

**FRIDAY LETTER**  
**August 31, 2007**

**Honorable Mayor and Council Members:**

The informational items for the week include:

**ADMINISTRATION**

Public Information Officer Susan Vernon-Devlin attended the *Women's Power Lunch* where she announced the City's upcoming Octoberfest, scheduled for October 20<sup>th</sup>. Ms. Vernon-Devlin also met with members of the FGCA conference planning committee, of which she is the chairperson, to continue planning for December's conference, the 19<sup>th</sup> annual since the formation of the government communicators' organization.

October 31<sup>st</sup> was proclaimed Black & Gold Day in honor of UCF. Mayor Tom Walters and several members of staff showed their colors in support.



**POLICE DEPARTMENT**

**Police: Administration**

Chief Chudnow met with a number of local parents. He participated in a 2 day "mock" law enforcement accreditation assessment process held for the Tallahassee Police Department. Chief Chudnow also met with Michelle Yoffee-Beard, Editor of the Seminole Chronicle.

**Community Policing (Patrol & Traffic Operations)**

Patrol criminal case summaries are prepared on a regular basis and are posted to the Public Safety/Police City Web Site.

On August 29<sup>th</sup> Officer Barrett was traveling



Officer Barrett at Transportation Day in April 2007

westbound on County Road 419 approaching Lockwood Boulevard when a SUV traveling the opposite direction made a left hand turn in front of the motorcycle. Officer Barrett's motorcycle hit the SUV. He suffered facial cuts, a concussion and an injured hand. What was reported to be a broken hand or wrist at the time of the accident turned out to be severe swelling of the hand. He also received some hip bone displacement and back pain. He was airlifted to Orlando Regional Medical Center where he was treated. He was released from the hospital several hours later to recuperate at home. He is expected to fully recover in about a month.

### **Emergency Communications**

This past week, Police emergency dispatchers handled 130 incoming emergency 9-1-1 calls in addition to about 1420 non-emergency citizen telephone contacts.

### **Investigations & Community Response Team (CRT)**

On August 23<sup>rd</sup> the Community Response Team, with other members of the Police Department, executed a Search Warrant at 1010 Whittier Circle. Officers seized illegal drugs and paraphernalia and one individual was arrested. Evidence at the address from a previously reported theft was seized pending a follow up by Criminal Investigations.

Oviedo residents experienced several vehicle burglaries over the past several weeks. Residents are encouraged to lock their vehicles when not in use, whether parked in a driveway, on a street or any other location. People also are encouraged not to leave valuables in view or spare keys inside, which makes it easy for a criminal to steal the vehicle. It takes only seconds to become a crime statistic—always lock or secure your vehicle.

This week's Community Police Academy (CPA) included instruction and activities on Criminal Investigations by Oviedo detectives. Mock scenarios based on actual events were presented to the 27 class participants who experienced everything detectives do to investigate a crime. Class members learned about various tools and resources used by detectives in their daily activities and what to look for when investigating criminal acts. A question and answer period followed the presentation and participants were disappointed when class time ran out. This was a very popular CPA class.

Criminal Investigations detectives and Community Policing officers jointly recognized an Oviedo resident by signing and presenting to the resident a "Caught Doing Something GOOD" award card. The alert and decisive Oviedo resident recently saw two suspicious men at a neighbor's Alafaya Woods Neighborhood home, got their description and immediately called Oviedo Police. Within minutes, uniformed officers surrounded the address and arrested the two men inside. Thousands of dollars worth of stolen property was recovered from the men, including stolen jewelry and money. Though they had been inside the home for only a few minutes the written list of recovered stolen evidence filled four pages. The two men, who also reside in Alafaya Woods, were arrested by Oviedo Police just before 2 p.m. on Friday afternoon, August 24<sup>th</sup>. When Oviedo residents and the Police work together, criminals can be caught and prosecuted.

When you see suspicious activity, call the Oviedo Police non-emergency number at 407-971-5700. For an emergency response and crimes in progress, call 9-1-1.

### **Oviedo Police Offer Free Fingerprinting for Children**

Each week, children can get a Free Child ID Card with photo and fingerprints. The service is available every Wednesday from 2 PM until 5 PM at the C.O.P.S. & Volunteer Center at Oviedo Marketplace. For details, call 407-971-5708 or e-mail [rvanheusen@cityofoviedo.net](mailto:rvanheusen@cityofoviedo.net)

### **Keep Schools Safe with “SpeakOut Hotline”**

SpeakOut Hotline is answered 24-hours a day, 7-days a week for anyone to report concerns about school safety issues, threats, weapons possession, suicidal statements or any other problem that might place area students at risk. Parents should ensure their children understand that SpeakOut Hotline is absolutely anonymous and that by reporting hazards at any time of the school day, at night or on weekends, they will be protecting their friends, their schools and themselves. SpeakOut Hotline is 800-226-7733.

### **Oviedo Optimist Club Ice Cream Social – September 6**

An Ice Cream Social for parents and children will be held on Thursday evening, September 6<sup>th</sup> starting at 7 p.m. at the C.O.P.S. & Volunteer Center at Oviedo Marketplace (by Dillard’s). All are welcome to come in to share in the ice cream treats provided by the Oviedo Optimist Club. In addition, free child fingerprinting and identification cards will be available.

Could your group use the support of an international service club that believes in the future of youth, family and our community? The Optimist Club—community partners with the Oviedo Police Department—sponsors a wide range of programs and activities for school-age children, locally and across the nation. Information will be available on their programs and the types of community support provided by the Optimist Club to help schools, Parent Teacher Associations, community service programs and other family-based groups. For details, e-mail [oviedooptimist@aol.com](mailto:oviedooptimist@aol.com) or call 407-331-8717.

### **“Secure Our Schools” Survey Forms Now Online**

The Oviedo “Secure Our Schools” Community School Safety Survey is now available on the City of Oviedo website and may be printed out for completion. In addition to the survey being distributed to a sampling of Oviedo area homes, hardcopies of the “Secure Our Schools” safety survey and the “SOS” Informational Brochure also are available to parents in the main offices of the seven Oviedo-area schools, at the C.O.P.S. & Volunteer Center at Oviedo Marketplace, and at Oviedo Police youth safety programs. **Local families are asked to complete and submit the survey by September 30, 2007.** For parents’ convenience, Oviedo’s Community School Safety Survey is available online under the heading of “The Latest in Oviedo” on the homepage at [www.cityofoviedo.net](http://www.cityofoviedo.net).

### **“Community On Patrol” Volunteer Program**

“Community On Patrol” members logged 24 hours of patrol time this week. Members patrolled various neighborhoods, fitness center parking lots, church properties and shopping complexes. Oviedo Police Community On Patrol members removed 15 illegally posted signs from Oviedo roadsides.

### **C.O.P.S. & Volunteer Center at Oviedo Marketplace**

“Volunteers In Policing” members conducted the weekly citizen fingerprinting, completing a total of 30 print cards. There were 22 non-residents and eight city residents fingerprinted.

The Oviedo Police Explorers held their weekly meeting in the C.O.P.S. and Volunteer Center at Oviedo Marketplace. This was the first meeting for new members and the training topic was fingerprinting. For information about the Oviedo Police Explorer program, contact Corporal Carl Rager at 407-971-5707 or [crager@cityofoviedo.net](mailto:crager@cityofoviedo.net). Applications are still being accepted.

Seniors vs. Crime is cracking cases in Oviedo. Seniors vs. Crime is a program of the State Attorney General’s Office focused on assisting people with non-criminal cases such as contract disputes. When you have been cheated or a contract has not been fully honored, contact Seniors vs. Crime at 407-971-5705 or stop by the C.O.P.S. & Volunteer Center at Oviedo Marketplace on Mondays from 12:00 – 4:00 p.m.

The AARP will host a Driver Safety Class in the C.O.P.S. and Volunteer Center at Oviedo Marketplace on September 11th and 12th, 2007. The course is open to all persons 50 years of age or older and gives driving safety tip information. Participants who complete the course could be eligible for discounts on their auto insurance. To register for the next AARP Driver Safety Class in Oviedo, contact AARP Instructor Fred Fruehan at 407-339-6205.

### **Public Information Office**

The Friday Letter, media releases, community information bulletins, news briefs and the upcoming traffic enforcement notice were distributed to all outlets. On scene camera interviews were held with the media and a related media release was sent out in reference to a officer-involved motorcycle accident that occurred on August 29<sup>th</sup> near Lockwood Boulevard and County Road 419.

Lt. Lynch was on vacation 8/23-28 with Commander Beaulieu assuming the duties of PIO.

### **Special Weekly Traffic Enforcement**

To provide safe and well-controlled vehicle and pedestrian traffic ways during the week of Sunday, September 2 to Saturday, September 8, 2007, special traffic enforcement will be conducted by teams of Oviedo Police Officers at these locations in the City:

Lake Jessup Avenue  
Pine Avenue

Speeding / Stop Sign Violations  
Speeding / Stop Sign Violations

Remember school is in session. Be extra careful driving in the area of our community's schools, school crossings and bus stops.

## **FIRE DEPARTMENT**

### **Administration and Emergency Management**

This week's activities included participation in specialized training for the City purchasing card system and the software application supporting the system.

Chief White and all First Response Agency Fire Chiefs met to discuss the report requested by the Joint City County Advisory Group. The data requested was to report on the state of the CAD, AVL, purchasing opportunities, and the fire response agreement in relationship to receiver/donor options. The group will meet regularly while researching the selected topics and preparing a report for a future Joint City County Advisory Group meeting.

Representatives from Public Works/Engineering attended a Local Emergency Mitigation Planning meeting for all municipal and county governments. The group is reforming to update the current Local Hazard Mitigation Plan. In cooperation with Public Works/Engineering, the City will include storm water improvement projects as a priority item for the City of Oviedo. The plan once accepted by the state will allow for potential grant funding opportunities.

### **Prevention and Public Education**

The Prevention Division attended several meetings for such issues as pre-applications, site plans, and general fire department requirements of new businesses.

The Fire Inspector attended to new construction final fire inspections, commercial building re-inspections and coordinated various public education requests.

The Prevention Division attended the quarterly Seminole County Public Schools meeting.

## **Training**

Chief Koepsell attended the Joint Training Group meeting of Seminole County, items discussed: 12 lead class in September, joint training in Lake Mary and PEPP classes starting in January 08.

A-Shift participated with Engineering & Computer Simulations with a new training simulator for emergency medical services.

All personnel attended the open enrollment meetings hosted by Human Resources.

All officers received training on the new purchasing card software.

## **Suppression/Rescue**

The Suppression/Rescue Division responded to multiple requests for emergency assistance for incidents such as medical related problems, motor vehicle crashes, and fire related incidents. The Division also provided assistance for non-emergency service related incidents this week while providing aid to the citizens, visitors, and the business community.

Members assisted with Community Public Education and Relations events at the fire stations and throughout the City. The events include information on general fire and life safety education for both adults and children.

Personnel completed multiple hours of Fire and EMS related training this week.

Work continued on setup and equipment mounting for the new replacement Fire Engine. It is anticipated that the unit will be placed in full service over the next week.

## **PUBLIC WORKS**

### **Current Engineering Services and Capital Projects**

Little Econ 10-inch Water Main	Public Works Administration Building
Lockwood Road Reclaim	S.R. 426, Phase III / PD & E
Girls and Boys Town Sewer Force Main	New Downtown Amphitheater
Kingsbridge West Reclaim	City Hall Restriping and Signage
36 inch Water Main	Public Safety Building Generator Upgrade
S.R. 426, Phase II Widening	Shane Kelly Equestrian Trailhead
CUP Renewal	Friendship Park
Sewer Capacity Analysis - Orange County	OSC Senior Field
Mitchell Hammock/Division St. Turn Lane	OSC Restrooms
Utility Rate Analysis	Shane Kelly Restrooms
Kingsbridge West, Phase 1 / Lake Rogers Reclaim Retrofit	Trail Extension from C.R. 419 to Geneva Drive
Mitchell Hammock / Division Intersection Analysis	Oviedo On The Park Phase 1
Mitchell Hammock Median Improvements	Twin Rivers Park (SNID)
Gateway Beautification Design	Covington Street Drainage
S.R. 434 Median Landscaping	Jourdan Crossing Ditch Pipe
Carolyn Drive	Graham Avenue Drainage
Foxfire Trail	Lake Jessup Drainage
School Zone Safety Improvements	Fire Station No. 48
Road Resurfacing	Fire Administration Building
Traffic Calming	CR 419 Fiber Optic Cabling

**General**

This past week saw the approval of the Carolyn Drive roadway improvements bid at the August 20<sup>th</sup> City Council meeting. Work associated with that project is anticipated to begin around the beginning of October with completion by late March/early April 2008. Resurfacing of Lockwood Road, between Mitchell Hammock and CR419, has been completed minus the repair of the median opening along Lockwood that was not finished properly. City staff is currently coordinating with the resurfacing contractor to schedule the repair. Resurfacing of the remainder of Lockwood, south of the Mitchell Hammock intersection, is set to commence on Sept. 5. That work is anticipated to take a minimum of one month to complete. Although the work may be disruptive to motorists at certain times with traffic pattern shifts, the resultant work will provide a much improved driving surface.

Upcoming projects scheduled to commence within the few weeks include the Gateway Monuments along Lockwood Road and the generator replacement of the Public Safety Building at City Hall.

The new Fire Station 48 design is nearing completion. Staff anticipates design to be complete within the next few weeks with construction beginning by the end of the year. Other ongoing projects are discussed below.

**Active Capital Projects Construction****Bid Dates**

None due at this time

**OSC Senior League Field**

The site has been cleared and stripped. Grading is nearing completion. Underground water and sanitary services have been installed. The storm drainage system is being installed. The restroom building permit has been received by the Contractor and construction is scheduled to be underway in about two weeks. The project consists of a complete Senior League ball field with all amenities, related parking, lighting, drainage, utilities and a combination restroom/office facility at the south end of the Oviedo Sports Complex and is scheduled for completion this fall.

**Kingsbridge/Lake Rogers Reclaim**

Work is complete in the Mitchell Hammock median. Work is underway in the Kingsbridge West Subdivision and should be completed by the end of September. Work in the Lake Rogers Subdivision will begin upon completion of Kingsbridge West. The project will provide transmission mains for reclaimed water irrigation to the Kingsbridge West and Lake Rogers neighborhoods. Work will be completed within six months.

**Gateway Monuments**

A pre-construction meeting was held on Friday, August 10<sup>th</sup> and work will begin next week. This project consists of two architectural brick gateway monument structures near the south city limits on Lockwood Blvd. and one structure at the south-west corner of the intersection of Lockwood and CR 426.

**Public Safety Building Generator Upgrade**

A notice of award has been issued to and acknowledged by the successful Contractor. A pre-construction meeting was held on Monday, August 13<sup>th</sup>. Work will start next month. There is a lead time of about sixty days to acquire the generator equipment and installation will take place as soon as the equipment is received.

**Oviedo Blvd. and SR 434 Landscape Maintenance**

Bids were received on Monday, July 16<sup>th</sup>. There were eight bidders, seven of which were deemed responsive. A recommendation for award was presented to City Council and approved at the August 20<sup>th</sup> Council meeting.

## **RECREATION AND PARKS**

### **Gymnasium**

Registration continues for the Youth Basketball League, Youth Volleyball League, and the Adult Basketball League.

### **Riverside**

Riverside will be hosting a poolside dance tonight for local 5<sup>th</sup> graders from 6:30 to 9:30 p.m. Students can swim or dance the night away to music by Mr. Jamz. The concession stand will be open, with pizza, drinks, and snacks for the students to buy.

### **Athletics**

In the world of Athletics, registration is currently ongoing for Adult Flag Football.

### **Continuing Education**

The Recreation and Parks Director, the Assistant Recreation and Parks Director, as well as other Recreation staff, attended the Florida Recreation and Parks Association annual conference this week.

## **HUMAN RESOURCES**

### **Employee Benefits**

During the first three days of this week, the Human Resources Department held insurance open enrollment meetings with City employees. The objectives of these meetings were to review all employee benefits, to emphasize any changes in the benefit plans for the coming year, and to allow employees their once-a-year opportunity to make changes in any benefit plan.

Representatives from our broker's office, The Crowne Group, and from Blue Cross Blue Shield, Comp Benefits, Jefferson Pilot, EBS of Atlanta, ICMA, and AAA made presentations and answered employees' questions.

The City announced that the current CIGNA dental plan was being replaced with a dental plan from Comp Benefits. The City is able to provide employees with the same DHMO and PPO plan choices with more dentists in the Comp Benefits network. In addition, the plan has more features than CIGNA's and was quoted at a lower premium than CIGNA's renewal rates. We contacted three other cities who are Comp Benefit clients and received excellent references on their claims processing and response to resolving issues.

When we chose Comp Benefits as our dental plan provider, they improved the features of the Comp Benefit Vision Plan that we have been using for years, without an increase in premium. The premiums for the City's life and disability plans will remain the same as our current year rates. In addition, Lincoln Financial/Jefferson Pilot guaranteed no increase for the following year.

The most significant changes in benefit features were made to our health insurance plan with Blue Cross Blue Shield. We announced to employees that their current Health Reimbursement Account (HRA) of \$500 would be increased to \$750. This account is used to reduce the \$1000 calendar year deductible that employees are subject to pay for in-hospital services, for outpatient surgery, and for large dollar diagnostic testing such as MRI's and colon scopes.

Also, improvements were made to the annual wellness benefit as it was increased from \$300 to \$500 annually. The only plan feature that was increased was the co-pay for visits to a specialist. Both specialist and general practice physician visits currently require \$20 co-pays. The co-pay for a specialist visit was increased to \$30 because the specialist visits are currently costing 6 to 8 times more than the cost of the primary care provider visit. The employees are visiting specialists more than the industry average and the

City would like to encourage better consumerism on the part of the employees and encourage employees to visit general practitioners when a visit to a specialist is not necessary.

With an additional 11% being paid by the City to help reduce the employee's cost of buying dependent medical insurance, and with the cost containment measures that were designed for this plan, employees will pay **17% less** in this new plan year for dependent medical insurance than they are currently paying.

### **Employment**

Welcome to the following new employees:

- Brian Lane, who started with the City on Monday, August 13<sup>th</sup> as a Utility Technician I in the Public Works Utilities Division.
- Leonard Lewis, who started as a Heavy Equipment Operator in the Public Works Operations Division on August 21<sup>st</sup>.
- Bill Smith, Maintenance Worker II in the Recreation and Parks Department is transferring to Public Works Streets on September 5<sup>th</sup>.
- Part-time lifeguard Colby Harkrader started on Wednesday, August 15<sup>th</sup>.

Congratulations to Bill Misiano, who started as a Maintenance Worker I in Recreation and Parks and was just promoted to Maintenance Worker II effective September 4<sup>th</sup>.

We are currently recruiting for full-time Police Officers, Emergency Dispatchers, an Operations Manager, a Utility Manager, an Athletic Program Supervisor, and a Recreation & Parks Field Monitor. Part-time positions are available in Recreation and Parks for Lifeguards, Water Safety Instructors and Concession Stand Workers

### **Employee Recognition**

The Employee Recognition Team hosted the employee summer lunch event at the Gym and Aquatic facility on Wednesday, August 22<sup>nd</sup>. The event was catered by our very own Concession Supervisor, Steve Bloom. Steve and his staff did a wonderful job on the event; we have heard so many great things! 160 employees attended the event, and food was brought back for those who stayed behind to watch the office. Employees were given a small gift box that went along with the pirate/Caribbean theme.

Thank you again to those employees who helped to make this year's Summer Event a success! Thank you to all of the employees listed below and to anyone else who we may have forgotten!

#### **Employee Recognition Team**

Katrina Gajentan, Gail Bigelow, Matt Dorsten, Cindy Lamb, Sandra Newhouse, Ben Clark, Sharon Ginsburg, Kathy Miller, Lilly Vest, Betty Kelly, Grace Robertson, Joan Sampson, Tony Velez, Dan Anderson, Ben Williams, Pat Dioguardi, Donald Wood.

#### **Public Works**

David Waller, Chris Wenner, Clifton Marimon, Miguel Gonzalez, Manny Cossio, Garfield Williams, Herbert Lowery

#### **HR, Administration & Finance**

Gerald Seeber, Bob Bentkofsky, Connie Collins, Dan Hood, Robert Beach, Susan Vernon-Devlin, Brandy Hasty, Barbara Barbour.

#### **Rec & Parks**

Dru Boulware, Paul Belden, Steve Bloom, Sharon Lis, Steve Rogers, Jessica DeLeo, William "Huck" Perryman, Crystal Hanson, Tracy Fydenkevez, Diane Hampton, Jim Moore, Joel Ortiz

#### **Police**

Marc Beaulieu

Fire  
Lars White

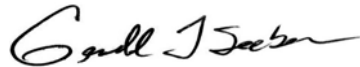
**Training**

The Human Resources Specialist, Katrina Gajentan, attended a "How to Excel as a Human Resource Assistant" seminar in Ft. Lauderdale on Monday and Tuesday of this week. Topics covered included: employment law, government agency regulations, staffing strategies, new hire paperwork compliance, orientation and training programs, FLSA compliant payroll practices, compensation systems, Family Medical Leave and Workers' Comp Laws, employee relations and performance management strategies, and discipline and termination process. The seminar was a good learning experience for Katrina; she received handouts and a CD with more information to take back to the office.

**Please note the following important meetings, work sessions and upcoming events:**

<b>Upcoming Meetings</b>		
<b>Tuesday, September 4, 2007</b>	<b>Regular Session</b>	<b>6:30 p.m.</b>
<b>Monday, September 10, 2007</b>	<b>Council Work Session</b>	<b>5:30 p.m.</b>
<b>Monday, September 17, 2007</b>	<b>Regular Session</b>	<b>6:30 p.m.</b>

Until next time,



Gerald J. Seeber  
City Manager