

**ACTION PLANNING II: STEPS**

**Action Item: FUNDING AND TAX INCENTIVES**

Create detailed action steps for your Action Items. Make sure action steps adhere to a **logical sequence** (i.e. what needs to be done first, second, third, etc.). Provide details about what will be done, how and by whom. Put in preferred target dates for completion of each step.

**STEPS**

<b>What should be done?</b>	<b>How?</b>	<b>By Whom?</b>	<b>Target Date</b>
1 Have a comprehensive master plan	Identify needs Hire project manager, landscape architect for design Seek city council approval Seek community support MOU/Agreements	Project manager Landscape architect Contractor/Subcontractor Public works	Approximately 6 months
2 Hiring a grant administrator	Create a budget In house Advertising	Personnel department	Approx. 6 months
3 Identify resources State highway beautification and other Urban forestry council Broward Beautiful DOT State Road Projects County/City Budget/Resident matching fund	Project manager sets criteria to identify needs	Project manager and staff	9 months to a year
4 Create a tree trust fund Set up a tribute fund	Volunteer support VIA city managers office Chair person/Committee Publicity/mailouts	VIA the county process (commission)	3 to 6 months
5 Set up account for collecting fines and penalties	Ordinance Commission or council approval	Code enforcement	Minimum 6 months
6 Community Tree day	Program activities Raffle Music Plant give aways Education	Community efforts City staff	6 to 9 months