



**CITY OF RIVIERA BEACH, FLORIDA
CITY COUNCIL BUDGET WORKSHOP
MARINA EVENT CENTER - 190 E. 13TH STREET
August 30, 2021 at 6:00 PM**

NOTICE

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, PERSONS IN NEED OF A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE PROCEEDINGS SHALL CONTACT THE OFFICE OF THE CITY MANAGER AT 561-845-4010 NO LATER THAN 96 HOURS PRIOR TO THE PROCEEDINGS; IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICES 1-800-955-8771 (TDD) OR 1-800-955-8770 (VOICE) FOR ASSISTANCE.

MAYOR

RONNIE L. FELDER

CHAIRPERSON

SHIRLEY D. LANIER - DISTRICT 3

CHAIR PRO-TEM

KASHAMBA MILLER-ANDERSON - DISTRICT 2

COUNCILPERSONS

TRADRICK MCCOY - DISTRICT 1

DOUGLAS A. LAWSON - DISTRICT 5

JULIA A. BOTEL - DISTRICT 4

ADMINISTRATION

CITY MANAGER, JONATHAN EVANS
CLAUDENE L. ANTHONY, CMC, CITY CLERK
DAWN S. WYNN, CITY ATTORNEY

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. INVOCATION/PLEDGE OF ALLEGIANCE**
- IV. INTRODUCTION/PURPOSE OF WORKSHOP**
- V. FISCAL YEAR BUDGET WORKSHOP DISCUSSION**
- VI. PRESENTATIONS**
 - DEPARTMENTAL PRESENTATIONS
 - FY 2021 ACCOMPLISHMENTS AND
 - FY 2022 GOALS & OBJECTIVES
- VII. COMMENTS/DISCUSSION**
- VIII. ADJOURNMENT**

**CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: 8/30/2021

Agenda Category:

DEPARTMENTAL PRESENTATIONS
Subject: FY 2021 ACCOMPLISHMENTS AND
FY 2022 GOALS & OBJECTIVES

Recommendation/Motion:

Originating Dept	ALL DEPARTMENTS	Costs	NOT APPLICABLE
User Dept.	ALL DEPARTMENTS	Funding Source	
Advertised	No	Budget Account Number	
Date			
Paper			
Affected Parties	Not Required		

Background/Summary:

DEPARTMENTAL PRESENTATIONS
FY 2021 ACCOMPLISHMENTS AND
FY 2022 GOALS & OBJECTIVES

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

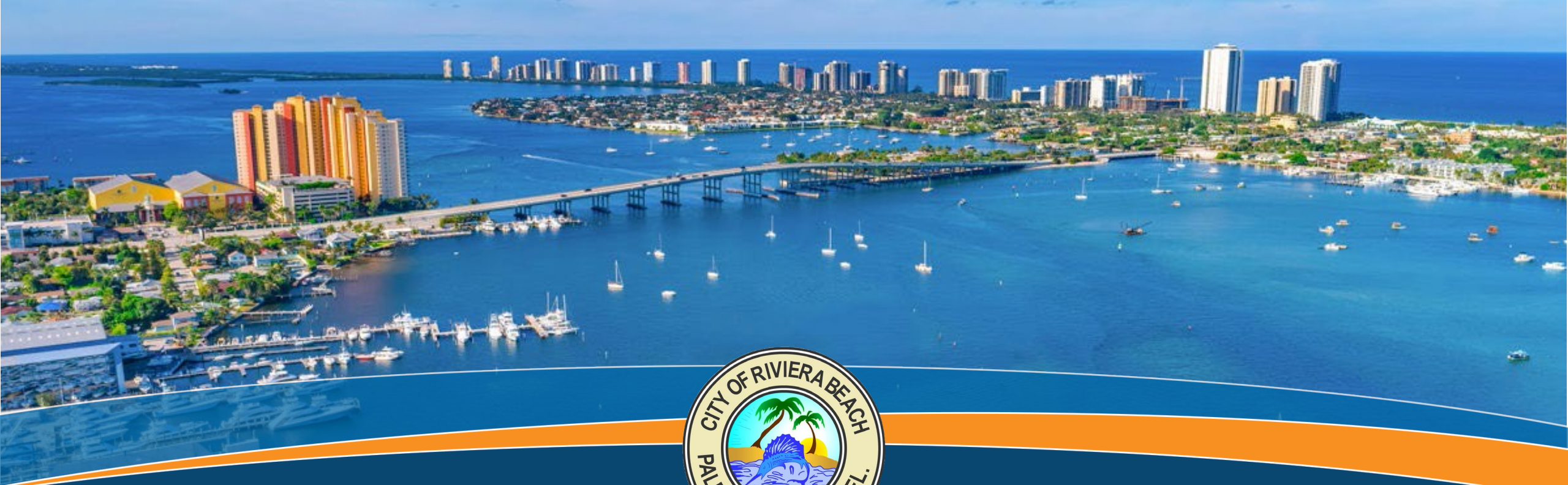
Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
2021_08_30_Budget_WorkShop_Presentation.pdf	FY 2021/2022 BUDGET WORKSHOP PRESENTATION	8/25/2021	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Utility	Monroe, Luecinda	Approved	8/25/2021 - 7:54 AM



FY 2021/2022 Budget Workshop

August 30, 2021



FY 2021/2022 Budget Workshop August 30, 2021

Agenda

Departmental Presentations

- Parks and Recreation – Richard Blankenship
- Library – Rodney Freeman
- Information Technology – Chris Persaud
- Human Resources – Eureka Young
- Procurement – Elizabeth McBride
- City Clerk – Claudene Anthony
- City Attorney – Dawn Wynn
- Finance – Randy Sherman
- City Administration – Jonathan Evans
- Communications – Marsha Noel
- Youth Empowerment Center – Valerie Grimsley
- Civil Drug Court – Felicia Scott
- Re-Entry Center – Orie Bullard

Departmental Presentations



FY 2022 Budget Workshop
August 30, 2021



Parks and Recreation – FY 2021 Highlights and Accomplishments

Prosperous, Resilient and Sustainable Economy

- Hosted events that contributed to the tourist economy in the City.
- Created the Urban Farm project.

Great Neighborhoods

- Conducted MLK celebration under restriction but with success.
- Facilitated virtual senior programming and senior drive through programs.
- Developed and implemented reopening procedures for programs and facilities.
- Conducted front porch fireworks.
- Restarted Riviera Beach Youth Football and Cheer programs.

Operational Excellence

- Supported food distribution and vaccination operations.
- Commenced improvements at Dan Calloway and Lone Pine park facilities.

Government Stewardship and Accountability

- Awarded grants for Monroe Heights Park and Goodmark Park.

Community Engagement and Empowerment

- Completed the Parks Master Plan public outreach.



Parks and Recreation – FY 2022 Goals

Prosperous, Resilient and Sustainable Economy

- Host 24 events that promote tourism and heads in beds.

Great Neighborhoods

- Develop and implement Centennial Celebration activities at least one per month (minimum 12).
- Provide comprehensive outdoor guided and self-guided wellness opportunities in City parks.
- Increase youth and adult tennis program.
- Expand baseball program to older age groups.
- Work with partners to develop youth cultural arts programming.
- Expand Urban Farm programming.

Operational Excellence

- Complete the Lone Pine, Dan Callaway, Monroe Heights and Goodmark Park improvements

Government Stewardship and Accountability

- Fully implement the TPAR module of Tyler for Parks and Recreation

Community Engagement and Empowerment

- Commence community planning for highest prioritized issues, based on Master Plan priority activities.
- Create volunteer opportunities within the department.
- Complete Master Plan visioning by September 15, 2021.



Library – FY 2021 Highlights and Accomplishments

Prosperous, Resilient and Sustainable Economy

- Supported through system wide participation in a countywide job-sharing program.
- Maintained an agreement with the VITA Tax services of United Way for residents.

Great Neighborhoods

- Reviewed and analyzed alternate locations to relocate the library.
- Maintained and sustained a current collection of materials.

Operational Excellence

- Ensured security presence during normal operation hours.
- Monitored revisions to policies related to patron and staff safety.

Government Stewardship and Accountability

- Cooperated with Library support groups in their efforts to enhance existing services
- Evaluated options to address existing workplace needs

Community Engagement and Empowerment

- Promoted the use of our library facility for outside meetings.
- Participated in national, state and local professional initiatives to improve library services all segments of the communities served.



Library – FY 2022 Goals

Prosperous, Resilient and Sustainable Economy

- Design and implementation of a plan and schedule for a new permanent facility.

Great Neighborhoods

- Design and implementation of a market research strategy that includes input from all library and community stake holders

Operational Excellence

- Invest in enhanced technology.

Government Stewardship and Accountability

- Implement an effective communications strategy.

Community Engagement and Empowerment

- Create and maintain strong, collaborative partnerships with mutual benefit.



Information Technology – FY 2021 Highlights and Accomplishments

Prosperous, Resilient and Sustainable Economy

- Implemented cyber-security tool to scan emails before delivery to employee email inboxes.

Great Neighborhoods

- Created Wi-Fi-hotspot and launched new marquee sign at City Hall campus.

Operational Excellence

- Modified the City's existing business operations to adapt to the COVID-19 pandemic, where IT had to deploy devices to offer employees to work remotely while managing and monitoring productivity as the City navigated this new normalcy.
- Implemented the Code-Red alerting software.
- Implemented the Granicus Peak agenda software for anticipated Go Live August 2021.
- Managed the implementation of the upgraded Kronos timekeeping system.

Government Stewardship and Accountability

- Completed the corrective action for audit finding 19-MLC-04 – on 5/10/2021. The external auditor requested no additional follow-up.
- Completed the corrective action for audit finding 2019-A-0003 #1 on 5/14/2021 and delivered to the internal auditor. The auditor requested no additional follow-up to this point.
- Completed the corrective action for audit finding 2020-A-0003 #3 on 5/14/2021 and delivered to the internal auditor on 6/28/2021.

Community Engagement and Empowerment

- Created the COVID-19 vaccination scheduling hotline.
- Assisted with data entry for COVID-19 vaccinations.
- Launched the City's new webpage.



Information Technology – FY 2022 Goals

Prosperous, Resilient and Sustainable Economy

- Expand on usage for Microsoft Teams to establish an instant messenger program to allow for immediate communications via employee devices.

Great Neighborhoods

- Ensure the installation of Wi-Fi at all public parks where cabling exists.
- Upgrade Police Officer patrol car laptops to ensure computer devices are five years or newer.

Operational Excellence

- Develop Cyber-Security awareness training plan for City employees.

Government Stewardship and Accountability

- Update City's mobile device policy to stay consistent with records retention whiles looking for cost savings.

Community Engagement and Empowerment

- Upgrade City's desk phone system to a fiber based VOIP Cloud based technology, to ensure phone systems are upgraded.



Human Resources – FY 2021 Highlights and Accomplishments

Operational Excellence

- Hired 55 new employees.
- Advertised 61 positions.
- Commenced the implementation of software to aid in the streamlining of applicant tracking is in progress.
- Two staff members are SHRM certified and two obtained FPELRA certification.
- Submitted employee handbook for review and finalization.
- Implement procedures in place for improving the onboarding and termination process
- Initiated the conversion of paper based personnel files to electronic personnel file which is currently in progress.
- Completed the performance appraisals on City's employees.
- Implemented a formal process for evaluating department directors.
- Coordinated open enrollment for employees' benefits.
- Coordinated employee health fairs.
- Coordinated and managed the transition of Sworn Police Officers to the Florida Retirement System (FRS)
- Arranged the biennial Code of Ethics training.
- Coordinated the employee elections for appointments to the Police and General Employees pension boards.
- Coordinated the annual sexual harassment training.
- Participated in the contract negotiations with the SEIU bargaining unit.

Government Stewardship and Accountability

- Created the Reporting Fraudulent Acts Policy.
- Created the Payroll Overpayment and Underpayment of Wages Policy.
- Created the Reporting Arrests and Convictions Policy.
- Created the Separation, Termination and Job Abandonment Policy.
- Created the Tuition Reimbursement Policy.
- Created the Progressive Discipline Policy.
- Coordinated the implementation of BenTek.
- Coordinated the GetFit Challenge in conjunction with Aetna.
- Developed a wellness program for staff.

Community Engagement and Empowerment

- Participated in 3 job fairs.



Human Resources – FY 2022 Goals

Operational Excellence

- Develop a Talent Management Program.
- Complete the City's job descriptions.
- Complete the employee handbook.
- Complete the Risk Management guidelines document.
- Implement the employee performance appraisal system.

Government Stewardship and Accountability

- Achieve a reduction in claims through department educational meetings and the use of the Safety Committee.
- Implement the Safety Committee Policy and City-wide Safety Committee.



Procurement – FY 2021 Highlights and Accomplishments

Prosperous, Resilient and Sustainable Economy

- Conducted three supplier outreach meetings to date.
- Final outreach planned for 12 and 20th July 2021.
- Increased Small Woman Minority Business Enterprise participation and usage.
- Increase the number of suppliers submitting solicitations.

Great Neighborhoods

- Instituted citywide contracts for plumbing, roofing, electrical services, HVAC, minor renovation and construction, and demolition services.

Operational Excellence

- Instituted new sourcing methodologies, Invitation to Negotiate, Request to Qualify to create pools of suppliers.
- Conducted training for evaluation committees.
- Implementing Contract Modules in Tyler Munis.
- Integrating B2GNow with Tyler.
- Instituted vendor self-service in Tyler (vendors register on-line).

Government Stewardship and Accountability

- Procurement staff attended two national NIGP and FAPPO conference to learn latest sourcing and best practices.
- Director received training on construction law.
- Attended Design Build Institute of America (DBIA) of water treatment design build conference.
- Procurement code being presented to Council at the second meeting in July.
- Developed a procurement manual.

Community Engagement and Empowerment

- Due to COVID-19 and CDC requirements no in persons were held, we will attend once scheduled.
- Conducted 4 vendor outreach events to increase local participation.



Procurement – FY 2022 Goals

Prosperous, Resilient and Sustainable Economy

- Diversify and broaden supplier base.
- Increase Small Woman Minority Business Enterprise participation and usage.
- Expand competition and access to solicitations.
- Find and promote bidding opportunities for local firms.

Great Neighborhoods

- Maximize use cooperative agreements that allow departments to be reactive to community needs and shorten bidding cycles

Operational Excellence

- Use technology to implement electronic submittal of proposals.
- Add more citywide contracts for all departments to utilize.
- Fully implement vendor self-service (VSS) to submit invoices and see purchase orders.

Government Stewardship and Accountability

- Routine auditing of PCard purchases.
- Review and consolidate purchases for economies of scale.
- Utilize contract entry module of Tyler to control spending and conduct spend analysis.

Community Engagement and Empowerment

- Participate in local, small, women, and minority businesses event.
- Attend reverse trade shows.
- Outreach to suppliers on City contract awards.



City Clerk – FY 2021 Highlights and Accomplishments

Operational Excellence

- Provided Parliamentary Procedures training for elected officials.
- Continued with the daily operations of the office at the height of the global pandemic while assisting with the organization's efforts to protect its employees and residents.
- Provided public records training to employees.
- Digitized 130 cubic feet of documents for Development Services.

Government Stewardship and Accountability

- Completed the implementation of DocuSign the software utilized for electronic signatures.
- Assisted with converting multiple, previously posted documents, into ADA compliant documents.

Community Engagement and Empowerment

- Assisted with the residential participation in the 2020 Census.
- Assisted with the organization's response to its employees and residents to ensure community safety during the onset of the global pandemic.



City Clerk – FY 2022 Goals

Operational Excellence

- Conduct organizational wide training concerning Public Records Laws
- This office understands Election and Public Records laws are fluid; continued training and/or public forums will be conducted in an effort to keep our customers informed.
- Begin digitizing older permanent records currently stored in the Office of the City Clerk

Government Stewardship and Accountability

- Continue assisting the Informational Technology Department with converting approved documents into ADA complaint documents prior to reposting on the city's website.
- Complete implementation of filing election related documents electronically.
- Create and complete a naming convention enabling easier research of city documents.

Community Engagement and Empowerment

- Conduct Election Information Forum concerning new election laws with emphasis on voter participation in the Vote By Mail Process
- Seek additional avenues in an effort to increase voter participation in the 2022 Municipal Election



Legal – FY 2021 Highlights and Accomplishments

Prosperous, Resilient and Sustainable Economy

- Negotiated and settled the City's dispute with the Town of Mangonia Park over the provision of wastewater services and fees.
- Litigated and settled four separate interpleader cases associated with Brooks Subdivision, acquiring \$51,881 of surplus funds, plus an additional \$25,000 dedicated to the Housing Trust Fund to assist qualified home buyers to purchase affordable homes in the City.
- Drafted Emergency Management Ordinance that once adopted will be part of the City Comprehensive Emergency Management Plan.
- Worked with Code Compliance to develop a Resolution to establish the Property Improvement Account and Program.

Great Neighborhoods

- Drafted new Code Compliance, Property Maintenance, and Chronic Nuisance Abatement Ordinances for maintaining and beautifying neighborhoods and districts.
- Negotiated the terms of an Interlocal Agreement with Palm Beach County for the Redevelopment of Brooks Subdivision for affordable housing on a total of 22 separate parcels located in the City.

Operational Excellence

- Recruited and hired a new legal staff assistant after a year-long vacancy to augment the City Attorney's Office team.
- All agreements from City Departments are reviewed by the Legal Department whether they come before City Council or not.
- Assisted with labor negotiation with the unions.
- Assisted Police Department with completing a review of all policies and procedures as part of its accreditation process.

Government Stewardship and Accountability

- Assisted with the legal acquisition of two real property parcels : 1620 W. Blue Heron Blvd., serving as Fire Station 88, and 2129 N. Congress Ave. , serving as City Library, the Youth Empowerment Program and the emerging Community Center.
- Secured nearly \$250,732 in surplus funds through circuit court litigation over entitlement to code compliance, utility, special assessments, and other recorded liens.
- Assisted with the acquisition of 1.92 acres for the construction of a new public works facility.

Community Engagement and Empowerment

- Mentored students in the municipal legal profession across Palm Beach County via Zoom participation due to the COVID 19 restrictions.
- Adopted and provided support to Mary McLeod Bethune Elementary School, Riviera Beach.
- Participated in providing community updates during the COVID 19 pandemic.



Legal – FY 2022 Goals

Prosperous, Resilient and Sustainable Economy

- Provide proactive legal advice to the City Council, City Manager, City Departments, and other boards to protect the interests of the City taxpayer.

Great Neighborhoods

- Implement and enforce compliance with the new Code Compliance, Chronic Nuisance Abatement, and Property Maintenance Standards Ordinances to create and enhance clean, green, and beautiful neighborhoods, parks, and districts.
- Appear in foreclosure litigation cases and tax deed sales to protect and enforce the City's liens on real property by securing surplus funds.
- Work with Code Compliance to establish and implement the Property Improvement Account and Program.

Operational Excellence

- Assist City Departments with updating their policies and procedures.
- Reduce liability to the City by creating educational initiatives and trainings of managerial and support staff.
- Work closely with Management to create an emergency management ordinance. We currently have a draft in which we are working with Fire Rescue to develop.
- Create standardized bid forms and contracts for use by Procurement to reduce bid protests and create efficient use of staff time.
- Cross train attorneys to perform multiple roles within the office so that there is never an interruption in legal services provided to the City Council, City Departments, and ongoing claims and suits.

Government Stewardship and Accountability

- Keep the City Council and the Manager apprised of the status of all pending litigation matters by submitting monthly reports.
- Strictly review and negotiate litigation costs and fees with additional internal control procedures.
- Along with City administration, establish one City logo and corporate seal and trademark it.

Community Engagement and Empowerment

- Support a summer intern in municipal law/shadowing opportunities for City of Riviera Beach students.
- Mentor local students for careers in the legal profession with invitations to shadow the City Attorney.
- Support the on-going needs of Mary McLeod Bethune Elementary School, Riviera Beach.
- Finally, thanks goes to Mr. Evans for fostering a great working relationship between the Legal Department, other City departments, and especially the Manager's Office itself.



Finance – FY 2021 Highlights and Accomplishments

Prosperous, Resilient and Sustainable Economy

- Assisted Procurement with the development of Request for Proposals for solid waste collection.
- Participated in the impact fee study, water and sewer rate study, fire assessment fee study, salary study, and franchise fee study.
- Closed hurricane request for reimbursements projects with FEMA with minimal denials.
- Arranged for the financing of the fire stations and refinancing of USD debt.

Great Neighborhoods

- Supported City Administration's development of the neighborhood revitalization program.
- Expanded funding for the solid waste program.
- Coordinated and managed the Marina Expansion Phase III project.

Operational Excellence

- Implemented the Employee Expense module in Tyler Munis.
- Implemented the Procurement Card reconciliation module in Tyler Munis.
- Implemented Utility Billing on Tyler.
- Converted banking from TD Bank to SunTrust (Truist) Bank.
- Implemented four kiosks to facilitate the acceptance of payments electronically.

Government Stewardship and Accountability

- Attained the Government Finance Officers Association (GFOA) Distinguished Budget Award for the FY 2022 Budget.
- Completed the City's Annual Financial Report for FYE 2019 and FYE 2020.
- Completed of FEMA by all Finance Department staff.
- Established quarterly financial reporting to elected officials.

Community Engagement and Empowerment

- Implemented Open Finances to facilitate real time data that is accessible by the public through the City's website.
- Participated in the Reimagine Riviera Beach workshops with the residents.



Finance – FY 2022 Goals

Operational Excellence

- Continue to enhance transparency of operations.
- Encourage the use of electronic channels for payment of utility bills, business tax receipts, permits, library fees, and recreational fees.
- Continue implementation of the Enterprise Resource Planning (ERP) for the City.
- Strengthen business practices concurrently with the implementation of the new ERP.
- Implement time scheduling for Police and Fire departments
- Arrange for the financing for the water treatment facility.
- Arrange for the financing of the Marina Expansion Phase IV.

Government Stewardship and Accountability

- Provide a high standard of timely comprehensive fiscal services to departments, rating agencies and other governments while safeguarding City assets.
- Continue to work to strengthen controls, practices, and policies.
- Continue to develop efficiency of operations.
- Submit Cash Handling Policy to Association of Public Treasurers for certification.



City Administration – FY 2021 Highlights and Accomplishments

Prosperous, Resilient and Sustainable Economy

- Conducted activities to commence the City's first disparity study.
- Completed Fire Station 88 Intent to Negotiate.
- Acquired 1920 W. Blue Heron Boulevard for new FS 88 and 1.92 acres for the construction of the new Public Works Facility.
- Secured funding for three (3) staff members to be trained as Mental Health First Aid. Successfully negotiated three-year labor employment contract with IAFF.
- Created the Economic Recovery Plan.
- Wrote a letter on behalf of the City advocating for an appropriation from Palm Beach County related to the CARES Act – City set to receive \$530,000.
- Assisted in expediting the launch of the CRA Incubator Program.

Great Neighborhoods

- Acquired 2129 N. Congress Avenue for the Riviera Beach Public Library and Emerging Community Center.
- Initiated construction on the \$4M Palm Beach Isles Bridges Project.
- Created a tax-credit awarding process that resulted in funding for a new housing development on Broadway-Berkeley Landing – has been awarded state funding.
- Facilitated the investment of \$1.6M into workforce housing for the 11th Street Housing Initiative.

Operational Excellence

- Created the COVID-19 Phase II- Operation Restoration Plan.
- Facilitated the City's first Front-Porch fireworks display, saving approximately \$30K compared to past years.
- Facilitated the first joint meeting between the Town of Lake Park and the City.

Operational Excellence (continued)

- Appointed a permanent Fire Chief.
- Acquired new bunker gear for all firefighters in Fire Department.
- Facilitated upgrades of numerous updates regarding USD infrastructure.

Government Stewardship and Accountability

- Reduced the lease payment to the Port Center by \$125,000 per annum and the lease payment for CRA facilities by \$10k per month.
- Modified the existing insurance plan resulting in savings of \$532,000.
- Reduced the FY 2021 Budget by 1.8M.
- Received \$100k in funding for Monroe Heights and Goodmark Parks.
- Received \$1.9M from the DEO for aerial crossings.
- Successfully collected \$332,000 for the Town of Mangonia Park for uncollected 2018 fees.
- Reallocated CBGF funds to facilitate and Urban Farm, Code Compliance, and Wi-Fi.

Community Engagement and Empowerment

- Successfully facilitated the City's first Community Value Survey.
- Successfully assumed and executed the responsibilities of the City's first virtual Citizens Leadership Academy.
- Held four community engagement sessions on solid waste services and released the \$100M Solid Waste RFP.
- Created community clean-up initiative, resulting in 22.5 tons of debris removal.
- Drafted the adopted 2021 legislative priorities for the State.
- Led efforts to launch the newly redesigned Riviera Beach website.
- Acquired new emergency alert system CodeRed.



City Administration – FY 2022 Goals

Prosperous, Resilient and Sustainable Economy

- Pursue the release of a public, private, partnership opportunity for the construction of a new City Hall campus.
- Continue to carry out the board's direction with regards to the Marina Phase II project.
- Proceed with the construction of fire station 88 and 86 and begin discussions in regards to the development of a public safety campus.
- Work to establish strategies that will ensure investments are occurring to increase the economic and taxable value of the properties located within the CRA area in particular (through partnership ventures) and the City in general.
- Increase partnership experiences with the private sector community to develop financial and business support resources so as to support business sustenance and growth.
- Review permitting application process to streamline and rid unnecessary and burdensome regulations.
- Develop procurement guidelines that supports local and small businesses participation.
- Develop business support initiatives.

Operational Excellence

- Continue to improve transparency throughout the agency, and look to develop additional transparency modules that provide access to government.
- Assist in expediting the recruitment process while standardizing how and where positions are posted for each department.
- Provide for media training for all executive staff.
- Develop and deploy the city's first comprehensive personnel manual and modify the personnel code to ensure consistencies with state law and best practices.

Operational Excellence (continued)

- Continue the recruitment and hiring of competent, experienced and credentialed management personnel and development of a succession planning structure.
- Lead efforts to spearhead a citywide/marketing and branding initiative to develop and trademark a new city logo and image.
- Continue to provide assurance that all employees are physically spaced in a productive, safe, and professional work environment.
- Facilitate formal trainings to support employees such as sexual harassment, discrimination, retaliation, unwanted and unsolicited acts.
- Facilitate formal trainings on topics to include ethics, public records (Florida Statute Chapter 119) (Sunshine Law) and American With Disabilities Act laws.
- Facilitate the improvement of employees' productivity through performance evaluations, team building exercises and professional development opportunities.
- Facilitate amendments to the comprehensive plan and the zoning code to allow for improved redevelopment amendments to the comprehensive plan and the zoning code to allow for improved redevelopment opportunities.
- Provide excellent customer service to internal and external stakeholders.
- Implement a new agenda management software.
- Review the city's charter to improve operations and governance.
- Revise, modify and standardize the special events process.
- Continued use of stakeholder survey to gauge overall service delivery and to identify any areas of service improvement needed.
- Review the City's contract with AT&T.



City Administration – FY 2022 Goals

Operational Excellence (continued)

- Perform an audit of Human Resources Department with an emphasis on culture.
- Continue to follow-up on all previously completed audits until all recommendations are implemented.
- Continue to educate management and staff on control concepts, exposures, and review techniques.

Government Stewardship and Accountability

- Continue to manage efforts to facilitate the disparity study, and begin the process towards implementation programs.
- Facilitate a comprehensive review of revenues versus expenditures for addressing and minimizing the impact of projected anticipated deficit.
- Address salary inequities within the agency and ensure both the CRA and the City are compensating peer level positions.
- Continue to pursue appropriations vis-a-vis the Florida State Legislature and the federal government.
- Review of the utility special district service fees to determine if a rate increase is reasonable and justifiable.
- Reinstate activities to effectuate the establishment of a fraud, waste and abuse hotline that will be managed by the Internal Auditor.
- Develop inventory control systems to protect the City's assets.

Community Engagement and Empowerment

- Pursue a scientific survey to gauge community sentiments and perceptions with regards to governments and government.

Community Engagement and Empowerment (continued)

- Modify the city scholarship program to require at least 20 hours of volunteer service to the city to qualify as a recipient for scholarship funding.
- Facilitate public meetings on the following topics; Reimagine Riviera Beach, the proposed fire assessment, and the utility district rate increases.
- Execute a memorandum of understanding between Palm Beach County, and the City of Riviera Beach related to activities and events to be held on Peanut Island; as well as co-marketing and branding opportunities related to the redevelopment of Peanut Island.
- Publish a quarterly City Manager Report to communicate and inform the citizenry of operational progress being made by each individual department.
- Develop a branding campaign to include the redesign of the City's appearance, development of logo/insignia, improving the logistics and operations of the website and the creation of new marketing collateral.
- Reinstate the Coffee with the City Manager Conversations through multi-media venues.
- Continue with digital "Town Hall Meetings" via Facebook, Instagram LIVE – Chats and Q&As.
- Conduct of the State of the City Address via social media to share progress made concerning City business and happenings.
- Offer assistance to elected officials during the planning and implementation of community projects that serve to enhance and support quality of life systems.
- Convert the YEP facility into the city's first police substation.



City Administration – FY 2022 Goals

Great Neighborhoods

- Fund and facilitate the expansion of the citywide wireless network to address the disparities with regards to access to the Internet.
- Establish and create initiatives intended to improve owner occupied dwellings, and housing rehab opportunities for citizens of Riviera Beach.
- Assist in the facilitation of the 11th St. townhome property development.
- Continue to expand efforts to engage the community in nontraditional ways to increase citizen participation.
- Review the City's aging infrastructure, including but not limited to roadways, facilities, and utilities through the development of an aggressive construction plan in an effort to identify and modernize compromised systems by 2025.
- Develop a workforce housing initiative to assist home purchasers with financial and related resources that will increase the number of owner-occupied housing units.
- Enjoin local lending institutions, the CRA and Palm Beach County to design programs to improve the livability of depressed neighborhoods.
- Develop an Art In Public Places Program to creatively establish attractive spaces and to promote and embrace culture and diversity.
- Utilize code compliance measures to work with stakeholders in an effort to ensure compliance with regulations and improve communities.
- Development of a Community Aesthetics Plan that focuses on maintenance and accentuates Florida friendly attractive landscaping.



Communications – FY 2021 Highlights and Accomplishments

Prosperous, Resilient and Sustainable Economy

- Improved media relations by obtaining local media coverage for positive events taking place in the City such as the Water Tank Art Mural and the Library and Emerging Community Center.

Great Neighborhoods

- Issued the first paper version of the quarterly Newsletter by mail.
- Distributed several electronic newsletters, weekly or bi-weekly, through constant contact with approximately 1,700 emails.

Operational Excellence

- Created the Media Services Request form for internal use by City Departments.
- Maintained regular Emergency Operations Conference Calls for the COVID-19 Pandemic.
- Provided communication support such as audio and visual equipment, promotion, and video recording/broadcasting services for various City events and meetings.
- Provide graphic design services to City departments through use of external graphic design artists and through internal graphic design services for promotional materials.

Government Stewardship and Accountability

- Worked closely with IT and other relevant staff members to acquire Granicus Peak, which will serve as the new agenda preparation software system for the City.

Community Engagement and Empowerment

- Implemented a new emergency notification system called CodeRED, that contains over 9,000 contacts as of yet. Thousands of call minutes have been utilized to contact registrants in the system for important circumstances such as vaccination opportunities that took place in the City during its initial roll-out.
- Organized, promoted and recorded major city community meetings such as the Charter Amendment Community Meetings & the 2021 Municipal Election, Waste Management Community Meetings, the four part Reimagine Riviera Beach Workshop Series and the Water Tank Art Mural Community Meetings.
- Implemented 15 public awareness and engagement activities as part of the 2020 Census



Communications – FY 2022 Goals

Prosperous, Resilient and Sustainable Economy

- Rebrand the City's image through a rebranding plan.

Great Neighborhoods

- Create an online photo gallery of City activities and events that demonstrate the vitality of the community.

Operational Excellence

- Develop a communications policy for the City that provides guidance on various aspects of communications such as interaction with the Media, use of the City logo, style guide for designs of City materials and promotional items, website content management, ADA compliance, and so forth.
- Establish bi-weekly communication team meetings to review and improve existing processes and team building.
- Establish regular training opportunities and certification for the communications team, using both online and in-person form trainings and membership with a Public Information Officer Association.

Government Stewardship and Accountability

- Develop a training video that will help online visitors navigate the website and access information.

Community Engagement and Empowerment

- Develop a community highlight section of the City's newsletters to recognize, individuals, businesses and agencies that are making a positive impact in the community.
- Increase responsiveness to community input on the City's social media account by replying to a message within 48 hours of the response being made.
- Increase frequency of social media posts to at least two posts per day on Facebook, YouTube and Twitter.
- Improve media relations by contacting every local agency at least once a week via press release.



Youth Empowerment Center – FY 2021 Highlights and Accomplishments

Operational Excellence

- Maintained serving (52) community youth/families at an optimum level by way of implementation of virtual classes and crisis case management services during COVID-19.
- Implemented mental health services to youth/families in the areas of coping, individual/group virtual counseling/management.
- Successfully created and changed the overarching name of “Youth Empowerment Program” to “Emerging Community Center”, to express that services are offered to citizens of all ages.

Government Stewardship and Accountability

- Completed and fully compliant with Palm Beach County Youth Services Desk Audit of Youth Empowerment Program

Community Engagement and Empowerment

- Secured additional two-year MOU Agreement with Palm Beach County Adult and Community Education to compliment GED educational services provided to the Riviera Beach community as well as to provide financial payment to Florida Training Services, Inc. for vocational training for up to 25 Career Pathway students yearly.
- Developed partnership with Florida Atlantic University (Pine Jog) to implement STEM programming to students of Riviera Beach.



Youth Empowerment Center – FY 2022 Goals

Prosperous, Resilient and Sustainable Economy

- Continue to leverage resources and relationships with the Palm Beach County for continued support of the Youth Empowerment/Career Pathways Programs.

Great Neighborhoods

- Work with CSC/Palm Beach County Safety & Justice committees to develop a youth/young adult resource guide by zip code to address out of school time gap activities for youth, resources for parents, and leadership enhancements for young adults.

Operational Excellence

- Update standard operational procedures to achieve consistency within City Administration and Palm Beach County Youth Services.
- Provide excellent customer service to internal and external stakeholders.
- Implement a stakeholder survey to gauge overall service delivery and to identify any areas of service improvement needed.

Government Stewardship and Accountability

- Identify additional funding streams to support the programs and services of the Youth Empowerment/Career Pathway/Emerging Community Center STEM lab, Café, and technology programs.
- Implement employability training program for up to 60 youth/young adults ages 18-24 through expanded partnership with Career Source to be held onsite at the new Library/Youth Empowerment location.

Government Stewardship and Accountability (continued)

- Implement hospitality/Barista/Entrepreneurship Training Program through the Next Gen Café located at the new Library/Youth Empowerment.
- Develop and expand private partnerships that will train, employ, and complement City funding for up to 20 youth/young adults.

Community Engagement and Empowerment

- Maintain public's access to information, inspiration, programs and services via Facebook, and Instagram.
- Continued branding/re-branding of the Youth Empowerment/Emerging Community Center services to include uniformed website design to mirror City's online presence.
- Provide 4 community engagement activities to provide a community service/engagement platform to youth/young adults, parents, and citizens at large.
- Coordinate a 6 month community education literacy program for youth ages 3 to 11 to be provided by a selected community agency, around Florida native animals to occur once monthly (Saturday's) within the Library/Youth Empowerment building; participating youth will take the monthly reading book home to begin building there at-home library.
- Establish a 1 year education partnership with a community provider to provide educational enhancement services to youth, young adults, and citizens in the following areas – tutoring, testing strategies, college boot camp, career pathway access, and literacy.
- To provide a certified community testing center at the Library/Emerging Community Center to afford youth, young adults, and citizens the ability to take certified tests.



Civil Drug Court – FY 2021 Highlights and Accomplishments

Operational Excellence

- Maintained five (5) day 1st appearance of clients.
- Enhanced access of virtual proceedings using technology in response to COVID-19 and to support technological advancements which results in the reduction of in-person status/contempt hearings.
- Implemented inventory control measures to monitor and protect assets.
- Maintained recidivism rate of 6.2%.

Government Stewardship and Accountability

- Compliant with Annual Audit performed by Palm Beach County Public Safety Department.

Community Engagement and Empowerment

- Developed partnership with Career Source to identify training and employment opportunities for clients.
- Celebrated National Substance Abuse Recovery Month.



Civil Drug Court – FY 2022 Goals

Prosperous, Resilient and Sustainable Economy

- Continue to leverage resources and relationships with the 15th Judicial Circuit, State Attorney and Palm Beach County for continued support of the Civil Drug Court.

Great Neighborhoods

- Develop comprehensive resource guide of programs and services in addition to partner agencies to be made available to citizens of Riviera Beach.

Operational Excellence

- Update standard operational procedures to achieve consistency in management and operation and as required by the Judicial Branch.
- Provide excellent customer service to internal and external stakeholders.
- Continue to use stakeholder survey to gauge overall service delivery and to identify any areas of service improvement needed.

Government Stewardship and Accountability

- Identify additional funding streams to support the programs and services of the Civil Drug Court.
- Implement electronic control client check-in system to track number of clients serviced in addition to reporting staff delivery of services.
- Maintain and support technological advancements of the Civil Drug Court.

Community Engagement and Empowerment

- Maintain public's access to information, inspiration, programs and services via Facebook.
- Continue the branding of the Civil Drug Court services to include uniformed website design to mirror City's online presence.
- Present semi-annual introductory community sessions virtual/real-time sharing information on the programs and services offered by the Civil Drug Court.
- Coordination and collaboration with community resource partners to celebrate and acknowledge the 30th year of services provided by the Civil Drug Court.



Re-Entry Center – FY 2021 Highlights and Accomplishments

Prosperous, Resilient and Sustainable Economy

- Successfully acquired an additional \$104,238 from the Florida Department of Corrections for the facilitation of On-The-Job Training Program.
- Secured funding for three (3) staff members to be trained as Mental Health First Aid Trainers. All three (3) staff completed training and are certified trainers.

Great Neighborhoods

- Partnered with Palm Beach County Public Safety Department to provide Samsung Tablets with internet access for staff to virtually communicate with clients.
- Developed bi-weekly virtual client check-ins to accommodate clients impacted by COVID-19.

Operational Excellence

- Enhanced communication and outreach methods as a result of the COVID-19 pandemic by providing laptops, mobile hotspots and web cameras for staff to virtually interact with clients.
- Developed individualized On-the-Job Training Program to extend to various occupations including clerical, reentry advocate, peer mentoring and retail.

Government Stewardship and Accountability

- Completed Full Evaluation of the Integrated Reentry and Employment Strategies Project.

Community Engagement and Empowerment

- Facilitated Reentry Month panel of local leaders, reentry practitioners and returning citizens discussing employment, mental health, and housing options that broadcasts on PBCTV 20.
- Hosted Juneteenth Voter Registration event for returning citizens in response to Amendment 4 legislation.
- Collaborated with Palm Beach County CareerSource and Florida Impact to End Hunger, to apply for funding to mitigate the barriers associated with returning citizens accessing the SNAP Program.
- Partnered with The Lord's Place Inc. and the Center for Courts and Corrections Research/RTI International to provide Technical assistance for the Second Chance Act Grant Project.



Re-Entry Center– FY 2022 Goals

Prosperous, Resilient and Sustainable Economy

- Strengthen collaborative relationships with Palm Beach County Public Safety Department, Palm Beach County Sheriff's Office, Florida Department of Corrections, Gulfstream Goodwill and The Lord's Place Inc. to increase grant funding opportunities.
- Partner with Riviera Beach Community Development Corporation to create and maintain the community garden while providing training opportunities for Reentry Center clients.

Great Neighborhoods

- Collaborate with Health Council of Southeast Florida to provide neighborhood outreach to targeted areas that have residents that are negatively impacted by the criminal justice system.
- Conduct annual Returning Citizen Conference to connect clients to various community resources. Establish monthly outreach event to state and local prisons targeted at returning citizens being released to Riviera Beach.

Operational Excellence

- Provide information for the complete update of the RENEW client database, which captures all client information.
- Make team interaction survey available on City website for public to complete and submit to ensure operational excellence.

Government Stewardship and Accountability

- Submit application for The Reentry Center to be evaluated by The Florida Atlantic University Criminal Justice Department and other research partners.
- Apply for additional funding for Peer Mentoring and Reentry Advocate positions through the Palm Beach County Public Safety Department.
- Continue to leverage County funding across all programs to enhance the impact of City contributed funds.

Community Engagement and Empowerment

- Facilitate Reentry Month activities to ensure community awareness and engagement.
- Make reports of quarterly PBC Reentry Task Force Meeting minutes, available through the Reentry Center website.
- Select and highlight a local returning citizen each month that is making an impact on this community (Returning Citizen of the Month).
- Create a Reentry Council within the City to provide meaningful discourse on Reentry issues and generate community based solutions for recidivism reduction.

