



AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: August 26, 2025

Prepared By: Diana Davis, Vice Mayor Pro Tem

Item Title: Strategic Plan – Next Steps

1. Town Council voted to pursue a Strategic Plan for Juno Beach. We contracted for the creation of a Strategic Plan with James Karas
2. All public meetings, interviews and staff meetings were conducted as per the contract terms for James Karas.
3. James Karas provided the Strategic Plan part A and part B, attached, in April as his contract required.
4. The Town of Juno Beach has not made final payment for the work by James Karas.
5. It was my understanding that our Town Manager did not want to move forward to completing the Strategic Plan as it did not contain actionable steps. I did a copy-paste from the document provided by Mr. Karas, Part B Gaant chart text and put this text through AI with the prompt to “separate the concepts, create actionable steps, success measures and quarterly checks on progress.” Attached is the 14-page document that resulted from the AI query.

Note: Some edits were made in the reformatted document. I renamed “Healthy Environment” to “Environmental Conservation and Community” to reflect the concepts in this section. I did remove the exploration of changing our Town government structure during the next Charter review. We can put that back in, but since the Charter review is not imminent, I took it out. I also removed the language where there was a suggestion to hire new employees, except for a finance

person who was already hired. As a fiscally conservative Town, I thought the most important part was the work to be completed with the “who” that performs the work being a separate budget question under the rubric of commitment of resources.

In closing, a strategic plan is a critically important document to assure that Town Council and the Town Staff are on the same page working efficiently to improve quality of life for our residents. It confirms priorities for the annual work plan, capital improvement plan, and allows focus on near term and longer-term benefits to our community. It is intended to create focus so that the objectives are clear to Staff, Council and our community. Not attached is the excel quarterly checklist document to make sure that the prioritized initiatives are on track.

Suggested Town Council Actions:

1. Authorize staff to pay the final invoice for Mr. Karas
2. Schedule a Town Council workshop to confirm the Strategic Plan action items and to prioritize the action items.

Attachments:

- **From James Karas: Strategic Plan Part A power point**
- **From James Karas: Strategic Plan Part B gaant chart**
- **Draft 14 pages that converted Part B text into actionable steps using AI and a prompt to provide “actionable steps” (not time consuming – merely an administrative function)**

Links to the following excel documents that make up the Part B gaant chart, so if others want to copy-paste into their AI tools to create the actionable strategic plan.

- 1. Administrative Excellence**
- 2. Council Effectiveness**
- 3. Manage Growth**
- 4. Environmental Conservation and Community**