

City of Boca Raton

Strategic Plan 2008 - 2009

Action Plans

April 2009 Update

Operate with a Balanced Budget

Goal: Maintain fiscal responsibility in the operational and planning activities of the City through the use of a balanced budget, ensuring that the current and projected expenses of the City are matched by the City's revenues, while still providing high quality services.

Responsible Department: Financial Services

Action Summary: The Financial Services staff will prepare balanced operating and CIP budgets. The staff will actively monitor revenues and expenditures, analyze the data, and project short- and long-term revenue and expense trends to produce a Long Term Financial Plan. Based on the information developed in the plan, the City will reduce, contain or mitigate current and projected operating and capital costs, enhance current revenue sources, and/or develop new or alternative revenue sources. The City staff will evaluate the effects that these operational and revenue modifications have on the quality and quantity of the services provided, and on the costs to the residents and businesses of the City. As part of the balanced budget process, the City will provide and maintain sufficient reserves to meet immediate needs in emergencies and to satisfy the bond rating agencies requirements. The City staff will provide financial information to the public and encourage public input on the financial operations of the City.

Status Report 7/2008:

- The Long-Range Financial Plan was updated based on current economic conditions and with the impact of upcoming property tax reform as mandated by the State of Florida and presented to the City Council in May, 2008 prior to goal setting.
- Staff presented, at three separate workshop meetings, additional trends and analyses to the City Council on current revenues, expenditures and alternate revenues. Staff received direction on alternate revenues and these have been included in the proposed operating budget.
- Staff prepared balanced operating and CIP budgets, incorporating some new and revised user fees that maintain sufficient reserves for emergencies and bond rating agency requirements while continuing to provide a high level of services to our residents at the current property tax rate.

Status Report 10/2008:

- The City Council approved the FY 08-09 budget, which provides not only a balanced budget with no tax increase for FY 08-09, but also the framework for fiscally responsible operation of the City for the future.
- The City mailed financial information to all City residents.
- Staff continues to monitor all aspects of the budgeting process.

Status Report 1/2009:

- Staff is currently preparing the Long-Range Financial Plan based on current economic conditions, declining property values and the .1% Save Our Homes cap increase for 2009. The updated Plan will be presented to the City Council in April, 2009 in conjunction with the presentation of the

Comprehensive Annual Financial Report, Management Letter and External Audit.

- Financial Services will provide current financial information for revenues and expenditures and will present a General Fund revenue update, selected financial data history and projections for expenditures and alternate revenue strategies prior to the Goal Setting sessions at a City Council workshop.
- OMB has initiated the budget process for FY 2009-10 and is establishing the fixed costs to be used as part of the budgeting process. A budget calendar has been established to meet the statutory requirements of TRIM (Truth in Millage Act).
- Staff presented the Long-Range Financial Plan to the City Council at its workshop meeting on April 27, 2009 which included recommendations for the future. The Comprehensive Annual Financial Report (CAFR) was presented by staff and the City's external auditors, Rachlin LLP, made a presentation on the results of the audit and the management letter.
- OMB is preparing a balanced operating and CIP budget for FY 2009-10 that maintains sufficient reserves for emergencies and bond rating agency requirements while continuing to provide a high level of services to our residents at the same operating property tax rate and incorporates some new and revised user fees. A budget workshop will be presented in August and two public hearings on the budget will be held in September.

Status Report 4/2009:

Maintain Essential Services (Police, Fire, Utilities and Municipal Services)

- Goal: Ensure that the vital services that the City provides to the residents of the City, including police, fire rescue, water and wastewater, sanitation, street maintenance, and traffic control are maintained at high levels of service.
- Responsible Department: City Manager's Office
- Action Summary: City staff will analyze current operations, and use future trends and community input to identify core operational programs and activities. The City will determine the requirements of each program and activity, and will ensure that the necessary resources are available to properly complete them. City staff will actively monitor and evaluate each program and activity to determine the effectiveness of the program and to recommend modifications, as appropriate, to maintain high levels of service.
- Status Report 7/2008:
- As part of the budget development process, each City department was tasked with the review of its operations to determine potential areas of resource reductions without negatively impacting current service levels. The proposed budget reflects reductions that were implemented without negative impact to ongoing services.
- Status Report 10/2008:
- Each City department continues to monitor its operations to maintain current service levels while remaining within budget.
 - Revised Sanitation policies, procedures, and fees will ensure continuity of quality services.
- Status Report 1/2009:
- Each City department continues to monitor its operations in order to maintain current service levels while remaining within budget.
 - Utility infrastructure rehabilitation and system extension projects are in progress.
 - Fire station #5 is under construction.
 - Replacement police, fire and other City vehicles have been ordered.
- Status Report 4/2009:
- Each City department is compiling its 2009-2010 budgets and is reviewing operations in order to plan for maintaining service levels while remaining within budget.

Downtown Vision and Plan

Goal: Implement the Updated Downtown Vision and related Plans.

Responsible Department: Development Services/City Manager's Office

Action Summary: City staff will coordinate with consultant on establishing the methodology to prepare urban design guidelines for the Downtown, and obtain input from the Downtown Boca Raton Advisory Committee (DAC) and other key stakeholders. If methodology is approved, City staff will oversee consultant on preparation of urban design guidelines/Pattern Book, and will review recommendations on the action plan for the implementation of the initiatives.

Status Report 7/2008:

- Staff has continued to provide significant coordination, data and review of the draft design concepts, draft urban design review applications, and other supplemental documents.
- On July 8, 2008, Urban Design Associates (UDA) met with Downtown Advisory Committee, and held a public forum. Input was received regarding the massing and articulation presented by UDA.
- A walking tour of the Palmetto Park Road area was held on July 21, 2008, with the CRA members, UDA and staff to provide an overview of the application of the proposed design concepts to the area and to review the proposed pedestrian crosswalk.
- On July 21, 2008, UDA presented the findings of the massing and articulation study of the interim guidelines for downtown design to the CRA.
- CRA gave direction to staff to move forward, implement the initiatives from the master plan update and the design concepts, and prepare the pattern book.

Status Report 10/2008:

- Staff continued to work with UDA to finalize the interim design guidelines, which will be codified through Ordinances 5051 and 5052. The ordinances are expected to be considered by City Council in November, 2008.
- A demonstration project, Palmetto Park Phase IV by RAM, is anticipated to be approved under the new downtown guidelines in November, 2008.

Status Report 1/2009:

- Staff continued to work with UDA to complete the interim design guidelines, which were completed and approved by City Council through Ordinances 5051 and 5052.
- A demonstration project, Palmetto Park Phase IV by RAM, was approved in November 2008 under the new interim guidelines.
- The City is working on an agreement to partner with Crocker Partners to redevelop the Sanborn Square District.

Status Report 4/2009:

- Staff continued to work with UDA on the preparation and drafting of the Pattern Book in order to finalize design guidelines for the downtown.
- Staff coordinated with UDA on the review of the following projects for compliance with the interim design guidelines: Comerica Bank, Gables Boca Royale, City Club (formerly known as Palladin).
- Crocker Partners announced that they are no longer pursuing the redevelopment of the Sanborn Square District.
- City Council approved the Agreement and Work Order for Transportation Design for Livable Communities (TDLC). Staff anticipates work to begin by fiscal year end.
- Staff presented an overview of the downtown marketing survey results to the CRA Board and held a public meeting to obtain additional input from survey participants and stakeholders.
- Staff resolved the issues for the exhibit space and black box theatre in the Mizner Park Cultural Arts Center. The Certificate of Occupancy was issued for use of the Cultural Arts Center during the Festival of the Arts BOCA.
- Staff prepared the CRA Annual Report {mandated by F.S. 163.356(3)c} and the Report to Downtown Property Owners in compliance with deadlines.

FAU Strategy/ Hospital Project/ I-95 Interchange

Goal: Coordinate with FAU to approve a revised FAU Master Plan and Campus Development Agreement, and with Boca Raton Community Hospital on a proposed campus hospital, to ensure that the needs and interests of the University and the Hospital are balanced with those of the City and that impacts on the community at large are mitigated, including the construction of I-95 Interchange at Spanish River Boulevard/Yamato Road to improve traffic flow and access to the FAU campus.

Responsible Department: Development Services/Municipal Services

Action Summary: Development Services will continue to coordinate with FAU by reviewing FAU and Hospital proposals, analyzing impacts on City services and facilities, determining appropriate mitigation, negotiating Campus Development Agreement to address and mitigate impact, and approving Master Plan and Campus Development Agreement to allow a Campus Hospital. Municipal Services will continue to coordinate with Federal Agencies and Florida Department of Transportation (FDOT) to determine best configuration for additional I-95 Interchange to improve overall traffic flow and alleviate congestion on Glades Road due to traffic associated with Florida Atlantic University. Municipal Services will also lobby for accelerated project implementation, secure funding, and monitor design and construction processes.

Status Report 7/2008:

- The hospital has decided not to move forward at this time.
- Two meetings held with Development Services and FAU in spring and summer 2008 where various issues were discussed related to utilities, traffic, and fire rescue services.
- Development Services staff is awaiting further communication with regard to FAU's future plans related to the master plan and campus development agreement.
- Municipal Services staff met with FAU traffic consultant to establish methodology for stadium impact analysis.
- Interchange PD&E study scheduled to conclude in December with public hearing. FDOT has interchange design funds scheduled in current 08/09 fiscal year. City indicated to FDOT the need for Spanish River Blvd to transfer jurisdiction to state road with interchange and also the need to provide 6-lane Spanish River Blvd bridge over I-95. FDOT is currently analyzing these issues.

Status Report 10/2008:

- Municipal Services staff has agreed upon a traffic study methodology with FAU's traffic engineering consultant. The consultant has started data collection efforts.
- FDOT has indicated that no funding is currently projected as available for the new interchange construction until after 2019.

- Staff continues to work with FAU. Meetings have been held to discuss impacts of the Campus Plan Amendment on utilities, fire rescue and police services.

Status Report 1/2009:

- FAU's consultant has indicated that the traffic study analyzing the stadium should be ready by mid-March 2009.
- FDOT has rescheduled the I-95 PD&E Public Hearing to May 2009.
- FDOT has issued an RFP for the design/build contract for the I-95 Interchange and widening work. A funding level of \$10.7M is currently secured with a total project cost estimated at \$158M. This design/build contract should enable the utilization of additional Economic Stimulus funds, should they become available.
- Staff continues to work with FAU. Regular meetings have been held to discuss impacts of the Campus Plan Amendment.
- Staff has prepared and submitted a list of road projects and hospital plans that qualify for the federal stimulus plan.

Status Report 4/2009:

- The traffic study analyzing the stadium and the FDOT public hearing are pending.
- Staff continues to meet with FAU to discuss impacts of the Campus Plan Amendment.
- Although the traffic study has not yet been submitted from FAU, City staff has prepared a cost estimate in order to procure and install an adaptive traffic control system at a minimum of intersections around the university to facilitate special event stadium traffic.
- City staff has prepared the specifications and itemized cost estimates to continue shuttle bus service from FAU to the Tri-Rail Station at the same service level as currently operates, in addition to event service for game days.

Retirement/Pension Cost Containment Strategy

Goal: Develop and implement strategies to provide competitive retirement/pension benefits while limiting overall cost impacts to the City.

Responsible Department: Financial Services

Action Summary: Financial Services staff will report on impacts of prior pension decisions; analyze impacts of current pension and retirement benefit plans and any proposed changes; review and modify actuarial assumptions as appropriate; explore new retirement plan options; recommend cost containment strategies to limit or reduce future fiscal impact of pension/retirement benefits; and provide recommendations for future directions and actions.

Status Report 7/2008:

- The pension plan for General Employees was modified to reduce the benefit multiplier and employee contribution for new employees and to offer a defined contribution option. The Executive Employees' pension plan benefit was capped to a maximum of 90%. These changes are anticipated to reduce future pension costs.
- The impact of potential pension plan changes was analyzed during budget preparation in advance of Union negotiations with the IAFF, whose collective bargaining agreement expires September 30, 2008.

Status Report 10/2008:

- The City negotiated a change as part of the new collective bargaining agreement with the IAFF to delay the cost of living increases for those members that retire on or after December 9, 2008, and to provide for lower raises than previous contracts. These changes are anticipated to reduce future pension costs
- The City continues to monitor the impact of the financial market conditions as it affects the City's pension plans and future funding.

Status Report 1/2009:

- The Pension Plans have provided the census data and results of operations to the actuaries for the preparation of the 10/01/08 Valuation Reports. These reports are used to establish each plan's pension costs used in the development of the FY 2009-10 proposed budget.
- The City continues to monitor the impact of volatile financial market conditions as they affect the City's pension plans, and current and future funding. The City is exploring long-term funding strategies and options for the pension plans.

Status Report 4/2009:

- The City has received the 10/01/08 Valuation Reports from the pension plan actuaries. These reports help to establish each plan's pension costs that are used in the development of the FY 2009-10 proposed budget.

Multimodal Transportation District (MMTD)/Citywide Mobility Strategy

Goal: Develop a citywide Multimodal Transportation District (MMTD) consisting of five (5) sub-districts to promote sustainable redevelopment and urban form infill. Improve mobility citywide through alternative modes of transportation and advanced traffic control systems.

Responsible Department: Development Services/Municipal Services/Financial Services

Action Summary: City staff will establish a citywide MMTD to address mobility within the City through a variety of transportation means. City staff will complete a feasibility study, prepare comprehensive plan amendments, MMTD level of service standards and land development regulations and design criteria, and Land Use and Urban Form studies for each sub-district to establish specific comprehensive plan policies and land development regulations for each defined area. City staff will ensure that MMTD planning is integrated with traffic planning to improve mobility through a transit shuttle system, bike/pedestrian improvements, and the implementation of the advanced traffic management system.

Status Report 7/2008:

- Involved staff met with consultants from Renaissance on July 17, 2008. The current status is:
 - Chapter 23 amendments are in final format, draft submitted for review by staff.
 - In coordination with Finance, the data analysis for CIE related to transportation and land use are in final draft format.
 - Discussions held with regard to a conceptual plan on how to deal with the zoning regulations related to MMTD.
 - A workshop will be scheduled to conduct a demonstration project review.
 - The projected schedule to move forward with anticipated legislative amendments by November 2008.
 - The Capital Improvement Element of the Comprehensive Plan will be revised to include the changes related to the MMTD and supporting data related to transportation concurrency.
- Municipal and Financial Services are initiating development of a draft RFP for a comprehensive financial plan implementing the MMTD program through a combination of revenue sources including impact fees, special assessments and other sources if determined financially feasible.
- The first phase of the City's shuttle system is to include FAU/Boca Raton Hospital, APOC West, APOC South, and Town Center. The detailed Shuttle Financial Implementation Study should begin in Fall 2008.
- The Advanced Traffic Management System (ATMS) has 102 of 132 intersections online with the central system (77%). Two ATMS contracts were released within the last quarter, the first is a video monitoring contract (CCTV) that expands the current video monitoring system from the existing 15 sites to 34 sites, and the second is a video detection contract that expands the current video detection system from the existing 40 intersections to 55 intersections.

Status Report 10/2008:

- The ATMS contracts for video monitoring expansion and video detection expansion are currently under construction.
- Municipal Services staff has routed a contract for City Council approval to commence four new shuttle services according to the Phase 1 plan. Service is scheduled to begin for these routes in January 2009.
- Staff has prepared a draft schedule indicating two options for proceeding with the MMTD initiative.
- Work order #5 to complete the EAR-based amendments and MMTD strategies has been approved and is in process. It is anticipated that the EAR-based amendments, including MMTD Comprehensive Plan amendments, will be forwarded to the Department of Community Affairs in 2009.
- Implementation of a shuttle service in the northwest area of the City is anticipated for early Winter 2008.

Status Report 1/2009

- Municipal Services is drafting an RFP for a study of funding the balance of the planned shuttle system as well as future pedestrian, bicycle and roadway infrastructure costs. Special assessment has been identified as a possible method.
- The first shuttle route with 2 shuttle buses began operating in December 2008 between the Tri-Rail Station and APOC West. The second shuttle route will start service in March 2009 connecting the Peninsula Corporate Center with the Tri-Rail Station. The service has been provided through a contract with Limousines of South Florida.
- The ATMS contracts for video monitoring expansion and video detection expansion have been largely completed. An ATMS contract for network expansion was recently awarded after competitive bidding. The network expansion will connect remaining signals, provide redundant loop communications and assist City IT and security functions.
- The Renaissance Planning Group began work in November, 2008 on the completion of the EAR-based plan amendments, including MMTD amendments. It is anticipated that the implementing land development regulations will be considered at the adoption hearing for the EAR-based plan amendments in 2009.

Status Report 4/2009:

- Development Services and Municipal Services staff presented an overview of the MMTD Initiative to City Council on April 13, 2009. MMTD is currently on hold pending analysis of the impacts of Florida SB 360.
- Two additional shuttle routes with 2 shuttle buses began operating in March 2009 between the Tri-Rail Station, APOC East and Peninsula Corporate Center in addition to the shuttle route with 2 shuttle buses serving Tri-Rail Station and APOC West. The service has been provided through a contract with Limousines of South Florida.

- Municipal Services prepared a RFP for Community Transit Service to supplement and/or encompass the existing shuttle routes currently under contract. This will enable the City to execute a contract that expands the shuttle routes and includes Federal and State provisions that are necessary to encumber Federal dollars.
- The ATMS: video monitoring expansion contract is completed. This project added 19 video monitoring sites throughout the City. The ATMS: Video detection project is expected to complete in mid-May. The City of Boca Raton Traffic Signal System has 117 of 135 (87%) traffic signals online with full ATMS capabilities, and over 125 (92%) intersections have working vehicle detection. The ATMS network expansion (fiber) project has commenced.

North Federal Highway Development Project and Beautification

Goal: Implement elements of the North Federal Highway Master Plan to complete redevelopment and revitalization of the area.

Responsible Department: Development Services

Action Summary: Development Services staff will encourage redevelopment on the North Federal Highway corridor; implement the New Pines Neighborhood Improvement Project; evaluate impact and results of Village Center zoning district; and recommend changes as appropriate.

Status Report 7/2008:

- Recently completed development projects include Caldwell Theater and the Garcia Stromberg Office Building.
- Comcast recently received approval of its development project.
- Development projects currently under review include Walgreen's, Handel Medical Office, East Coast Jewelers and Coneca Office Building.
- The New Pines Neighborhood Improvement Strategy is moving forward with improvements to Sand Pine Park. The first phase, restroom renovations, is currently out to bid. There is a pending Economic Development Initiative funding request for surrounding neighborhood infrastructure improvements and beautification.

Status report 10/2008:

- There is no new activity related to North Boca Village. The following development projects are currently under review: Bailey Bay Village, Bailey Plaza, and Coneca.
- Handel and Comcast projects were approved and are in the permitting process.
- East Coast Jewelers withdrew their application.
- The contract for the Sand Pine Park restroom renovation project was awarded. Interior renovations are to be completed by December 31, 2008. Bid specs for roof replacement are in process. Final design for the overall park improvements is completed. Development Services staff is meeting with Municipal, Recreation and OMB staff to review final design cost estimates and available funds in order to determine if project phasing will be required. At a minimum, the piece requiring CDBG funds will be put out to bid in December 2008 for construction in early spring 2009.
- The Economic Development Initiative Special Project funding request for other neighborhood improvements is still pending.

Status report 1/2009:

- Pursuant to Ordinance 4995, the North Boca Village Center approval will expire on February 28, 2009, if a multiple building permit is not issued.

- In conjunction with the EAR-based Comprehensive Plan, staff has proposed specific Goals, Objectives and Policies that promote the revitalization and redevelopment of the Northeast Sub-district building upon the concepts contained in the “Boca Raton North Federal Highway Charrette – A Citizens’ Plan.”
- The following development projects are expected to come for preliminary Planning Advisory Review: Miracle Car Wash and Handel Medical Office.
- The following development projects are currently under development review and will be scheduled for future public hearings: Bailey Bay Village, Bailey Plaza, and Coneca.
- Staff is coordinating with FDOT for the review of the resurfacing construction plans for the section of N. Federal Highway from Yamato Road to the Delray Beach municipal boundary.
- Sand Pine Park restroom renovations are in process. The bid for the overall park improvements will be released in March 2009. Coordination meetings between Municipal Services, Development Services, and Recreation Services are ongoing.

Status Report 4/2009:

- The North Boca Village Center site plan approval expired on February 28, 2009. However, the site retains a mixed-use land use designation and zoning district.
- In conjunction with the EAR-based Comprehensive Plan, staff has proposed specific Goals, Objectives and Policies that promote the revitalization and redevelopment of the Northeast Sub-district, building upon the concepts contained in the “Boca Raton North Federal Highway Charrette – A Citizens’ Plan.”
- The following projects have been reviewed or under review in the North Federal Highway area:
 - Comcast (received a Certificate of Occupancy)
 - The Miracle Car Wash (preliminary Planning Advisory Review)
 - Bailey Bay Village and Bailey Plaza (went to Planning and Zoning Board on April 23, 2009; to be scheduled for future public hearings.)
 - Coneca (currently under development review; to be scheduled for future public hearings.)
- Staff continues to coordinate with FDOT for the review of the resurfacing construction plans for the section of N. Federal Highway from Yamato Road to the Delray Beach municipal boundary.
- The North Federal Highway Master Planning Area Steering Committee continues to meet on current issues and will sunset on August 26, 2009.
- Sand Pine Park restroom renovations are completed. The overall park improvements are currently out to bid. Coordination meetings between Municipal Services, Development Services, and Recreation Services are ongoing.

Establish Partnerships for Economic Development

Goal: Develop appropriate partnerships in order to promote and maintain economic development within the City.

Responsible Department: City Manager's Office

Action Summary: City staff will develop partnerships to promote and maintain economic development within the City by identifying potential strategic partners whose goals align with those of the City, and exploring partnership development with those entities. City staff will establish teams to work with the City's partners; develop economic and marketing information; provide economic development support; create and respond to economic development opportunities; and respond to initiatives offered by the private sector.

Status Report 7/2008:

- City staff is currently reviewing existing economic development programs and activities and is investigating potential partnerships for the creation and implementation of economic development plans.

Status Report 10/2008:

- City staff is gathering economic development data that will be shared with partners for an analysis of the current economic situation and the creation of future economic development plans.

Status Report 1/2009

- The City economic development partners continue to meet periodically to develop a strategic economic development plan.
- City Council enacted a resolution creating an expedited permit process for projects meeting economic development criteria.

Status Report 4/2009:

- An Economic Development website, linked to the City website, was launched and continues to be refined. The web address is www.businessboca.com.

Employee Recruitment, Retention, and Career Planning

Goal: Target recruitment toward attracting applicants for positions that are difficult to fill; improve candidate selection skills through implementation of targeted selection interviewing techniques; improve retention of valuable employees and create citywide succession planning model.

Responsible Department: City Manager's Office - Human Resources Division

Action Summary: City staff will implement recruitment strategies to target specific applicants including Police Officer Candidates, Police Officers, 911 Dispatchers, Water and Wastewater Plant Operators, etc.; conduct needs assessment to determine effectiveness of various incentive programs (i.e. relocation assistance, hiring incentives etc) for targeted candidates; and implement a succession planning strategy to offer career advancement opportunities to all employees.

Status Report 7/2008:

- The Division continues to target difficult to fill positions by using print media in selected trade journals and online advertisements.
- A new online exit interview process is being developed to assess the reason(s) employees resign. Employees who have resigned will receive the electronic exit interview form and will have the opportunity to meet with a Human Resources staff member to discuss the comments. The results will be consolidated in a quarterly report.
- City staff will conduct behaviorally based interview training for managers to enhance candidate selection. The curriculum will include guidelines on handling applicants who declare veteran's preference.

Status Report 10/2008:

- Police Services and Human Resources staff are re-evaluating the Critical pre-hire test for 911 Dispatchers to determine the impact the test has on the quality of candidates the City hires. The City continues to actively recruit Police Officers via print and online media. Recruitment for Police Officers and 911 Dispatchers continues to be challenging.
- A hard copy of the proposed online exit interview form is being sent to employees who have resigned or who are retiring from the City, followed by a meeting with the employee and staff to review the form and answer questions. A quarterly report is being generated to evaluate the reasons employees choose to separate from the City.
- Policy Refresher training and diversity training, mandatory for all full and part-time employees, are being scheduled in spring 2009. Behaviorally-based interview training for hiring managers will be conducted later in the fiscal year.

Status Report 1/2009:

- Nine Police Officer Candidates, one Police Officer and one 911 Dispatcher have been hired since October 2008, although the positions continue to be difficult to fill. Three 911 Dispatchers are scheduled to be hired by early Spring, 2009.

- The online Employee Exit Form continues in development. Staff is using the paper exit form to collect data from employees who have resigned.
- Policy Refresher and Diversity training is currently scheduled to begin in Spring, 2009.

Status Report 4/2009:

- Policy Refresher Training sessions commenced for all employees on April 27, 2009
- The Human Resources staff is working with Information Technology staff on the design and implementation of an electronic status form. This will reduce the amount of paper and aid departments through the electronic submission of changes to employee information.
- Staff has updated the 2009 Halogen online evaluation system. The system will be implemented in the Fire Rescue Services Department by the end of the year.

Comprehensive Environmental Initiative

Goal: Evaluate current state of the City regarding environmental issues, including the physical environment, built environment, City facilities, and the impacts of land development regulations, building codes, and permit processes; explore opportunities to “green” the City through new processes and programs.

Responsible Department: City Manager’s Office

Action Summary: City staff will promote and enhance a sustainable environmental future by preparing a comprehensive report on the current status of and future plans for City facilities, programs, and activities based on community sustainability and environmental stewardship; expand existing sustainability programs and activities; and explore and develop programs and activities to increase the level of sustainability including creating incentives for “green” buildings, use of alternative fuels and solar and wind energy, implementation of water-efficient landscaping, use of xeriscaping, and modifying operational processes.

Status Report 7/2008:

- The City joined the United State Green Building Coalition (USGBC) and the Florida Green Building Coalition (FGBC).
- A newsletter highlighting some of the City’s community sustainability programs and activities was developed and distributed to all City residents as a way of reporting and promoting the City’s continuing environmental commitment.
- The City’s website was enhanced by adding a webpage on community sustainability including green initiatives and links to other environmental information.
- The City received an award from the Palm Beach County Solid Waste Authority for its successful recycling program.
- A contract for the purchase of bio-diesel fuel was finalized, and the City began using bio-diesel fuel in its fleet vehicles.

Status Report 10/2008:

- The Boca Raton Green Partners Program was created with the City’s educational and business partners Florida Atlantic University (FAU), Palm Beach Community College (PBCC), Lynn University, and the Greater Boca Raton Chamber of Commerce in order to coordinate efforts on sustainability and environmental activities. The first meeting has been scheduled.
- Several reclaimed water projects have been initiated that will ultimately produce and distribute larger amounts of reclaimed water.

Status Report 1/2009:

- The Boca Raton Green Partners continue to meet to coordinate sustainability projects and initiatives in the City.
- A program to extend recycling to City facilities has been initiated.
- Blazing Star Preserve is scheduled to open in March, 2009.

Status Report 4/2009:

- The City was allocated \$990,300 through the Energy Efficiency and Conservation Block Grant by the U.S. Department of Energy (DOE).
- The City participated in several community environmental events including Earth Day and Focus the Nation.
- The City celebrated Arbor Day at Hughes Park which included the presentation of a Tree City USA designation to the City
- The Gumbo Limbo Nature Center celebrated its annual Turtle Day
- The Boca Raton Green Partners continue to meet to coordinate sustainability projects and initiatives in the City.

Annexation

- Goal: Analyze potential annexations and pursue those in the best interests of the City and the area(s) to be annexed.
- Responsible Department: City Manager's Office
- Action Summary: City staff will update analyses of possible annexation areas; review findings and assumptions in light of changes in property tax collections mandated by the State of Florida; review short- and long-term staffing and service cost impacts; meet with possible annexation areas as appropriate; implement annexations determined to be beneficial.
- Status Report 7/2008:
- Current revenue limitations due to property value declines and State mandates on spending must be considered prior to considering any annexations.
- Status Report 10/2008:
- There has been no change in the City's position.
- Status Report 1/2009:
- There has been no change in the City's position.
- Status Report 4/2009:
- There has been no change in the City's position.

Integrated Technology Strategy

Goal: Achieve effective use of technology throughout City operations.

Responsible Department: City Manager's Office – Information Technology Division

Action Summary: City staff will investigate, review, develop and implement new uses of technology to increase the efficiency and effectiveness of City operations. City staff will expand the use of technology through all areas of the City to enhance the quality and quantity of services provided to the citizens and businesses of the City, as well as the delivery methods for services.

Status Report 7/2008:

- VIPER (Visibility Intelligence Partnerships Education and Resources) website, a comprehensive crime prevention and response strategy supporting the City's community-based approach to policing, was deployed.
- GIS and Police Services finalized plans for Community View, an Internet map-based view of crime and other alert information in a selectable area.
- Two city-wide electronic scanning projects were deployed in the City Clerk's office and Development Services to eliminate storage of paper files and provide easy retrieval of information.
- Staff worked with the Finance Department on a "green" project to reduce the printing of green-bar computer reports. Installed the IBM iSeries Ops Navigator and Adobe PDF writer to allow the department to view, transmit and save reports as needed in friendlier formats.
- The web-based Advanced Tee Time Reservation System was deployed at both City golf courses, allowing citizens to view tee time availability and book the reservation online.
- Installed and deployed Quadrant, a network faxing application, for Development Services in order to improve efficiency and reduce paper usage.

Status Report 10/2008:

- Deployed the Virtual Crimeview, aka Community View, project as a joint effort between GIS and the Police Department to provide an Internet map-based view of crime and other alert information in a selectable area.
- Public Safety email alerts have been developed in conjunction with the Community View product, which allows the citizen the ability to register emails alerts in a defined mapped area. Testing is in progress.
- Installed a new high speed wide format scan/copy/print scanner in the City Clerk's office to enhance the efficiency for storage of building permit information in Laserfiche, the City's electronic storage database. Images are available for viewing on the City's Intranet page.
- Deployed Boca Raton E-News, an informational publication, in conjunction with the City Manager's staff. A web page was set up to collect the

registration information for those requesting the publication. The first publication was emailed to the recipients on October 22, 2008.

Status Report 1/2009:

- Upgraded the City's SAN (storage area network) for computer data storage in order to expand the amount of storage space available and provide faster throughput (access) to the data on the disk drives.
- Installed VMWare, virtual server hardware and software, to begin the consolidation of computer servers that will improve efficiency through the reduction of hardware maintenance and power consumption while providing cost effective growth for the future when new servers are required. Staff has consolidated 9 servers onto 3 virtual machines.

Status Report 4/2009:

- Completed the network fiber installation at Patch Reef Park and converted all telephones to voice over IP (VOIP), which will save the City on hardware maintenance and other costs associated with telephones.
- Completed the installation of the new backup software, Syncsort, which provides data recovery for all network computer servers throughout the City.
- Deployed the City Agenda Tracking program, which provides a view of Council agenda items that are being routed in the "red" folders for preparation and approvals.
- Created a new database for e-communication which will provide a central location for registering citizens for e-News, e-Viper news, e-Alerts, Crimewatch, and future text messaging by the Police department.

Branding

- Goal: Support the Greater Boca Raton Chamber of Commerce efforts to advance the City of Boca Raton brand.
- Responsible Department: City Manager's Office
- Action Summary: City staff will provide support and guidance to community partnerships, including the Greater Boca Raton Chamber of Commerce, to develop a brand for the City; research and develop information about the City and its competitors; and, with the City's partners, develop a City brand and implement a plan to use and promote the brand.
- Status Report 7/2008
- City staff will contact the Greater Boca Raton Chamber of Commerce to determine the status of their efforts toward developing a brand for Boca Raton.
- Status Report 10/2008
- City Council approved funding for the Allianz Golf Tournament and the Festival of the Arts Boca as part of the annual budget approval process.
 - The City staff is gathering data that will be shared with partners, including the Chamber of Commerce, in the process of creating an economic development plan. This information can also be used in the development and implementation of a City brand.
- Status Report 1/2009:
- The City's economic development partners continue to meet. Additional City information has been placed on the City's website.
- Status Report 4/2009:
- There has been no change in this action plan item.

Wildflower Property Direction and Alternatives

- Goal: Continue to evaluate potential acquisition of Wildflower property for municipal use.
- Responsible Department: City Manager's Office
- Action Summary: City staff will evaluate advantages and disadvantages of acquisition of property in light of citywide goals; develop possible uses for the property; determine potential costs, feasibility, and funding for the acquisition; and make recommendations on City direction. Explore possible exchange of assets (land swap).
- Status Report 7/2008:
- In light of further budget constraints and declining real estate values, there has been no movement toward acquisition of this property as of this date.
- Status Report 10/2008:
- The City has been searching for funding partners and/or donations to attempt to identify funding for this goal.
- Status Report 1/2009:
- There has been no change in the City's position.
- Status Report 4/2009:
- There has been no change in the City's position.