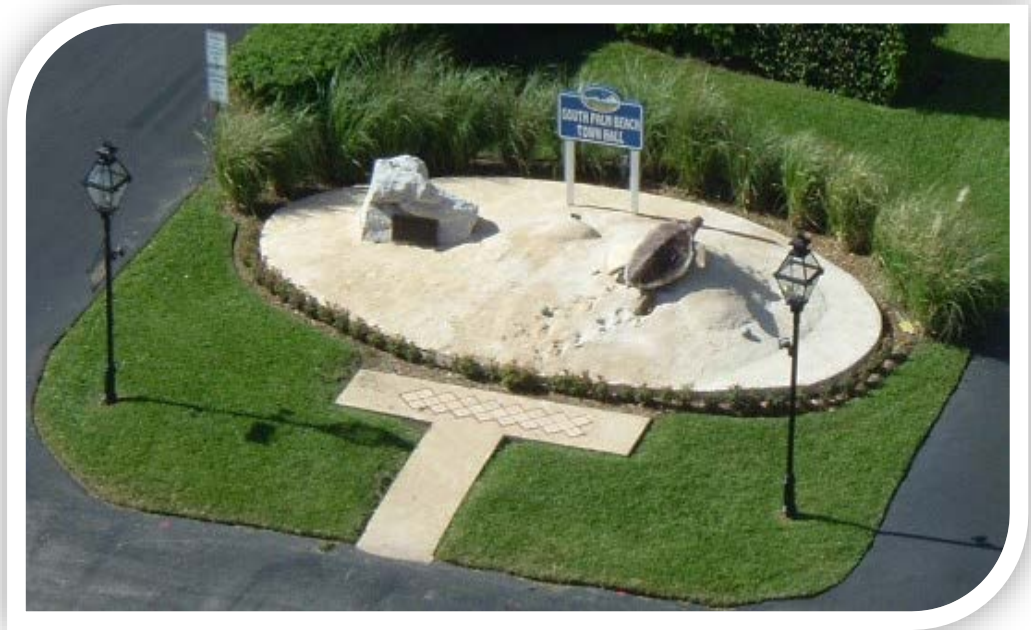


TOWN OF SOUTH PALM BEACH, FLORIDA



4/26/201
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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.



AGENDA

SPECIAL TOWN COUNCIL MEETING

THURSDAY, February 18, 2016 AT 12:30 P.M.

1. Call to Order and Roll Call:

Mayor Bernice Fischer _____
Vice-Mayor Joseph M. Flagello _____
Council Member Stella Gaddy Jordan _____
Council Member Robert Gottlieb _____
Council Member Woodrow Gorbach _____

2. Pledge of Allegiance

3. Approval of Agenda

4. Workshop – Fiscal Year 2015 - 2016

General Overview – Purpose and Process

Review and Discussion - Individually Suggested Projects

Wrap up – Next steps

5. Public Comment

6. Adjournment

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. PERSONS WHO NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT TOWN HALL AT (561) 588-8889 AT LEAST 3 BUSINESS DAYS PRIOR TO A COUNCIL MEETING OR PUBLIC HEARING IN ORDER TO REQUEST SUCH ASSISTANCE.



**Special Town Council Meetings
Town of South Palm Beach
April 7, 2016, 1:00 PM – 3:00 PM**

*****Workshop - Action Planning*****

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 and 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 2020 (5 YRS)

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 April 26, 2016

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

ACTION PLANNING DEFINITIONS

High Priority

Urgent projects or programs where time is of the essence, that provide immediate value for the dollars invested, current funding is budgeted or exists, the public is highly engaged, and project or program implementation results in positive public relations. i.e. current fiscal year 1

Medium Priority

Important projects or programs where time is available, the value of dollars invested can afford to be delayed, where current funding is partially available, public interest and engagement is limited but understood. i.e. next fiscal year 2

Low Priority

Projects or programs that are the least urgent or important, the value for dollars invested is not a basis for decision, where time is inconsequential, funding does not exist, and public engagement has not occurred i.e. future fiscal year 3

Not a Priority

Not a true project or program, timing is of no consequence, funding is not relevant, no public interest expressed i.e. a general administrative function or routine task that is daily, weekly, monthly, bi-annual or annual

Always remember the first laws of prioritization:

- **If everything is a “Top Priority” on your project, run (do no walk) to the nearest exit!**
- **Undifferentiated "Top Priority" queues are generally the main source of project failures!**
- **Remember, have fun, enjoy the moment and most of all be “realistic in ranking your priorities”!**