20
4. Playgrounds – Sand Replacement (Budget FY '21)	P&R	9/20
5. Oriole Park: Design Bid Documents and Permits (Bond Project)	P&R	9/20
6. Centennial Park: Design Bid Documents and Permits (Bond Project)	P&R	9/20
7. Southgate Park Improvements: Construction	P&R	9/20
8. Dog Park: Construction		9/20
9. Blueway Trail: Design, Bid Document, Award Bid (Grant Project)		9/20
10. Calypso Cover/Lazy River: Design Build		9/20
11. Vinson Field: RFP for Installation, Under Construction (Bond Project)	P&R	6/21
12. Playground – Sand Replacement (Bond Project)		2022

GOAL 2**GREAT SUBURBAN CITY IN BROWARD COUNTY****ACTION: SIDEWALK AND CURBING POLICY AND PROGRAM****PRIORITY***Policy –*Key Issues

- MPO Funding
- Ordinance Review
- Goals/Desired Outcomes
- City Funding
- City Responsibilities

Activities/Milestones

- A. Assessment and Plan
 1. Define project scope, determine cost and approach
 2. Develop budget proposal/report
 3. Workshop: Budget FY '21
 4. Decision: Budget FY '21
 5. Issue RFP for Assessment and Plan
- B. Ordinance
 1. Prepare recommendations
 2. Decision: Ordinance Revision

Time

3/20
4/20
7/20
9/20
12/20

5/20
6/20

Responsibility: Public Works**ACTION: DOWNTOWN: DEFINITION****PRIORITY***Policy –*Key Issues

- Definition
- Litigation

Activities/Milestones

1. Evaluate legal options
2. 1 on 1 Briefing
3. Prepare report with concepts and options
4. Workshop: Downtown

Time

3/20
3/20
TBD
TBD

Responsibility: City Attorney/Development Service/CRA

ACTION: MARGATE 2.0: ASSESSMENT, DIRECTION**PRIORITY***Policy –*Key Issues

- Tasks
- Deliverables
- Expiration Date

Activities/Milestones

1. Finalize Vision and Design Statements
2. Workshop: Vision
3. 1 on 1 Briefing
4. Workshop: Design
5. Amend Contract
6. Decision: Contract Amendment
7. Workshop: Comprehensive Plan – Concept
8. Prepare draft document
9. P&Z: Comprehensive Plan Review
10. Decision: Comprehensive Plan
11. Transmittal to Broward County
12. Respond to other agencies
13. Review Comprehensive Plan
14. Decision: Plan Adoption

Time

2/20
2/20
3/20
3/20
3/20
4/20
5/20.
6/20
7/20
8/20
11/20
11/20
12/20

Responsibility: Development Services**ACTION: CITY CENTER: RESOLUTION****PRIORITY***Policy –*Key IssuesActivities/MilestonesTime**Responsibility:**

ACTION: CODE ENFORCEMENT**PRIORITY***Policy –*Key IssuesActivities/MilestonesTime

Responsibility:

ACTION: ROCK ISLAND ROAD PROJECT**PRIORITY***Policy –*Key IssuesActivities/MilestonesTime

- Traffic Improvements
- Funding Mechanism
- Use of CDBG

1. Define scope and determine costs

6/20

Responsibility: Public Works

ACTION: STREET LIGHTS: EVALUATION REPORT**PRIORITY***Policy –*Key IssuesActivities/MilestonesTime

- Light Selection
- Dark Spots
- Response to Dark Spots

A. FPL

1. 1 on 1 Briefing
2. Select lights
3. Decisions: FPL Agreement
4. FPL – Change Out

1/20

2/20

2/20

9/20

B. City

1. Complete survey of street lights – dark spots with multiple departments
2. Prepare street report for City Manager

4/20

5/20

Responsibility: Public Works

ACTION: WATERWAYS MASTER PLAN**PRIORITY***Policy –*Key Issues

- Feasibility

Activities/Milestones

1. Define scope of project and determine potential costs

Time

12/20

Responsibility: Public Works

**ACTION: MEDIAN BEAUTIFICATION: EVALUATION
REPORT****PRIORITY***Policy –*Key Issues

- Projects
- Service Level
- Grant
- Funding Options
- Options
- Maintenance vs. New
- Irrigation
- Annual Maintenance Cost/Funding

Activities/Milestones

1. Finalize report and budget proposal with options
2. Workshop: Presentation and Direction
3. Workshop: Budget FY '21
4. Decision: Budget FY '21 Funding

Time

2/20

5/20

7/20

9/20

Responsibility: Parks and Recreation

ACTION: TRUCKS/COMMERCIAL VEHICLE PARKING**PRIORITY***Mgmt –*Key Issues

- Level of Restrictions
- Commercial Vehicle Regulations

Activities/Milestones

1. 1 on 1 Briefing
2. Prepare framing report – best practices and options
3. Workshop: Presentation and Direction

Time

6/20

10/20

11/20

Responsibility: Development Services

ACTION: STORMWATER MANAGEMENT POLICY, PLAN AND PROGRAM		
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
• Funding Mechanism	1. Define scope of Stormwater Management Master Plan	6/20
	2. Workshop: Budget FY '21	7/20
	3. Decision: Budget FY '21	9/20
	4. Issue RFP	12/20
Responsibility: Public Works		

ACTION: WIFI TOWERS: CODE REVIEW		
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
• Wireless Ordinance	1. Hire consultant	2/20
• 5G	2. Complete review, prepare report	4/20
• City Regulations	3. P&Z Board: Recommendations	6/20
	4. Decision: Code Amendments	7/20
Responsibility: City Attorney		

ACTION: DISASTER RECOVERY PLAN		
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
• Contracts	1. Finalize Plan (draft)	4/20
• Plan	2. Complete Plan	6/20
• Permit – Debris Staging		
Responsibility: Police		

ACTION: ALTERNATIVE WATER SUPPLIES**PRIORITY***Mgmt –*Key Issues

- Water Sources
- Water Supply Long Term
- Permitting

Activities/Milestones

1. Complete Engineering Study
2. Obtain Permits

Time

9/20
3/21

Responsibility: Engineer

ACTION: ALCOHOL TIMES AND DISTANCE POLICY**PRIORITY***Mgmt –*Key Issues

- Operation
- Effective Date: 10/20

Activities/Milestones

- A. Distance
- B. Time
 1. 1 on 1 Briefing
 2. Decision: Ordinance Adoption
 3. Complete Training

Time

Completed

1/20
2/20
9/20

Responsibility: Development Services

► Management in Progress 2020**TIME**

- | | | |
|---|---------|---------|
| 1. Warehouse Project (145,000 Square Foot) Parking Ordinance | DevSer | 1/20 |
| 2. Pressure Cleaning Medians and Facilities: Report/Yearly Schedule | PW | 2/20 |
| 3. Code Enforcement Organization: Report, Workshop | Bldg | 3/20 |
| 4. Landlord Registration/Minimal Housing Standards Budget FY '21 | Bldg | 5/20 |
| 5. Restaurant Awareness: Program Development, Report | Dev Ser | 6/20 |
| 6. 6000 Office Space on Atlantic: DRC Application | Dev Ser | TBD |
| 7. Townhomes Project: <ul style="list-style-type: none">• Cocomar (45)• Melaleuca (16) | Dev Ser | Ongoing |
| 8. City Hall Crosswalks Improvements | PW | |

► **Major Projects 2020**

			TIME
1.	Stormwater Lining: Southgate	PW	3/20
2.	Water Main Replacement Projects	E&ES	9/20
3.	Waste Water Lift Stations: Rebuild (2)	E&ES	9/20
4.	Water Treatment Facilities: Filter Update	E&ES	12/21
5.	East Waste Water Treatment Plant: Upgrade Project	E&ES	9/22
6.	West Waste Water Treatment Plant Improvement Project	E&ES	9/24
7.	SCADA System Rebuild	E&ES	
	a. Water		9/24
	b. Waste Water		9/24

GOAL 3**FINANCIALLY SOUND CITY PROVIDING
EXCEPTIONAL SERVICES VALUED BY THE
COMMUNITY****ACTION: SPECIAL ASSESSMENTS COLLECTION OF
LIENS****PRIORITY***Policy –*Key Issues

- Regulation
- Appeal Process

Activities/Milestones

1. Prepare draft resolution
2. Decision: Resolution
3. Implementation

Time

1/20
2/20
10/20

Responsibility: City Attorney**ACTION: COST RECOVERY ORDINANCE: REPORT****PRIORITY***Policy –*Key Issues

- Use
- Best Practice

Activities/Milestones

1. Prepare draft ordinance
2. Decision: Ordinance Adoption

Time

1/20
2/20

Responsibility: City Attorney

ACTION: COMPREHENSIVE CODE REWRITE		
		PRIORITY
		<i>Policy –</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Approach • Consistency • Exceptions • Scope • Cost • Funding 	A. Overall <ol style="list-style-type: none"> 1. Prepare budget proposal – scope and cost 2. Workshop: Budget FY ‘21 3. Decision: Budget FY ‘21 B. Urgent <ol style="list-style-type: none"> 1. Decision: Vehicle Registration 2. Create Work Group – Immediate Need 3. Decision: Fire Inspection, Billing and Collection 4. Decision: Utility Collections (Section 39 -73) 	4/20 7/20 9/20 1/20 2/20 5/20 5/20
Responsibility: City Attorney		

ACTION: IT MASTER PLAN/SECURITY PLAN		
		PRIORITY
		<i>Policy –</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Scope • Funding 	<ol style="list-style-type: none"> 1. Decision: Budget Funding 2. Hire Consultant 3. Develop Master Plan/Security Plan/Disaster Recovery Plan 	3/20 5/20 2/21
Responsibility: Information Technology		

ACTION: CITY NEW REVENUE SOURCES		
		PRIORITY
		<i>Policy –</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Revenue Options • State Law 	<ol style="list-style-type: none"> 1. Department Submit Options 2. Identify revenue sources 3. Prepare report with options 4. Workshop: Budget Direction 	3/20 3/20 4/20 6/20
Responsibility: Finance		

ACTION: DISPATCH/9-1-1 COMMUNICATIONS**PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime

1. Coconut Creek: Decision

TBD

Responsibility: City Manager

ACTION: COCONUT CREEK FIRE SERVICE AGREEMENT**PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime

1. Coconut Creek: Decision

TBD

Responsibility: City Manager

ACTION: FIRE STATION 58**PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime

- Schedule
- Permitting
- Construction

1. Submit Consent Agreement
2. Finalize schedule
3. Complete design
4. Complete permitting
5. Complete bid documents

1/20

1/20

3/21

3/21

3/21

Responsibility: Fire

ACTION: CITY BUILDINGS AND FACILITIES SECURITY**PRIORITY***Mgmt –*Key Issues

- Goals/Desired Outcomes
- Projects
- Costs
- Funding
- Customer Service
- Secure Workplace

Activities/Milestones

1. Complete security assessment
2. Prepare report – City Hall and Police
3. Prepare budget proposal
4. Workshop: Budget FY '21
5. Decision: Budget FY '21

Time

3/20
4/20
4/20
7/20
9/20

Responsibility: Police

ACTION: RECYCLING PROGRAMS: COMPREHENSIVE REVIEW**PRIORITY***Mgmt –*Key Issues

- Education Program
- Enforcement
- Problems
- Contamination: Costs
- City Role
- Options

Activities/Milestones

1. Hire position
2. Complete report

Time

4/20
12/20

Responsibility: Engineering

ACTION: SALES TAX FOR TRANSPORTATION IMPLEMENTATION PLAN**PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime

Responsibility: Public Works

ACTION: FIRE ADMINISTRATION BUILDING**PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime

1. Review inspection report 1/20
2. Close on property 2/20
3. Develop architectural plan: secure access/medical supply 3/20
4. Complete medical supply security 6/20
5. Move In 7/20

Responsibility: Fire

ACTION: LABOR NEGOTIATIONS AND CONTRACTS**PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime

- A. IAFF
 1. Complete 1/20
 2. Decision: Contract 1/20
- B. FPE
 1. Complete negotiation 8/20
 2. Decision: Contract 9/20

Responsibility: Human Resources

ACTION: BRIDGE INSPECTIONS AND REPLACEMENTS**PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime

- Bridge Conditions
 - Project Scopes
 - Funding
 - Timing/Schedule
1. Hire consultant 4/20
 2. Review FDOT report and define scope of future projects 10/20
 3. Develop budget proposal 4/21
 4. Workshop: Budget FY '22 7/21
 5. Decision: Budget FY '22 Funding 9/21

Responsibility: Public Works/Engineering

► **Management in Progress 2020**

		TIME
1. 2019 Fiscal Year Closeout	Fin	Completed
2. City Core Switches Replacement	IT	Completed
3. Permit Fee Schedule: Review and Revision (Commission)	Bldg	3/20
4. 2019 Fiscal Year Audit	Fin	3/20
5. City Hall Phone System: Installation		3/20
6. Fire Rescue Trucks [2] Replacement	Fire	4/20
7. Contract: 457 Plan	HR	4/20
8. Ambulance Bill Collections Improvements: Application	Fin	5/20
9. Customer Service Training (all staff)	HR	7/20
10. Consolidating Insurance Vendors	HR	9/20
11. Health Insurance Contract Finalization	HR	9/20
12. Forfeiture Year-end Reconciliation and Reporting	Fin	11/20
13. Employee Health Fair Events	HR	11/20
14. GASB Pronouncement: Implementation	Fin	12/20
15. Employee Performance Measures: Vision, Mission, Values	HR	12/20
16. FEMA Reimbursements for Hurricane Irma	Fin	9/21
17. Fire Quint Replacement	Fire	2021
18. Water Meter Replacement Program: Completion	E&ES	9/22
19. Budget: Hurricane Dorian	Fin	2022
20. Grant Account Clean-up	Fin	Ongoing
21. Finance Staff Training for New Hires and Promotions	Fin	Ongoing
22. Recycling Contamination Action Plan	CMO	
23. IT Department Compliance – Contract with Garner Group: Funding	IT	

► **Major Projects 2020**

		TIME
1. Police Training and Office Facility: Transfer Switch/Portable Generator	PW	3/20
2. Police Training Center Upgrade	Police	7/20
3. Building Department Expansion		2022

GOAL 4**HIGH PERFORMING CITY TEAM PRODUCING RESULTS FOR THE MARGATE COMMUNITY****ACTION: PERMIT PROCESS STREAMLINING****PRIORITY***Policy –*Key Issues

- Engineering
- Zoning
- Building

Activities/Milestones

1. Implement software – complete training/revise processes

Time

6/20

Responsibility: Building

ACTION: CITY HALL HOURS: REVIEW AND DIRECTION**PRIORITY***Policy –*Key Issues

- Hours
- Customer Service

Activities/Milestones

1. 1 on 1 Briefing
2. City Manager: Decision

Time

2/20

TBD

Responsibility: Assistant City Manager

**ACTION: PROACTIVE STRATEGIC COMMUNICATIONS
POLICY AND STRATEGY**

PRIORITY

Policy –

Key Issues

- Goals/Desired Outcome
- Accurate Information to the Community

Activities/Milestones

A. Social Media

1. Review existing social policies – all departments and City
2. Prepare report and recommendations
3. Complete legal review of draft policy
4. Decision: Policy Adoption

Time

2/20

3/20

4/20

5/20

B. Strategic Communications

1. Define scope and research best practices
2. Develop budget proposal
3. Workshop: Budget FY '21
4. Decision: Budget FY '21 Funding

2/20

4/20

[]

9/20

Responsibility: City Manager

ACTION: CITY NEWSLETTER ENHANCEMENT

PRIORITY

Policy –

Key Issues

Activities/Milestones

1. Complete analysis, content
2. Prepare report
3. 1 on 1 Briefing
4. Hire Position

Time

3/20

3/20

4/20

4/20

Responsibility: City Manager

**ACTION: PUBLIC RECORDS/ETHICS/SUNSHINE
COMPLIANCE TRAINING**

PRIORITY

Mgmt –

Key Issues

Activities/Milestones

1. Complete training

Time

2/20

Responsibility: City Attorney

ACTION: COMMUNITY SURVEY**PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime

1. Finalize
 2. 1 on 1 Briefing
 3. Finalize contract and questions
 4. Initiate community survey
 5. Complete survey
 6. Prepare report
 7. Workshop: Presentation
- 2/20
3/20
4/20
5/20
7/20
8/20

Responsibility: City Manager's Office**ACTION: PUBLIC RECORD REQUEST PROCESS
IMPROVEMENT****PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime**Responsibility: City Clerk****ACTION: QUASI-JUDICIAL PROCESS****PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime

1. Complete training
- 2/20

Responsibility:

ACTION: ANNUAL MAINTENANCE SCHEDULE**PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime

Responsibility: Public Works

ACTION: WEEKLY CITY MANAGER REPORT**PRIORITY***Mgmt –*Key IssuesActivities/MilestonesTime

- Expectations

Responsibility:

► Management in Progress 2020

			TIME
1. Utility Billing Relocation	E&ES	Completed	
2. Fire Explorer Program Enhancements	Fire	Completed	
3. Recruiting SOP'S	HR	Completed	
4. Internal Communications Committee: Creation	CMO	1/20	
5. Grants Manager: Hiring	CMO	2/20	
6. Desktop Computers Replacement [260]	IT	2/20	
7. Police Laptops Replacement [90]	IT	2/20	
	Police		
8. Strategic Plan: Development and Institutionalization	CMO	3/20	
9. CERT Program: Roles and Responsibilities	Fire	3/20	
10. New Hire Onboarding/Orientation	HR	3/20	

► **Management in Progress 2020** *(Continued)*

		TIME
11. Project Management Division: Recommendations	E&ES	4/20
12. Grants Contract Administration Database	CMO Fin	4/20
13. Online Engineering Permitting System: Development and Implementation	E&ES	4/20
14. Fire Prevention Program Enhancements	Fire	4/20
15. Fire Social Media Presence: Expansion	Fire	4/20
16. Job Descriptions: Revision	HR	4/20
17. Police Vehicle Replacement [17]	Police	4/20
18. Optiview Image Software to Upland: Upgrade	IT	6/20
19. Police Social Media Presence: Expansion	Police	7/20
20. Subrogation Contract, Excess Auto and Cancer Coverage: Acquisition	HR	9/20
21. Employee Handbook, Policies and Procedures: Update	HR	12/20
22. Performance Management Tracking/Compliance	HR	12/20
23. City Internship: Development	HR	1/21
24. Senior Management Development Program/Succession Planning	CMO	Ongoing
25. Comprehensive Emergency Plan for Events: Development	Fire	Ongoing
26. Warehouse and Inventory Software: Implementation	E&ES	
27. Workforce Mobility Software System: Implementation	E&ES	

► **Major Projects 2020**

		TIME
1. City Hall Wayfinding Signs: 1 on 1 Briefing	CMO	2/20
2. Fire Stations Carpet Replacement	Fire	9/20
3. Bunker Gear Replacement	Fire	9/20
4. City Buildings Remodel: Design	Bldg	2022

Policy Calendar 2020

City of Margate

MONTH

JANUARY 2020

1. 1 on 1 Briefing: FPL and Street Lights
2. Decision: Warehouse Project Parking Ordinance
3. Decision: Vehicle Registration Code
4. Decision: IAFF Contract
5. 1 on 1 Briefing: Community Survey

MONTH

FEBRUARY 2020

1. Report: Community Events Quarterly Report
2. Workshop: Margate 2.0 Vision
3. Decision: FPL Agreement on Street Lights
4. Decision: Alcohol Time Ordinance
5. Decision: Special Assessment Collection of Lien Resolution
6. Decision: Cost Recovery Ordinance
7. 1 on 1 Briefing: City Hall Wayfinding Signs

MONTH

MARCH 2020

1. 1 on 1 Briefing: Calypso Cove/Dog Park Season Pass
2. Decision: Calypso Cove/Dog Park Fee Resolution
3. 1 on 1 Briefing: Downtown
4. Workshop: Margate 2.0 Vision
5. Decision: Amend Contract for Margate 2.0
6. Decision: IT Master/Security Plan Funding
7. Decision: Permit Fee Schedule

MONTH

APRIL 2020

1. Workshop: Golf Course Rezoning
2. 1 on 1 Briefing: Crime Suppression Strategies
3. Workshop: Margate 2.0 Comprehensive Plan – Concept
4. 1 on 1 Briefing: Margate 2.0 Contract
5. 1 on 1 Briefing: City Newsletter Enhancements

MONTH

MAY 2020

1. Decision: Golf Course Rezoning
2. Decision: Fire Inspection, Billing and Collection Code
3. Decision: Utility Collections (Section 39 – 73)
4. Decision: Social Media Policy

MONTH

JUNE 2020

1. Decision: Sidewalk and Curb Ordinance
2. 1 on 1 Briefing: Truck/Commercial Vehicle Parking
3. Workshop: New Revenue Sources Presentation and Direction

MONTH

JULY 2020

1. Workshop: 2016 Parks and Recreation Master Plan
2. Decision: 2016 Parks and Recreation Master Plan Amendments, 5 year Project List for General Fund
3. Decision: Margate 2.0 Comprehensive Plan
4. Decision: WiFi Towers Code Amendments
5. Workshop: Budget FY '21
 - a. Playground – Sand Replacement
 - b. Sidewalk and Curbs Assessment and Plan
 - c. Median Beautification
 - d. Stormwater Management and Master Plan
 - e. Landlord Registration Program
 - f. Comprehensive Code Re-Write
 - g. City Buildings and Facilities Security
 - h. Strategic Communications

MONTH

AUGUST 2020

1. Workshop: Community Survey Presentation

MONTH

SEPTEMBER 2020

1. Decision: Budget FY '21
2. Decision: FPL Contract

MONTH

OCTOBER 2020

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MONTH

NOVEMBER 2020

1. Workshops: Trucks/Commercial Vehicle Parking Presentation and Direction

MONTH

DECEMBER 2020

1. Decision: Margate 2.0 Comprehensive Plan Adoption