

**FRIDAY LETTER**  
**February 26, 2010**

**Honorable Mayor and City Council Members:**

Good Friday to the dedicated staff and City Council of the City of Oviedo. I will keep the Friday Letter short this week as I am unexpectedly preparing for an Executive Session called late yesterday.

This is the first week that PDCS has been on the job. Welcome, we hope that your service level is all that we expected.

On another note, I met for the first time with all the City Managers of Seminole County. The meeting was held in Lake Mary at its Events center. Although I am a very regular attendee at the Mayors/Managers meetings, that is not the case for some of my colleagues. There was a discussion of the Local Option Sales Tax and a discussion concerning the holding of quarterly Manager meetings. Although not diametrically opposed to quarterly manager meetings, I emphasized that the real need is for all of my colleagues to attend the Mayors/Managers meetings. Quite frankly, what is missing at the Mayors/Managers meetings is input from some of my more long tenured colleagues at our Mayors/Managers meetings. As usual, I let my thoughts be known. I don't think that we can afford to allow our more tenured colleagues' experience levels not to be heard at the Mayors/Managers meetings. In light of the County's and School District's direct participation in the Mayors/Managers meetings, the input and guidance of our long tenured Florida colleagues would be highly beneficial.

On a final note, I met with Mr. Bentkofsky and Theresa Ott this week concerning the budget workshop. Although the current budgetary year is **SOLIDLY** on-track, there will be and are some very ominous projections for the upcoming budgetary cycle. However, enough said, Mr. Bentkofsky is finalizing his figures for our March 8<sup>th</sup> work session.

Some of my activities this week included:

- City Council Work Session
- Staff Meeting
- Financial Trends Review Meeting
- Meeting with Crowne
- Meeting with John Jones regarding the CRA and Job Growth Initiative
- Meeting with Chief Chudnow
- City Managers Meeting in Lake Mary

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

**HUMAN RESOURCES:**

The Department of Human Resources is currently recruiting to fill an Assistant Finance Director position. Interviews will begin the first week of March. The interview team consists of Bob Bentkofsky, Assistant City Manager, Dianne Holloway, Finance Director, and Connie Collins, Human Resources Director. The HR Department is also recruiting for several seasonal part time Lifeguards/Water Safety Instructors and Lifeguards.

Barbara Faulk, Employment Coordinator, proctored the Police Lieutenant in-basket exam on Tuesday, February 23<sup>rd</sup> for the Police Department.

Mrs. Collins advised two supervisors on FMLA issues, one supervisor on a performance evaluation issue and four supervisors on employee relations issues. She also ran a staff meeting concerning the final preparations for the opening of the health center. She met with Mrs. Faulk to review social media research and issues relating to recruitment.

### **Health Center Update**

The City's Employee Health and Wellness Center is almost finished. The interior construction is finished. All final framing, plumbing and electrical inspections have been made and approved. The Fire Marshall has performed and approved the final fire inspection on the building. The Janitorial crew will be finishing the detailing of the Clinic next week. Superior Painting will be out February 27th to put the finishing touches on the painting punch list and pressure wash the building exterior and concrete walk. The medical equipment and materials arrived and are in the final process of being set up. The IT equipment and network has been set up and is operating. Window treatments will be installed by March 3rd. The signage will be installed by Friday, February 26th. The office furniture has arrived and is being set up. The CareHere health center staff received on-site training this week and they will begin meeting with employees to conduct the HRA blood draws next week.

Keith A. Straw, Risk/Benefit Coordinator, coordinated the delivery of the Employee Health Center Orientations by CareHere this week. Each member of the Human Resources Department assisted the Care Here staff answering employee's questions during the orientation meetings. The orientations were very well attended with information about the health center operations and services provided to 200 City employees on February 23rd, 24th and 25th. The goal of the orientation was to educate the City employees on the benefits provided to them by the new health center. The following topics were discussed; the Health Risk Assessments (HRA), hours of operation, medical services provided and the cost saving suggestions for employees if they utilize the health center. To date, we have had 54 people schedule HRA's for next week. A Frequently Asked Questions (FAQ) answering the questions generated during the orientation meetings will be distributed to all departments by the end of next week.

### **KEY DATES:**

**March 8<sup>th</sup> - Regular business hours begin. Monday to Thursday 8:00AM to 12PM**

**March 13<sup>th</sup> - Ribbon Cutting Ceremony**

**March 18<sup>th</sup> - Grand Opening**

Employees are invited to tour the new Health Center and CareHere caters lunch in the Council Chambers of City Hall.

### **PUBLIC WORKS:**

A preconstruction meeting was conducted on Friday, February 26<sup>th</sup> with Blue Ox Enterprises, LLC in preparation of the City Water System Improvement Project. The project improvements will enable the Mitchell Hammock Water Plant to service the entire City. The Project Engineer, CPH Engineers, and Utility Staff met with Blue Ox representatives at the Mitchell Hammock Water Treatment Plant and a notice to proceed is anticipated soon.

The City received the Notice to Proceed and executed LAP Agreement from FDOT for the North Lockwood Boulevard Trail/Sidewalk ARRA Project. Stimulus funding in the amount of \$527,134.00 has been approved and the project will be advertised for bid on Sunday, February 28<sup>th</sup>. Bids are due on March 29th and City Staff anticipates taking to City Council for approval on April 5th.

The North Lockwood Blvd. Road Resurfacing Project is proceeding on schedule. The contractor has completed the installation of the underdrains and the base reconstruction portion of the project. Currently, the contractor is milling 2" of asphalt, starting from CR 426 and working their way south to CR 419, to overlay the road. Some recent delays have occurred due to cold weather, a minimum of 40 degrees is required to lay asphalt.

City Engineering Staff met this week with the Florida Department of Transportation (FDOT) concerning signal installations on SR434 at Artesia Avenue, Franklin Street, and Deleon Street. Based on the signal warrant analysis prepared for the FDOT, these intersections do not meet warrants at this time. Staff requested Deleon Street be re-evaluated since the study is four years old and current data may indicate a signal is warranted at this location.

Staff heard presentations from four short-listed Design Engineering firms who were solicited via a Request for Qualifications for design of the Police Headquarters Building. A recommendation from the evaluation team is being prepared and will be presented to City Council on March 15<sup>th</sup>.

Bids were received and opened for the City's Right-of-Way Mowing and Landscape Maintenance contracts. The recommendation for bid award is on City Council's agenda for March 1<sup>st</sup>.

### **RECREATION AND PARKS:**



Tomorrow, Saturday, February 27<sup>th</sup>, the Krewe of Leaders will be hosting a Mardi Gras celebration on Oviedo Blvd. Entertainment will be from 1:00 p.m. until 9:00 p.m., with a parade beginning at 5:00 p.m. It is a street party and time to have fun with all that the area vendors have to offer. Come and enjoy a bowl of jambalaya prepared by our own Chef Steve, fun and food that vendors have to offer, as well as the entertainment on stage. To enter Oviedo Blvd., do so via C.R. 419.

Additionally, tomorrow, Saturday, February 27<sup>th</sup>, is Seminole County Volunteer Day! The Seminole County Watershed Action Volunteer Program is sponsoring a County-wide volunteer event. Volunteers will work at the site of their choice to remove invasive plants, clean up a natural area, or help reduce stormwater pollution. Tom King, Project Coordinator with Oviedo Public Works, corresponded with the Oviedo Recreation and Parks Department to place Round Lake Park as one of the volunteer locations. There are a total of 13 different sites participating in the County-wide clean-up.



On Thursday, February 25<sup>th</sup>, the Oviedo Recreation and Parks Department held their first field trip geared towards senior citizens. Departing the Oviedo Gymnasium and Aquatic Facility, 46 participants gathered on the bus and traveled to the Seminole Hard Rock Casino in Tampa to enjoy over 2,500 of the hottest Vegas-style game machines.



Tonight, Friday, February 26<sup>th</sup>, there will be a Fifth Grade Dance at Riverside Park. Tickets for this event went on sale Sunday, February 21<sup>st</sup>. The dance will take place from 6:30 p.m. to 9:30 p.m. in the multi-purpose room. The Riverside Park concession stand will be open for this event and music will be provided by DJ Frankie C., Jr.



Registration for Club Riverside Day Camp opened up for city employees on Monday, February 22<sup>nd</sup>, a week ahead of Oviedo resident registrations, which will begin on Monday, March 1<sup>st</sup>.

Registration for our Spring NFL Youth Flag Football season will open on Monday, March 1<sup>st</sup> at Riverside Park and the Oviedo Gymnasium and Aquatic Facility. Oviedo NFL Flag Football is the premier youth football league for boys and girls ages 5 -14 (age as of April 24<sup>th</sup> 2010). This recreational program provides young players a fun and exciting opportunity to engage in non-contact, continuous action while learning lessons in teamwork. Four age groups are offered: 5/6, 7/8, 8-11 and 12-14. Games will take place on Saturday mornings, beginning April 24<sup>th</sup> at Long Lake Park.



Registration for Spring Youth Cheerleading will also open on Monday, March 1<sup>st</sup> at Riverside Park and the Oviedo Gymnasium and Aquatic Facility. This recreational program provides participants the opportunity to learn the basics of cheering and will root on our Youth Flag Football teams during their games on Saturday mornings. The program is open to those between the ages of 6-14.

Central Florida United Soccer Club will open their spring soccer season this weekend with their annual Kick-Off Tournament. Youth soccer games will take place at Shane Kelly Park on Saturday and Sunday, February 27<sup>th</sup> and 28<sup>th</sup>, at 8:00 a.m.



Tomorrow, Saturday, February 27<sup>th</sup>, Little League will be holding their Opening Day Ceremonies beginning at 9:00 a.m. at the King Street facilities.

The Oviedo Gymnasium and Aquatic Facility began hosting High School Water Polo games starting Wednesday, February 24<sup>th</sup>. Games will be played on Wednesdays and Saturdays through April. The Aquatic Facility is the home pool for Oviedo, Winter Springs, and Hagerty High School water polo matches.



The Oviedo Recreation and Parks Department would like to welcome a new addition to its family! Gymnasium and Aquatics Superintendent Paul Belden and his wife, Kristy, greeted their new baby Zoe Grace at 12:37 a.m. Tuesday, February 23<sup>rd</sup>. Zoe weighed in at a healthy 6 pounds and 6 ounces. Congratulations to them both!

**FIRE/RESCUE SERVICES:**



Mayor Andrews, Deputy Mayor Persampiere, and Chief White participated in an interview news story aired on News Channel 13 this week concerning the **Oviedo Helping Haiti Community Disaster Relief Campaign**. The reporter (Christine Webb) had some

interesting stories to share with us during the interview as she was present during the earthquake on a mission trip. The interview was part of the marketing program to communicate the **Oviedo Helping Haiti** campaign to the Oviedo community. The **Seminole Chronicle** also ran a nice cover story on the campaign! Please continue to market our disaster relief campaign within your social network and any other available opportunity. Other partners have joined the campaign including; Northland a Church Distributed, Faithdome of Fellowship, River Run Christian Church, Gators Dockside, and more are anticipated over the next week.



! Fire Rescue & Police responded to a vehicle versus a structure on Swanson Drive. The vehicle struck the first building which housed special needs children, then struck a pedestrian and vehicle before advancing yet again and striking a different building. Moderate structural damage occurred to both buildings requiring response of a structural engineer and property shoring vendors. Two patients were injured including the driver and a pedestrian. Fortunately, the special needs children had just vacated the room that was struck moments before and the adjacent building room that was struck was unoccupied although adjacent rooms were full with patrons. The emergency scene could have resulted in life threatening injuries resulting in a mass casualty incident!



Please take a moment and congratulate Sharon Ginsburg, Fire Marshal, on her wedding to Tim which will take place this Saturday, February 27<sup>th</sup> in St. Pete Beach, Florida.



Chief White attended/participated:

- City Council workshop.
- Health Clinic employee introduction training meeting.
- OHS Student senior project meeting.
- ION meeting.
- Central Florida Fire Academy fire chief round table discussion meeting.
- Florida High School Athletic Association Wrestling State Championship (last Sat-Lakeland) OHS State Champs!

### **POLICE:**

The department held a promotional process this week for five applicants for the rank of Lieutenant of Police. The process included:

- an assessment center “in-basket” test;
- an oral interview panel consisting of two (2) outside police managers (from Winter Springs & Lake Mary) and one (1) Oviedo Police manager; and
- a one-on-one interview with Chief Chudnow.

Chief Chudnow met with representatives from the Police Benevolent Association regarding Internal Investigations. The Chief participated in a panel for oral presentations on the new police building RFQ. Additionally, he attended a facilitator’s planning meeting for an upcoming Leadership Seminole class, as well as the bi-weekly ION meeting.

Detectives have been working on several more vehicle burglaries that occurred this past week. All but one of the involved vehicles was left with unlocked doors or valuables in plain sight. It is simple to avoid becoming a victim: secure all valuables, put them out of sight and always lock the doors when leaving your vehicle—even in your own driveway. Thieves rarely are attracted to vehicle and garage doors when they are closed and locked.

Volunteer members of Community On Patrol assisted organizers of The Oviedo Preservation Project (TOPP) with their First Annual Historic Oviedo Walking Tour and Pancake & Egg Breakfast on Saturday, February 20<sup>th</sup>. COP Michael Paulin assisted participating pedestrians in safely crossing SR 426.

The last class of the most recent Rape Aggression Defense (R.A.D.) personal safety series for women was held at the C.O.P.S. & Volunteers Center at Oviedo Marketplace last Tuesday. Eight students completed the course. For information on the next R.A.D. program, contact Crime Prevention Officer Grace Robertson at [grobertson@cityofoviedo.net](mailto:grobertson@cityofoviedo.net) or 407-971-5708.

Police Community Relations assisted the Merchants' Association at Oviedo Marketplace and the *Krewe of Leaders* with the Children's Mardi Gras Parade at Oviedo Marketplace.

### **INFORMATION TECHNOLOGY:**

GIS staff and Mike Dawson have been actively involved this past week with numerous Public Work Projects:

- **WaterBase Network** - Mike and Ben Williams, Public Works, are working on the WaterBase network. They are approximately 60% complete in converting the AutoCAD drawings into GIS.
- **Street Lights** - Walt Jacobs GPS mapped almost 4,300 street light points. Amanda Kortus began the QA/QC and is populating additional fields.
- **Signs** - Steve Puckett GPS mapped 570 sign points. This layer is more complicated due to the multiple signs on each pole.
- **Impervious/Pervious** Tom King and Cindy Lamb are developing this layer to determine ERU's.
- GIS staff assisted Sofia Liatsos, Public Works, with the Proposed Trail layer and modification of the existing EAR map. This map will be used by Congresswoman Suzanne Kosmas to evaluate an additional ARRA project. The project is for construction of an 8' wide trail on the west side of North Lockwood Blvd. from the Waverly Woods neighborhood to CR426.
- GIS staff updated maps for Mr. Gestrich to use on his trip to Washington DC. Maps were created showing public works infrastructure projects the Oviedo delegation will be requesting funding for from the Transportation-HUD Appropriations Bill and from the State and Tribal Assistance Grant.

- GTG conducted GPS training for the Public Works staff.

**Other IT News:**

- Staff attended Cisco Networking Devices training at New Horizon. This class was designed to assist staff in troubleshooting techniques, including implementation and verification of connections to remote sites in a WAN environment; mitigation of security threats; wireless networking concepts and terminology; and performance-based skills.

Please note the following meetings and work sessions.

<b>Upcoming Meetings</b>		
<b>Monday, March 1, 2010</b>	<b>Regular Meeting</b>	<b>6:30 p.m.</b>
<b>Monday, March 8, 2010</b>	<b>Work Session</b>	<b>5:30 p.m.</b>

Sincerely,



Richard Gestrich  
City Manager