

**FRIDAY LETTER**  
**March 5, 2010**

**Honorable Mayor and City Council Members:**

Good Friday to the dedicated staff and City Council. I will be brief today as I am catching up from my absence due to a virus and the Masci trial. While out sick, I was suddenly put under subpoena by Masci's attorney late on Wednesday afternoon. The subpoena did not specify what my testimony would be. Accordingly, you may have seen my office light burning late Wednesday night as I tried to prepare for several conceivable subjects in the Masci trial. I followed that up with similar preparations and file review early Thursday morning. Then, armed with my Tylenol, Roloids, and fever, I went off to Court on Thursday morning.

However, once I arrived in Court, the mood had changed and Fred Lyons was prepared to fight the subpoena. Fred succeeded in squashing the last minute subpoena. I have heard that the testimony that was desired was concerning our recent Agreement with Seminole County.

Some of my activities this week included:

- City Council Meeting
- Masci Trial

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

**PUBLIC WORKS:**

A notice to commence work on the City of Oviedo Water System Improvement Project has been issued to Blue Ox Enterprises, LLC. The project improvements will enable the Mitchell Hammock Water plant to service the whole City. The notice to commence work was sent after the Contractor and City Of Oviedo, with the Project Engineer, CPH Engineers, successfully performed a joint pressure test on the 20/30 inch raw water line that will be converted into a potable line. The test established a satisfactory integrity level of the existing pipe conditions before the work is initiated.

**RECREATION AND PARKS:**



The laminate wood flooring has been installed at the Lawton House and looks great! Maintenance staff has added outside floodlights to provide some security illumination of the building from dusk to dawn. Public Works staff will be repairing the steps leading to the building entrance in the near future. Superior Painting will be staining the porch and Parks staff will add some much needed landscaping to the outside of the building.

Recreation and Parks Director Dru D. Boulware would like to thank Facility Maintenance Supervisor Jim Moore and his staff for all of the hard work and dedication in helping renovate the old Fire Administration building into the new Health and Wellness Center. Dru would also like to acknowledge the expertise and excellent project management provided by project coordinator Tom King. Another fine example of interdepartmental collaboration!





Recreation and Parks staff is currently organizing and soliciting sponsorships for the Relay For Life Golf Tournament which will be held April 23<sup>rd</sup> at 1:00 p.m. at the Twin Rivers Golf Club. If you are interested in participating, please view the website or call our department for an application.

The Big Kahuna will be closed today, March 5<sup>th</sup> and Saturday, March 6<sup>th</sup> for pool maintenance. Commercial Energy Specialist Company will be removing the sand from the filter and replacing the laterals and filter sand. The repairs are expected to be completed today but the pool will remain closed on Saturday in order for the chemicals to balance and the water to heat.



A pump replacement for the pool at Riverside Park was completed last Friday, February 26<sup>th</sup>. Hagerty High School's water polo team resumed their practices at Riverside Pool yesterday, March 4<sup>th</sup>. Group swim lessons will begin on Monday, March 8<sup>th</sup>.

Registration for Club Riverside Summer Camp began on Monday, March 1<sup>st</sup> 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 this week. 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.

This past Friday, February 26<sup>th</sup>, Riverside Park held a fifth grade dance and had 160 participants in attendance – making this dance a sell out by Thursday, February 25<sup>th</sup>. The dance was held from 6:30 p.m. until 9:30 p.m. in the multi-purpose room where 5<sup>th</sup> graders socialized and danced to music provided by DJ Frankie C. Jr.



Registration for our Spring NFL Youth Flag Football season began on Monday, March 1<sup>st</sup> at Riverside Park and the Oviedo Gymnasium and Aquatic Facility. Oviedo NFL Flag 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 also began 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 the cheerleaders will root on our Youth Flag Football teams during their games on Saturday mornings at Long Lake Park. The program is open to those between the ages of 6-14.



Our adult leagues are growing in popularity, as we have a total of 44 Adult Softball teams playing at the Oviedo Sports Complex on Monday, Wednesday and Friday nights, and 21 Adult Flag Football teams playing at Long Lake Park on Sunday mornings.

This past week, plants have been moved at Friendship Park in preparation of the installation of a new gate. Delivery of materials for Friendship Park Phase II has begun. The Recreation and Parks Director met the City's contractor, Site Solutions, Inc., who will be doing the site work and concrete work for Friendship Park Phase II. Pending delivery of the two shade systems, a tentative start date for construction to begin is April 5<sup>th</sup>, with the park being closed for approximately 45 days.



An additional 16 backboards have been removed from Boston Hill Park for painting.



Chemical and fertilizer applications on all athletic fields are on hold until the arrival of warmer weather. Field preparation and routine maintenance for games and practices at the Oviedo Sports Complex, Shane Kelly Park, and Long Lake Park are still ongoing.

For the month of February, Edwin Rodriguez, Maintenance Worker I, was voted full-time employee of the month and Amanda Laden, Recreation Aid, was voted part-time employee of the month. Congratulations to both!



### **FIRE/RESCUE SERVICES:**



Only a few weeks remain in the Oviedo Helping Haiti Disaster Relief Campaign! Several pallets of disaster relief supplies have been collected thus far. Please continue to spread the word as we wrap up this special campaign designed to bring some relief to the crisis in Haiti!

**Mardi Gras** Fire Rescue provided EMS standby service for last weekends Mardi Gras Special Event as well as participation in the parade. We look forward to this event growing and perhaps

better weather next year! Chief White and staff were not in attendance as they were attending the wedding of Fire Marshal Sharon Ginsburg.



Oviedo City Council, in cooperation with Chief White, presented the 2009 Fire Rescue Awards during this weeks City Council meeting. We are especially proud of the award winners including:

- Patrick Brice                      Paramedic of the Year
- Philip Graziani                  Company Officer of the Year
- Nick Dorey                         Firefighter of the Year

In addition, Fire Explorer Kyle Stephens will receive the Fire Explorer of the Year Award and was not able to attend the award presentation. We have also nominated Nick Dorey for the American Legion Firefighter of the Year Award and hope for a successful outcome in a regional award category.



Chief White attended/participated:

- City Council meeting.
- New health clinic employee medical screening offering.
- Special tour and presentation with the Russian guests.
- Meeting with representatives from Taylor Morrison concerning a fire code issue related to fire line gate valves.

### **POLICE:**

Chief Chudnow attended the monthly Central Florida Criminal Justice meeting and the monthly City/County Investigative Bureau (CCIB) meeting. The Chief also attended the reception with the Russian delegation. Chief Chudnow facilitated in a Leadership Seminole class.

Detectives have been working on several residential burglaries that occurred this past week. All of these burglaries were to unsecured homes, so no force had to be used to gain entry. You do not have to become a victim—always close and lock your windows and doors. Also, close your garage door when you are not in the garage. Finally, always report suspicious persons, vehicles or activities you see in Oviedo by calling 407-971-5700.

Oviedo Police “Community On Patrol” uniformed volunteers and members of Community Relations assisted with the Oviedo Mardi Gras event last Saturday on Oviedo Boulevard. Community Relations set up a crime prevention booth and uniformed “Community On Patrol” members assisted with traffic control and the actual parade.

Oviedo Police Explorers from Post 851 went to the 2010 B.S.A./Explorer event at Central Florida’s Camp La-No-Che. Accompanied by police advisors, the Explorers participated in physically and mentally challenging activities and athletic competitions. Oviedo earned a 1<sup>st</sup> Place individual medal in Archery and finished in 3<sup>rd</sup> Place Overall for all competition. Oviedo’s Explorers also were recognized for Sportsmanship for their attitude and respect for others. The Oviedo Police Explorer Post is sponsored through the C.O.P.S. Center, meets weekly, and is self-funded, using no budgeted dollars. The program teaches 14 to 21-year old Police Explorers about

law enforcement, public service, and community involvement. Each year, Explorers volunteer and assist at numerous City of Oviedo and local community projects, school programs, and special events.

The Community Relations lieutenant joined Mayor Andrews and Council Members at the Oviedo HOA Presidents Association meeting at the Watson Building. Nineteen Home Owners Association presidents or representatives attended to share information and to liaison with the City and the other HOAs.

### **INFORMATION TECHNOLOGY:**

- GIS staff and Mike Dawson have been actively involved this past week with numerous Public Works Projects. Mike identified several interfaces that need to be developed in order to assist staff in maintaining completed layers. These layers include: Road Maintenance, Road Surfacing, Stormwater and Hydrant layers.

#### **Projects:**

- **WaterBase Network** - Ben Williams of Public Works and Mike Dawson of GTG are approximately 90% complete in converting the AutoCAD drawings into GIS.
- **Street Lights** - Walt Jacobs completed GPS location of street light points and Amanda Kortus began QA/QC and the populating of additional fields.
- **Signs** - Steve Puckett completed GPS location of 600 sign points.
- **Impervious/Pervious**- Tom King and Cindy Lamb completed the layer design.

#### **Other IT News:**

- Staff began preparation for developing a Disaster Assessment and & Response Tool (DART). This tool is a semi-customizable GIS application that will assist with collection of information during and after a disaster.

DART is a mobile based application that is meant to be utilized in the field for rapid data entry. It eliminates the need for field crew's use of paper forms and additional posting processes.

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 active.

- Staff, along with Human Resources, has been developing an electronic submittal process for ICMA-RC contributions to expedite the posting of employees' contribution and loan payments. The submittal process utilizes EZLink, a secure electronic plan administration tool.

### **FINANCE:**

The following table shows the status of Bids and RFP/RFQs being monitored and coordinated by the Purchasing Division for the month of January.

<b>03/05/2010</b>			
<b>Active Solicitations</b>			
<b>Type</b>	<b>Title</b>	<b>Department</b>	<b>Status</b>
RFP	Debris Monitoring Services	Public Works	Under Evaluation
RFQ	Stormwater Conveyance System Analysis	Public Works	Due 03/09
Bid	Lockwood Road Sidewalk Improvements	Public Works	Due 03/29
RFP	Building Maintenance and Custodial Services	Administration	Under Evaluation
RFQ	Police Headquarters Design	Police	Recommendation
Bid	Landscape Maintenance	Public Works	Awarded
Bid	Right of Way Mowing	Public Works	Awarded
<b>Upcoming Solicitations</b>			
<b>Type</b>	<b>Title</b>	<b>Department</b>	<b>Anticipated Bid Date</b>
RFP	Utility Billing Services	Finance	March
RFQ	Architectural Services	Public Works	March
RFP	Lease Purchase Financing	Finance	March
RFQ	Architectural Services	Public Works	March
RFQ	Environmental Consulting Services	Development Services	March
RFQ	Transportation Consulting Services	Development Services	March
Bid	Mitchell Hammock Road Intersection Improvements	Public Works	March
RFQ	CEI Services for Lockwood Road Sidewalk Improvements	Public Works	April
Bid	Debris Removal Services	Public Works	April
Bid	McKinnon Avenue South Outfall	Public Works	On Hold
Bid	Public Works Fleet Maintenance Building Renovation	Public Works	On Hold
Bid	Alafaya Section 17/18 Reclaim	Utilities	Waiting on Funding
Bid	Big Oaks & Twin Rivers Retrofit	Utilities	Waiting on Funding

**HUMAN RESOURCES:**

Barbara Faulk, Employment Coordinator, participated in the Police Department panel interview for 16 police officer candidates plus an interview for the position of Records Specialist in the City Clerk's Office this week. She also attended two webinars; the Fair Credit Reporting Act: What Employers Need to Know When Conducting Background Checks and People are the Social Media.

Connie Collins, Human Resources Director, reviewed and screened 57 applications for the Assistant Finance Director and participated in three telephone screening interviews of Assistant Finance Director candidates. Ms. Collins also participated in a telephone conference with Crowne and Blue Cross Blue Shield to discuss large claims management and she greeted the visitors from Russia on Wednesday.

Keith Straw, Risk and Benefits Coordinator attended and represented the City in workers' compensation mediation. He also attended the discussion with Blue Cross Blue Shield and Crowne.

The Employee Health Center is open and running successfully! Ms. Collins and Mr. Straw, the Risk/Benefit Coordinator, facilitated the opening of the new Health Center with the staff of Care Here this week. Seventy HRA/blood draws were conducted by the staff of Care Here. Many more are scheduled over the next week. The facility looks great thanks to the fabulous team of Care Here and the City of Oviedo. Special thanks to the following City employees: Tom King who supervised the project; Jim Moore and the facilities maintenance employees who performed construction, detailing and cleaning of the facility; David Waller, Tom Mott, Chris Wenner and the crew of Public Works Operations for doing an outstanding job with lining the parking area, signage and landscaping the area and so much more; Jose Davila who set up all the technical IT internet, computer and telephone connections and Keith Straw for assisting in the overall coordination of the project. Great work!!!

Special thanks to the staff of Care Here, especially Brian Lemay, Jason Tomlinson, Ray Tomlinson and Mary Ann Grant R.N.

**Please note the following meetings and work sessions.**

<b>Upcoming Meetings</b>		
<b>Monday, March 8, 2010</b>	<b>Work Session</b>	<b>5:30 p.m.</b>
<b>Monday, March 15, 2010</b>	<b>Attorney Client Session</b>	<b>5:30 p.m.</b>
<b>Monday, March 15, 2010</b>	<b>Regular Meeting</b>	<b>6:30 p.m.</b>

Sincerely,



Richard Gestrich  
City Manager