

FRIDAY LETTER
March 19, 2010

Honorable Mayor and City Council Members:

Good morning to the dedicated City staff and City Council of the City of Oviedo. I will be meeting today with Walter Jacobs and Tony Segreto. Mr. Jacobs was the City inspector on the Oviedo Forest development. I met yesterday with Bryan Cobb who is knowledgeable as to the approval process for Oviedo Forest. Mr. Cobb will be responding to those questions regarding who gave the direction to install the swale. I will await his final response, it appears that the developer waivered back and forth between the designation of lake or storm water management area. Nevertheless, the developer was consistent in including the swale on the plans, irrespective of the changing designations as the lake or storm water management area. Subsequently, it seems logical that the City would require installation of the swale in accordance with the approved plans. As to who installed the swale, my preliminary meeting with Mr. Segreto indicates that Engle installed the swale through the services of a subcontractor. As to drawing final conclusions, I will wait until I receive the final report from Mr. Cobb and for the results of my meeting with Mr. Jacobs. I hope to have a written response to Council before I leave for my Employment Law Seminar, Monday through Tuesday of this coming week. If not, I will respond upon my return.

On other news, we had the initial 2010-11 budget preparation meeting with all the staff and Directors on Tuesday at 9:00 a.m. I emphasized the \$1.4 to \$1.5 million dollar challenge that we face in 2010-11. Despite all the bad news, there was some good news concerning the current budget. That news is that we are forecasting that we will hit the mark at a 16% reserve by the end of this fiscal year. In preparation for our tougher challenge in 2010-11, each Director has been tasked with prioritizing services by means of a service level inventory for each Department. Each Director has also been asked to identify one service that is most likely a candidate for outsourcing as provided for or delivered differently. Hopefully, this process should yield some cost cutting opportunities.

Have a good weekend. I will be returning on Wednesday following my Employment Law Seminar.

Some of my activities this week included:

- City Council Meeting
- Executive Session
- Staff Meeting
- Budget Kickoff Meeting
- Meeting with Connie Collins
- Grand Opening of Employee Health Clinic

Please see the informational items for the week as reported by City Departments:

PUBLIC WORKS:

Work is being performed on Clark Street between Aulin Avenue and Executive Drive. The Right of Way will be cleared and the road will be re-aligned and graded to improve the roadway surface

and safety. Maintenance of traffic may require intermittent delays during the construction and/or periodic road closures.

Work began on the City's Water System Improvement Project with an eight inch water main installation under Oviedo Boulevard this week. Blue Ox, the City's contractor for this project, used a jack-and-bore apparatus to push a pipe under the existing road and avoid open-trenching of the road. This method is preferable where easements allow because of uninterrupted traffic flow. The jack and bore is required as part of the effort to install a missing water main segment between LA Fitness and Oviedo Boulevard along the north side of Mitchell Hammock Road.

The North Lockwood Blvd. Road Resurfacing Project is proceeding on schedule. The contractor has completed the installation of the storm structures and underdrain, base reconstruction, all milling, initial lift of asphalt, and loop installation. The contractor is currently stabilizing the shoulders and is approximately 40% complete. One more lift of asphalt is to be placed after stabilization of the shoulders. A Quality Assurance Inspection by FDOT was conducted on March 18th which involved review of the City's files for ARRA compliance and an on-site inspection of the project. Everything was found to be in order and staff discussed close-out procedures in anticipation of the completed project.

The pre-bid meeting for construction of the City's North Lockwood Blvd. Sidewalk (ARRA) Project was held on March 16th. The project was designed in-house and bids are due on March 29th.

An RFQ for a Stormwater Conveyance System Analysis was prepared and forwarded to Purchasing for advertising. Seven responses were received and Engineering Staff is currently reviewing and evaluating the responses. A recommendation to City Council is anticipated on April 19th.

An RFQ for Architectural Design Services was prepared and forwarded to Purchasing for advertising. Contracts with the existing continuing services providers expired in January.

Recertification of the City's Community Rating System, which directly affect's City residents flood insurance rates, is currently underway and should be completed by summer.

A meeting is scheduled for next week with Siemens on the Performance Energy contract to finalize the language. Facility Improvement Measures associated with this contract are expected to be presented to City Council on April 19th.

A pre-construction meeting for City and County partners of the Solary Canal project is being scheduled for next week. Start of construction is anticipated in two to three weeks.

RECREATION AND PARKS:

On Monday, March 15th, the deck of the Lawton House received a new coat of stain. On Wednesday, March 17th, new interior lighting was installed at the Lawton House.





This season, there are 21 Youth Basketball teams broken up in five age divisions. All games are played on Saturdays. The 10 and Under Division has finished their regular season and will start playoffs this Saturday. All other divisions will finish their regular season this Saturday and will have their playoffs the following Saturday, March 27th, when the Spring League will come to an end.

This season, there are 35 Youth Volleyball teams broken up into five age divisions. Recreation division games are played on Monday nights. There is one more week of regular season play and then playoffs will continue for the following two weeks. The Select Division games are played on Tuesday nights. The 12 and Under Select Division will begin playoffs this coming Tuesday, March 23rd, and will finish the following week. The 15 and Under Select Division has one more week of regular season play left and will continue into the playoffs over the next two weeks. All of Youth Volleyball will come to an end April 16th.



Aquatic staff is in the process of adding wind screens to portions of the fence at the Oviedo Gymnasium and Aquatic Facility. This measure will assist in keeping the pool covers on during the evening, which would help keep the pool heated.

Registration for Club Riverside Summer Camp began on Monday, March 1st for City of Oviedo residents. Club Riverside has over 20 years of camping excellence that offers a variety of activities for ages 6-13. On a daily basis, activities will vary between inside play (board games, dancing, dodge ball, arts and crafts, reading) and outdoor play (kickball, flag football, volleyball, tennis, capture the flag, swimming). During the week, camp attendees will participate in two field trips. Camp hours are from 7:30 a.m. (early drop-off) until 6:00 p.m.



Skateboard Camp registration also began March 1st. Skateboard Camp is a specialty camp catering towards skateboarding and rip boarding for children ages 10-13. On a daily basis, camp participants will be at the skate park learning new ways to hone their skateboarding skills. Similar to Club Riverside, skateboard campers will also attend at least two field trips a week - one trip of which will be to another skate park in the Central Florida area. Campers will go swimming on a daily basis and will get indoor time during the day to cool off from the summer heat. Camp hours are from 8:00 a.m. (early drop-off) until 6:00 p.m.

Registration for Start Smart Football will begin April 1st and continue through April 22nd (or until full). Start Smart is a program designed for 3 to 6 year olds (along with their guardians) to begin learning and playing sports. This program will take place at Riverside Park on Thursday evenings from 5:30 p.m. to 6:30 p.m., May 6th through June 10th. A parent/guardian must attend every class with the participating child.





Registration for Family Archery will be March 22nd through April 14th (or until full). This six-week program will take place on Saturday mornings, April 17th through May 22nd. Participants ages 8 and above (including adults) will enjoy learning Olympic-style archery in a program that develops life skills such as sportsmanship, self-confidence and friendship. This is a Beginner's Level course, taking place at the Oviedo Sports Complex. For archers who have already completed the Beginner's Level, or those with previous archery experience, an Advanced Level course will be offered on the same dates.

On April 18th at 10:00 a.m., the Pitch Hit & Run competition will take place at the Oviedo Sports Complex. This free local competition is an exciting baseball skills competition that provides boys and girls, ages 7 to 14, the opportunity to showcase their pitching, hitting and running abilities. Pitch Hit & Run participants can advance through four levels of competition, including Local and Sectional competitions, Team Championship events at all 30 Major League ballparks, and the National Finals at the MLB All-Star game. Registration begins at 9:30 a.m., and a birth certificate will be required to register.



Repair of the playground equipment at Long Lake Park is underway and expected to be completed sometime next week.

The first herbicide application for all of the Bermuda grass at the Oviedo Sports Complex and Long Lake Park has taken place. A second application will be due in two weeks. The wall-to-wall pre-emergence fertilizer application for all sports fields began on Wednesday, March 17th and will be completed by Wednesday, March 24th.



A temporary staff person, Humberto Colon, Jr., from Workforce Central Florida, started his 12-week assignment in the Recreation and Parks Maintenance department on March 15th.

FIRE/RESCUE SERVICES:



The Oviedo Helping Haiti Disaster Campaign has been extended until mid-April with the University of Central Florida joining this past week and collecting disaster supplies on the UCF campus. The Haiti Disaster Team is thrilled that UCF has joined in this effort! We will also continue to collect disaster supplies at the Oviedo Fire Stations until the conclusion of the campaign in April.



Chief White met with the new Building Official (Dave Aldrich) to go over the Building Department's responsibility and scope of work following a disaster impacting the

Oviedo community. The Building Department is charged with completing the Damage Assessment of all buildings in association with the City of Oviedo Comprehensive Emergency Management Plan.



Chief White met with the Federal Signal Tornado Siren System representative to evaluate the status of the system as part of an on going system review. The system was found to be fully operational with no failures or errors discovered.



Chief White attended/participated:

- City Council meeting.
- City Manager Department Director staff meeting.
- Oviedo Historical Society regular meeting.
- Emergency Management meeting with the new Building Official.
- Budget kickoff meeting.
- Greater Oviedo Woman's Club annual tasting luncheon.
- Relay for Life planning meeting.
- Fire code meeting with local building owner and tenant.

POLICE:

Chief Chudnow participated in the Florida Department of Law Enforcement's "Florida Leadership Academy" at Valencia Community College. As an instructor and a member of the panel of chiefs and sheriffs, he taught and responded to questions from the class. Also during this past week Chief Chudnow participated in the following:

- A meeting with all the department Corporals to discuss budget and operational issues;
- A ComStat crime meeting to discuss crime trends, responses, and proactive enforcement;
- The City's "Budget Kick-Off" meeting;
- The quarterly Boys Town Board of Trustees meeting.

Lt. Beavers attended the monthly Seminole County Law Enforcement Association meeting.

The Police Department held its 3rd Annual Awards Banquet and recognized both sworn and civilian members for their achievements during 2009.

Oviedo detectives are working diligently to solve active cases. The past week's crimes include:

- One residential burglary/door unlocked (Alafaya Woods);
- Four thefts (Alafaya Woods, Kingsbridge West, Oviedo Terrace & Windmeadow)
- Two credit card frauds;
- One case of identity theft;
- One forged prescription.

Two bicycles have been purchased to allow COP Volunteers to expand their volunteer work through bike patrol. This program should be implemented over the next few months.

Media and community information releases were sent out to notify the public about the FREE “**Protect Teen Drivers**” program which is to be hosted regularly at the C.O.P.S. & Volunteer Center at Oviedo Marketplace. The program offers a guide for all parents who recognize the necessity to teach teens to drive responsibly. The 1-night class will be presented for the first time on **Monday, March 22, 2010 from 5:30 to 6:30 pm**. Hosted in cooperation with the sponsor, Allstate Insurance Company, the “**Protect Teen Drivers**” program is designed for both teens and their parents to attend together. It focuses on the root causes of teen accidents and how parents can take action to protect their teen drivers. The program includes information for teens, discussion points for parents, as well as a teen driving contract that spells out expectations and consequences for violating the contract. Additional information related to the program can be found online at www.protectteendrivers.com Class size is limited to 35 participants. For more information and to pre-register for the Monday, March 22, 2010 class, contact instructor Kristy Bolin at 407-657-5867.

INFORMATION TECHNOLOGY:

This past week, GIS staff and GTG successfully performed Post/Reconcile/Compress of SDE. This process removes unreferenced states and their associated table rows. Staff will periodically perform the compression routine to improve query performance and system response time.

Staff began meeting with departments to see how GIS can assist them in improving business processes, services, information and decision-making.

- **Project #1 - WaterBase Network** - The CAD conversion of the water base network is 95% complete. The estimated completion of the CAD conversion will be by the end of March. The next phase will be focusing on incorporating the GPS Hydrant points. The purpose of using the GPS Hydrant points will be to locate areas of the City that do not have any water main lines drawn for, we will then proceed to find the as-build or CAD file to the areas that are missing, using the as-build information. Ben will be updating the water base network with new features. This phase will be a continual process.
- **Project #2 - Street Lights** - Walt Jacobs and Amanda Kortus have been developing the street light Layer. A total of over 4400 light poles have been GPS. Ms. Kortus has begun attributing the Street Light layer with additional information such as luminaries and QC/QA the layer.
- **Project #3 - Signs** - Steve Puckett has GPS 819 sign points.
- **Project #4 - Impervious/Pervious**- Cindy Lamb is continuing to add data to the impervious layer. In the next few weeks this layer will migrate over to SDE.
- Staff met with Seminole County 911 G.I.S. personnel to identify anomalies in addressing and correct the various databases. The analysis of the Land Management Addressing Database has revealed some Oviedo neighborhoods have numbering sequences that are in conflict with the standards as adopted in the Uniform Addressing Numbering System set forth in Ordinance No. 549 and Resolution No. 1286-06 Policy for Naming Streets and Facilities. GIS staff will be working with Seminole County to address the streets below.

- 552 1st St or 552 2nd St.
 - 891 E. Broadway St.
 - Douglas Ave.
 - Terralago and Terravista
 - 353 Lake Carolyn Dr.
 - 6 addresses for Lynx bus shelters
 - Oviedo Blvd.
 - Harrison and Reed
 - 1651 Evans Street
 - 988 Eyrie Dr. change to 988 Westwood Square
 - Commerce Dr.
- Staff met with PDCS and the Fire Department to overview preparation for developing a Disaster Assessment and & Response Tool (DART). This tool is a semi-customizable GIS application that will assist with the collection of information during and after a disaster. The DART application is a mobile based application that is meant to be taken in to the field for rapid data entry. This also helps to eliminate the need for the field crew to use paper forms and then turn them in for someone to process, thus eliminating entry errors for human entry and misunderstanding what the paper states.

The DART questionnaire has been delivered to all Directors to help identify workflows and gather information about how the City runs after a disaster when the Emergency Operations Center (EOC) is called to action.

- Staff attended a meeting at the Seminole County Sheriff's Office to discuss redundant routing between Seminole County and City Hall fiber connectivity.
- IT staff completed 123 help desk tickets. Staff conducted several on-demand training sessions. All employees are encouraged to request on-demand classes and/or one on one training sessions. **Open Lab is available for any employee.** Please submit a help ticket to schedule.

HUMAN RESOURCES:

It has been a very busy week for the HR Department coordinating the events of the new employee health center. On Saturday, March 13th, HR coordinated the Ribbon Cutting Ceremony with Care Here. All the members of the City Council were present along with the City Manager and various members of the City staff. CareHere provided the refreshments for the ceremony.

Human Resources also coordinated the official Grand Opening for the new employee health center on Thursday, March 18. The City had a wonderful turn out for the grand opening including internal staff and staff from the City of Lake Mary, Sanford and Winter Park. We had many positive comments! During the grand opening, visitors were able to tour the health center and enjoy a delicious free lunch provided by CareHere. Now the Health Center is officially open.

The Human Resources Department will be coordinating an Employee Art Contest to decorate the Health Center. Employees can enter their paintings which will be displayed on the walls of the Health Center and be eligible to win prizes. Further information will be forthcoming.

The three (3) Workforce of Central Florida Reemployment workers started with the City this week. Nikki DeWitt is working in Human Resources. She will be at the front reception desk in the lobby as well as assisting in Human Resources. Corey Daniels is working with Public Works as a Maintenance Worker and Humberto Colon is working with Recreation & Parks as a Maintenance Worker. These individuals are part of a program designed to teach adults basic job skills and positive problem-solving techniques, see the value of teamwork and initiative at work and get a first-hand view of what it takes to succeed in the workplace. The funding comes from more than \$4 million in stimulus funds under the ARRA and the 12-week program is at no cost to the City.

The Human Resources Department is currently recruiting for several seasonal part time Lifeguards and Lifeguard/Water Safety Instructors.

Barbara Faulk, Employment Coordinator, and Connie Collins attended the Budget Kickoff Meeting this week.

This week, Crystal Hanson, HR Assistant, conducted two conditional offers of employment for the position of Rec. Aide. Crystal also attended the Creating and Keeping Employment Law Records webinar presented by Fisher & Phillips, LLP.

Please note the following meetings and work sessions.

Upcoming Meetings		
Friday, March 26, 2010	Attorney Client Session	4:00 p.m.
Monday, April 19, 2010	Regular Meeting	6:30 p.m.

Sincerely,



Richard Gestrich
City Manager