



OVIEDO
Florida

BUDGET PROSPECTUS



FY 2014 - 15
4TH QUARTER

Contents

Budget Status Report	1
Strategic Plan Update	8
Citywide Dashboards	24

This report is compiled and edited in-house
by the City of Oviedo
Management Services Department
Budget Division

under the direction of:

Bryan Cobb
City Manager

and by

Robin R. Hayes
Director of Management Services

Gail A. Bigelow
Management Analyst



CITY OF OVIEDO FLORIDA

400 ALEXANDRIA BLVD • OVIEDO, FLORIDA 32765

407-971-5555 • WWW.CITYOFOVIEDO.NET

November 23, 2015

Honorable Mayor and City Council of the City of Oviedo,

Provided to you is the fourth quarter Budget Prospectus reflecting the financial information processed by the City through September 30, 2015, and an update on the Strategic Plan as of the same period. This Prospectus information is cumulative on a quarterly basis; whereas the strategic plan data represents the current quarter only. The goal is to provide you a status review of the 4th Quarter for financial and performance information pursuant to the Budget and the Strategic Plan.

In reviewing the Strategic Plan, staff reviewed the Strategies and Objectives and provided an overall status. Items in the Accomplishment category reflect only the reported quarter accomplishments, while On-Going Activities reflect strategies and initiatives currently underway, departmental initiatives considered in-work or in-progress. Since the Prospectus is reported on a quarterly basis the only status codes reported on will be for the “strategies or objectives” where activity occurred during the reporting quarter and support departmental performance measures. We will continue to refine the measures and the data associated with operationalizing this Strategic Plan.

The Budget Data reflects the Annual Budget approved by Council and the actual funds expended as of September 30, 2015; end of the fourth quarter, along with the % expended in comparison to the 100% of the year lapsed. Since this is the fourth quarter all financial data is in draft form until the final is approved through the audit process.

We will provide this information to you on a quarterly basis. Please let me know if any additional information is desired.

Respectfully submitted,

Bryan Cobb
City Manager



BUDGET STATUS REPORT

4th QUARTER FISCAL YEAR 2014-15



This report reflects the adjusted budget, actual expenditures and encumbrances, and the percent of budget expended through September 30, 2015, 100% of the fiscal year for the General Fund, Water Wastewater Utility and the Stormwater Utility.

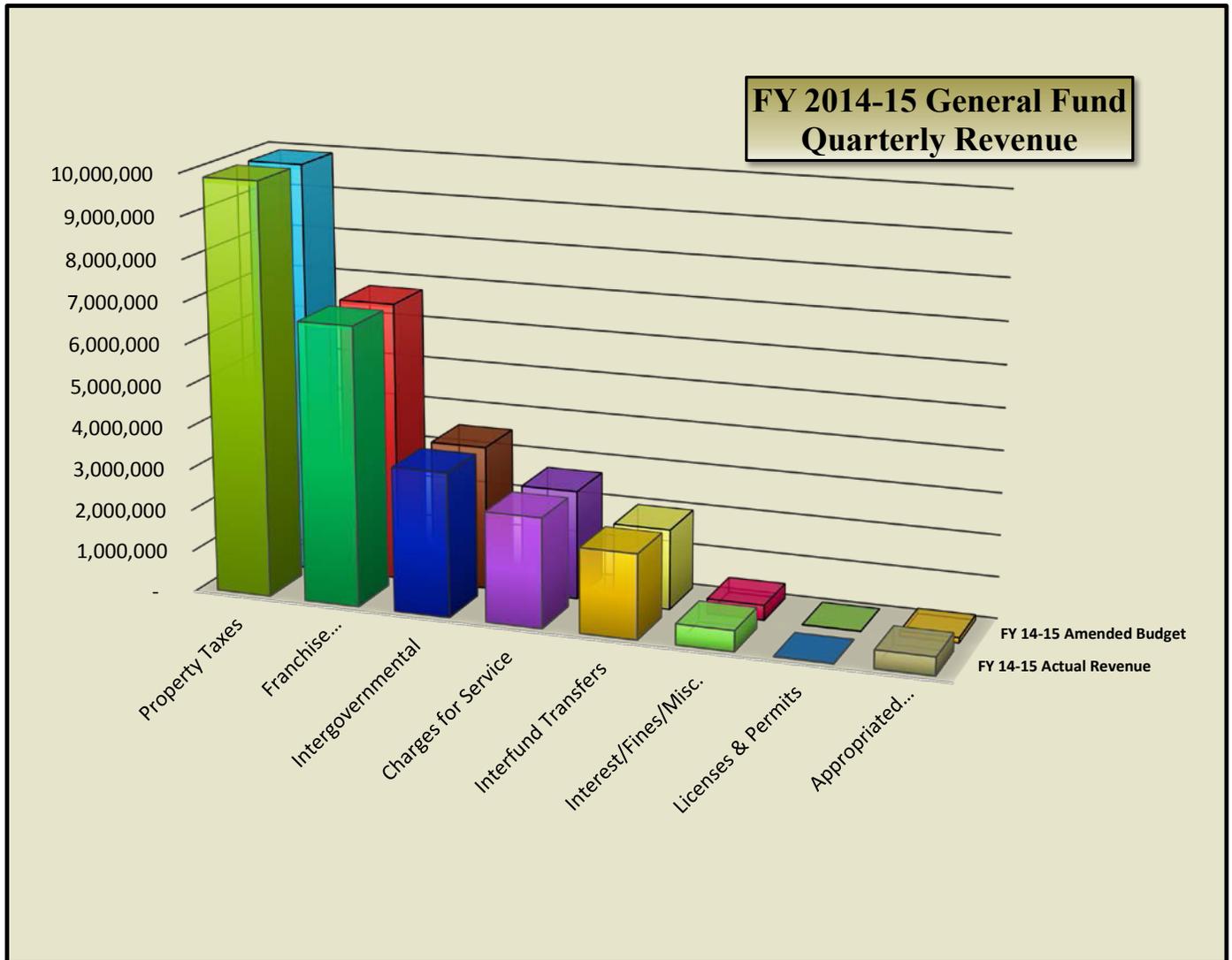
Notes that explain any unusually high or low revenue collections and expenditures are included.

General Fund

FY 14-15 Adopted Budget - Quarterly Report

as of September 30, 2015

Revenue	FY 14-15 Adopted Budget	FY 14-15 Amended Budget	FY 14-15 Actual YTD	% Received YTD
Property Taxes	\$9,881,193	\$9,881,193	\$9,879,110	99.98%
Franchise Fees/Utility Taxes	\$6,715,146	\$6,692,425	\$7,008,142	104.72%
Intergovernmental	\$3,456,254	\$3,456,254	\$3,610,791	104.47%
Charges for Service	\$2,610,067	\$2,627,955	\$3,057,230	116.33%
Interfund Transfers	\$1,919,318	\$2,026,997	\$1,988,389	98.10%
Interest/Fines/Misc.	\$359,652	\$493,042	\$476,625	96.67%
Licenses and Permits	\$5,750	\$5,750	\$3,750	65.22%
Appropriated Fund Balance	\$122,640	\$435,553	\$0	0.00%
	<u>\$25,070,020</u>	<u>\$25,619,169</u>	<u>\$26,024,037</u>	<u>101.58%</u>



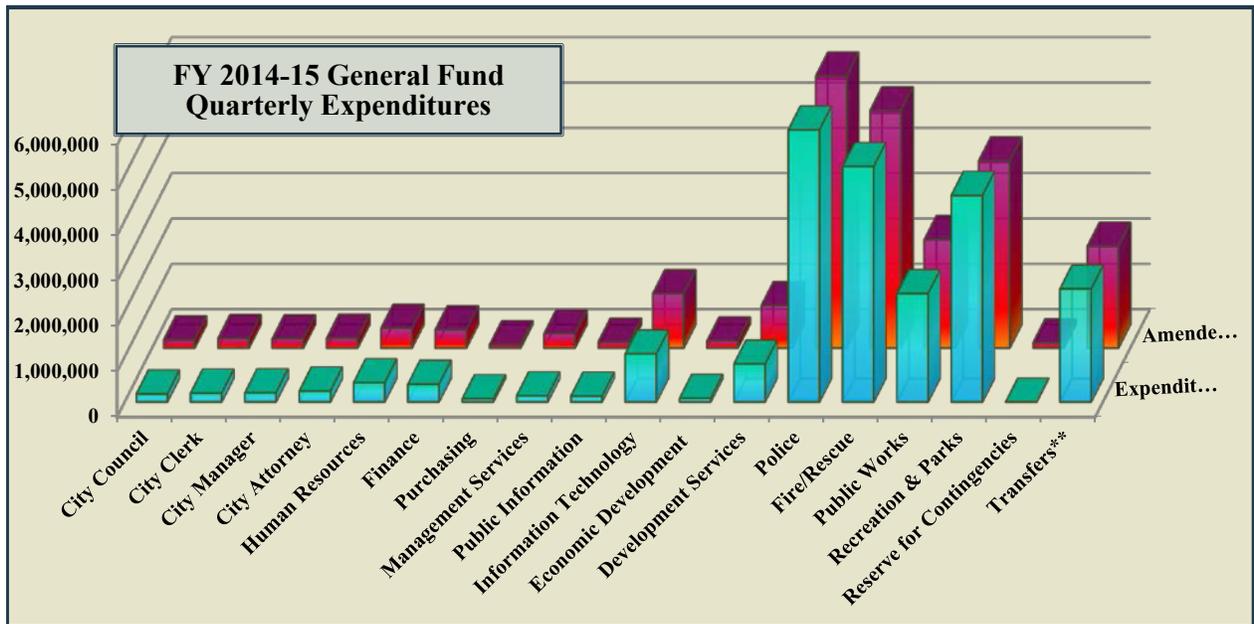
General Fund

FY 14-15 Adopted Budget - Quarterly Report

as of September 30, 2015

Expenditures	FY 14-15 Adopted Budget	FY 14-15 Amended Budget	FY 14-15 Actual YTD	% Expended YTD
City Council	\$182,071	\$183,177	\$178,981	97.71%
City Clerk	\$207,109	\$210,994	\$198,312	93.99%
City Manager	\$211,440	\$207,050	\$204,417	98.73%
City Attorney	\$217,400	\$217,400	\$245,158	112.77%
Human Resources	\$437,614	\$437,614	\$427,911	97.78%
Finance	\$425,530	\$406,631	\$391,698	96.33%
Purchasing	\$72,917	\$77,785	\$74,224	95.42%
Management Services	\$322,615	\$317,695	\$138,583	43.62%
Public Information	\$116,411	\$136,095	\$132,385	97.27%
Information Technology	\$1,133,823	\$1,199,950	\$1,062,523	88.55%
Economic Development	\$159,055	\$159,055	\$83,600	52.56%
Development Services	\$919,845	\$939,845	\$838,013	89.16%
Police	\$6,980,227	\$6,993,557	\$7,054,809	100.88%
Fire/Rescue	\$5,253,654	\$5,238,154	\$5,196,392	99.20%
Public Works	\$2,337,576	\$2,396,793	\$2,391,588	99.78%
Recreation & Parks	\$4,051,481	\$4,130,038	\$4,556,553	110.33%
Reserve for Contingencies	\$0	\$116,173	\$0	0.00%
Transfers**	\$2,041,252	\$2,251,163	\$2,495,146	110.84%
	<u>\$25,070,020</u>	<u>\$25,619,169</u>	<u>\$25,670,293</u>	<u>100.20%</u>

** Transfers include management fees, debt service and transfer between funds.

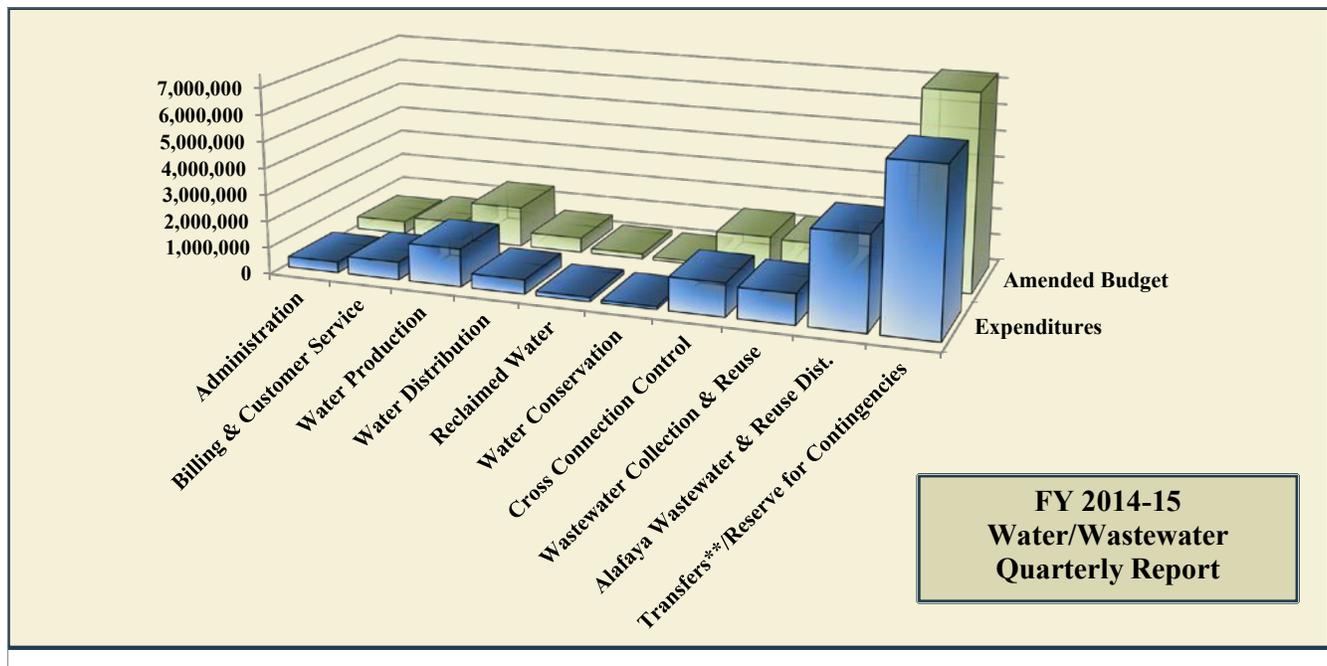


Water/Wastewater Utility FY 14-15 Adopted Budget - Quarterly Report as of September 30, 2015

Revenue	FY 14-15 Adopted Budget	FY 14-15 Amended Budget	FY 14-15 Actual YTD	% Received YTD
Utility Service Taxes	\$0	\$0	(\$78)	0.00%
Federal Stimulus Grant	\$500,000	\$500,000	\$578,972	115.79%
Charges for Service	\$11,680,750	\$11,680,750	\$12,086,151	103.47%
Interest	\$42,500	\$42,500	\$55,321	130.17%
Sale of Assets	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$193,000	\$193,000	\$1,060,443	549.45%
Renewal & Replacement	\$0	\$0	\$0	0.00%
Appropriated Fund Balance	\$0	\$1,043,207	\$0	0.00%
	<u>\$12,416,250</u>	<u>\$13,459,457</u>	<u>\$13,780,808</u>	<u>102.39%</u>

Expenditures	FY 14-15 Adopted Budget	FY 14-15 Amended Budget	FY 14-15 Actual YTD	% Expended YTD
Administration	\$471,480	\$473,705	\$399,320	84.30%
Billing & Customer Service	\$664,414	\$664,414	\$655,248	98.62%
Water Production	\$1,406,910	\$1,508,470	\$1,414,537	93.77%
Water Distribution	\$544,695	\$549,600	\$532,100	96.82%
Reclaimed Water	\$180,375	\$179,895	\$156,976	87.26%
Water Conservation	\$103,203	\$103,203	\$98,772	95.71%
Cross Connection Control	\$1,327,411	\$1,348,436	\$1,236,919	91.73%
Wastewater Collection & Reuse	\$1,229,754	\$1,283,355	\$1,131,736	88.19%
Alafaya Wastewater & Reuse Dist.	\$0	\$0	\$3,480,947	0.00%
Transfers**/Reserve for Contingencies	\$6,488,008	\$7,348,379	\$6,101,194	83.03%
	<u>\$12,416,250</u>	<u>\$13,459,457</u>	<u>\$15,207,750</u>	<u>112.99%</u>

** Transfers include management fees, debt service and transfer between funds.



Stormwater Utility

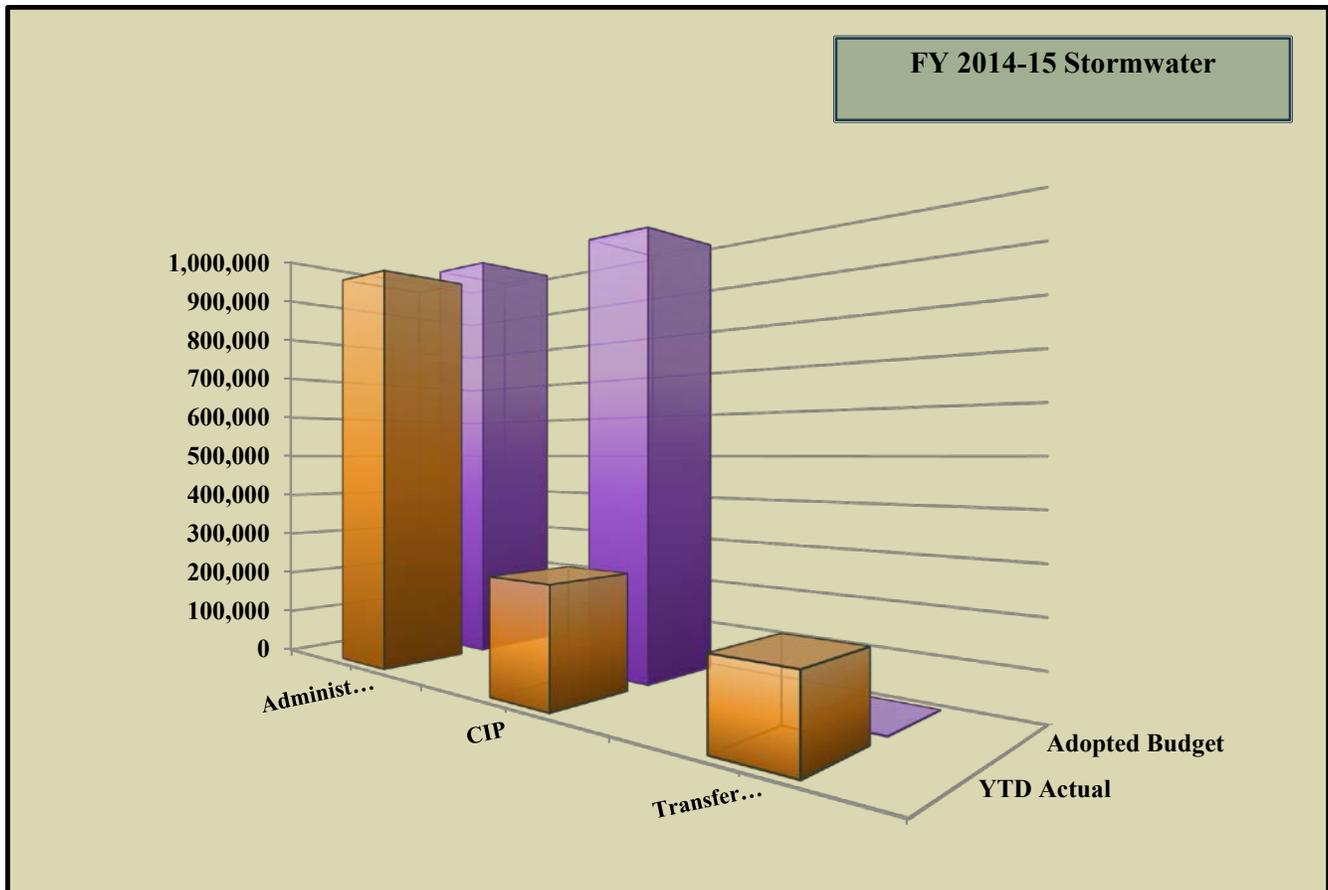
FY 14-15 Adopted Budget - Quarterly Report

as of September 30, 2015

Revenues	FY 14-15 Adopted Budget	FY 14-15 Amended Budget	FY 14-15 Actual YTD	% Received YTD
Charges for Service	\$1,506,000	\$1,506,000	\$1,578,967	104.85%
Interest	\$7,000	\$7,000	\$8,890	127.00%
Transfers**	\$47,279	\$47,279	\$0	0.00%
Appropriated Fund Balance	\$0	\$0	\$0	0.00%
	<u>\$1,560,279</u>	<u>\$1,560,279</u>	<u>\$1,587,857</u>	<u>101.77%</u>

Expenditures	FY 14-15 Adopted Budget	FY 14-15 Amended Budget	FY 14-15 Actual YTD	% Expended YTD
Administration	\$1,138,712	\$1,111,692	\$935,794	84.18%
CIP	\$467,523	\$1,096,087	\$249,741	0.00%
Transfers**	-\$45,956	-\$647,500	\$170,627	-26.35%
	<u>\$1,560,279</u>	<u>\$1,560,279</u>	<u>\$1,356,162</u>	<u>86.92%</u>

** Transfers include management fees, debt service and transfer between funds.







OVIEDO
Florida

STRATEGIC PLAN UPDATE

4th QUARTER FISCAL YEAR 2014-15



Strategic Plan

Strategic Focus Area: Natural and Built Systems

Result: Ensure that the natural and built environment of Oviedo is healthy and sustainable.

Goals

- Sustain programs and efforts to conserve natural resources
- Ensure that the infrastructure meets the capacity needs of the City by:
 - Developing infrastructure that enables quality/smart growth
 - Eliminating existing infrastructure deficits
- Ensure that new development or redevelopment is done in a sustainable manner
- Maintain public health protections

Accomplishments

- All-in-one cart Recycling Program initiated in March 2014
- Commercial Solid Waste Franchise Program modified
- Alafaya Woods Sections 17 and 18 Reclaimed Water infrastructure improvements completed
- Little Creek Reclaimed Water infrastructure improvements completed
- Oviedo Water Reclamation facilities upgraded to add new disc filter and increase reclaimed water capacity
- Northern Lift Station redirect project completed adding 0.3MGD of new flow to Oviedo water reclamation facility
- Master Water Plan updated and adopted by Council
- Aulin Avenue North Stormwater project design initiated
- Designed draining improvement along the west side of Alafaya Woods Boulevard, - construction in progress
- West Mitchell Hammock Water Treatment Facility redundant water main completed
- Tomoka and Caribe water main upgrade completed
- Two work sessions held with City Council to discuss architectural and design guidelines for townhomes, multi-family added mixed-use developments as part of the LDC rewrite
- Riverwoods Water Main Improvement was bid for construction

On-going Activities

- Develop alternative water supply
 - Enhancing distribution system
 - Enhance Oviedo H2O program, i.e. Florida Friendly landscaping
- Promote energy conservation practices
- Construct or modify city facilities to sustainable within budgetary constraints
- Optimize water conservation usage rates
- Maintain and enhance Stormwater management

- Develop programs to implement master plan
- Maintain FEMA CRS rating
- Maintain highest water quality standards
- Continue and strengthen environmental protection measures and programs
 - Staff, with the support of the Environmental Consultant, developed language related to the well field protection requirements to allow restricted development of parcels around well fields while maintaining protection of the City aquifer. The Comprehensive Plan and Land Development Code respective amendments were approved by City Council on January 5, 2015 with the adoption of Ordinances 1594 and 1595
- Continue and enhance solid waste recycling
 - Expand recycling participation particularly in commercial and multi-family areas
 - Maintain river buffers, natural lands, and conservation areas

FY 2014-15

- ❖ Modify land development regulations to facilitate green development/building
- ❖ Modify the LDC to incorporate policies aligned with the Florida Department of Health that endorse and support a healthier environment and community
- * Evaluate City-owned properties to retain or surplus
- * Design a master Stormwater pond to be located in the Old Downtown area
- * Review infrastructure master plans to determine if updates are needed, and prepare a schedule for updating the plans

Years 2015-16 through 2019-20

- Add additional 2.5 million gallon storage tank to West Mitchell Hammock Water Treatment facility
- Upgrade water main along SR434 to coincide with SR426/CR419 Phase I road Widening project
- * Plan to relocate the percolation ponds currently located North of City Hall to undetermined location
- * Construct a master Stormwater pond in the Old Downtown area

Years 2020-21 through 2024-25

- Enhance sewer system distribution
 - Evaluate the feasibility of sewer access through-out the City
- Upgrade water main along SR426 to coincide with SR426/CR419 Phase 2 road-widening project
- Construct Twin Rivers and Riverside reclaimed water infrastructure if financially feasible

Strategic Focus Area: Mobility and Transportation

End Result: A transportation system that will foster economic development, responsible energy use and environmental protection, and health and safety of residents while increasing

the ability of people to move around the City.

Goals

- Continue implementing transportation master plan
- Promote connections to regional multi-modal systems with particular emphasis on
 - Promotion and expansion of the Flex area (Pick-up line)

Accomplishments

- Support rail service for commuters
- Completed Clara Lee Evans Way/Mitchell Hammock Intersection Improvements
- Evans Street extension completed to Lockwood Road
- Turn Lane safety improvements completed at Seminole Creek Drive and Lockwood Boulevard
- Oviedo on the Park – City Plaza Way, Mike Roberto Way, Center Lake Lane and Boardwalk Avenue construction completed
- Signalization of Mitchell Hammock Road/Kingsbridge Drive Intersection completed
- FDOT resurfaced SR 426 and SR 434 including the installation of curbing, sidewalk connections and drainage improvements
- Seminole County constructed the segment of the Cross Seminole Trail between SR 434 and Oviedo Boulevard
- Seminole County added a second left hand turn lane on westbound Mitchell Hammock Road at the intersection with SR426
- Signalization of Franklin Street/SR 434 Intersection completed
- Lawton Elementary School Sidewalk Improvement Project completed
- Resurfaced 7.8 miles of roadway between 36 different streets
- Mitchell Hammock Road Right Turn-Lane Improvements at Alafaya Woods Boulevard completed
- Updated the Transportation Master Plan
- Constructed the Evans Street trail sidewalk
- Designed Oviedo on the Park Parking Lot

On-going Activities

- Increase walking and biking options
- Continue to implement strategies identified in the Transportation Master Plan
- Continue to execute strategies to reduce traffic crashes
- Conduct public education on transportation alternatives
- Develop connectivity for all types of vehicles
- Continue to support multi-modal options such as the negotiation of Park and Ride Sites
- Support construction of McCullough Bridge
- Continue to provide a high level of maintenance for the City's roadway network through an aggressive resurfacing program

FY 2014-15

- * **Modify land development regulations to incorporate a parking management approach instead of strict parking requirements**

- * Modify land development regulations to require alternative fuel charging stations to be provided as part of development projects
- * Prepare a plan for providing alternative fuel charging stations at City facilities where feasible

Years 2015-16 through 2019-20

- Widen SR 426 – SR 426/CR 419 Phase 2 road widening project
- Develop intelligent street system with traffic operation center to reprogram signals
- Prepare a plan to improve public transportation services that includes how to connect to Sun-Rail
- Investigate widening Mitchell Hammock Road from four (4) to six (6) lanes
- Re-evaluate the City’s roadway system through a new pavement condition analysis

Years 2020-21 through 2024-25

- Enhance transit options
- Widen CR 419 – SR 426/CR 419 Phase 3 road widening project

Years 2025-26 and Beyond

- Widen SR 434

Strategic Focus Area: Economic Vitality and Development

End Result: A diverse and strong local economy that brings good jobs and profitable businesses while contributing to the economic health of the City.

Goals

- Promote diversification of the local economy
- Continue to execute the strategic economic development plan with continued emphasis on regional efforts
- Foster redevelopment of business and commercial areas

Accomplishments

- Support development of hospital and related health care/life sciences businesses
 - City Council approved the site plan and Non-Statutory Development Agreement for the Oviedo Medical Center
- Form partnerships with new management of Oviedo Mall
 - City Council approved an amendment to the Oviedo Marketplace Non-Statutory Development Agreement to allow the Mall to upgrade signage
- Promote and champion Seminole Way
- Reduced several development review application fees by 20%
- Updated Transportation, Fire, Police, Recreation and Parks, and Administration Facilities Impact Fees reducing most fees 3% – 47%
- Updated Impact Fee Assistance Program
- Created Community Redevelopment Agency

- CRA 2014 Assessed Value Exceeded the initial Base Value for the first time
- Updated Jobs Growth Incentive Program
- Established Small Business Incubator Graduate Accelerator Tax Receipt and Rent Subsidy Program
- Established Economic Development Ad Valorem Tax Exemption
- Streamlined approval process between staff and applicants/consultants
- Solicited a Request for Proposals for a 2050 Community Visioning process
- Staff processed the following new developments for Oviedo on the Park:
 - Resolution No. 2956-15, Site development Order No. 439-14 for Memory Lane Cottage –adopted by City Council on February 16, 2015
 - Resolution No.2989-15, Site Development order No.443-15: Oviedo on the Park Lot 12 (Evans Grove, Inc.)
 - Resolution No. 2991-15, Park Place Phase II Re-plat
 - Resolution No. 3009-15, Preserve of Oviedo on the Park Plat
 - Resolution No. 3017-15, Site Development Order No. 446-15: Tutus Dance Studio
 - Ordinance No. 1625, Amendments to the LDC Article VI to allow a drive-through restaurant in Oviedo on the Park, adopted by City Council on September 21, 2015.
 - Resolution No. 3069-15, Site development Order No. 450-15 for Shoppes at Oviedo on the Park – adopted by City Council on September 21, 2015

On-going Activities

- Enhance partnerships with UCF/SSC
- Pursue development of Oviedo on the Park
- Continue to participate in regional economic development organizations
- Focus on targeted industries as identified in the Economic Development Plan
 - Pursue primary (job producing) businesses
- Monitor and oversee improved permitting process
- Continuing on-going business retention efforts

FY 2014-15

- Continue to develop business friendly codes and practices
- Continue to enhance business relocation services
- Revise city codes to promote redevelopment
 - Under the LDC rewrite Staff has had regular meetings with the City Attorney to discuss amendments to Articles I, II and III that as present presented to City Council on May 21st during a work session
 - LDC amendments being proposed to allow redevelopment site plans under a Streamlined process
- Pursue annexation where economically beneficial
- Revise city codes to address business needs

Years 2015-16 through 2019-20

- Implement CRA plan and pursue financial participation by Seminole County
- Foster redevelopment of historic downtown
- Pursue annexation where economically beneficial

- * Plan for and relocate the percolation ponds currently located north of City Hall

Strategic Focus Area: Safety and Security

End Result: Oviedo will be one of Florida’s safest cities.

Goals

- Be one of the safest communities in the region
- Maintain fire and police response times at superior levels
- Ensure a high level of readiness to manage and recover from disasters

Accomplishments

- CPA Alumni Association formed-2 sessions have taken place 1st was a presentation by a U.S Attorney and the 2nd by the Seminole County State Attorney’s Office Domestic Violence Unit)

On-going Activities

- Maintain up to date equipment and appropriate facilities with emphasis on:
 - Continue to fund a planned vehicle replacement program
- Maintain traffic safety
 - Traffic Crashes: April 2015 – June 2015

Traffic Crashes	264
Injuries	35
Fatalities	
Motor Vehicle vs Bicycle	1
Motor Vehicle vs Motorcycle	1
Motor Vehicle vs Pedestrian	1
- Maintain disaster preparedness readiness and disaster recovery plan
- Use and update technology for crime prevention
- Continue police participation in the ION Program and other neighborhood groups
- Maintain commitment to first response and other collaborative efforts that are beneficial to the City
- Continue commitment to comparatively superior ISO and CRS ratings and Performance measures
- Focus on crime prevention, community awareness and other community policing Activities

FY 2014-15

- Maintain up to date equipment and appropriate facilities with emphasis on:
 - Development of a mobile command
- ❖ Maintain a 25% clearance rate for all cases assigned to the Investigation Service Section
 - As of the 4th quarter the clearance rate in Investigative Services Section is 30.88%
- ❖ Continue educating the public on law enforcement in Oviedo by forming a CPA Alumni Association and enhance involvement with the senior population
 - The Community Involvement Section is currently developing a program to enhance

senior involvement

- * Construction of a new Fire Station on South Central Avenue to combine Fire Station 44 and 46 as a component of the SR426 – SR419 Road widening project
- * Enhance Workplace Safety:
 - o Build Organizational Safety Awareness through use of the Safety Committee
 - o Conduct annual safety audits of City facilities/follow-up establish process for corrective actions
- * Review Safety Manual
- * Safety and Risk Analyst assists department in conducting investigations of employee accidents and injuries

Years 2015-16 through 2019-20

- Maintain up to date equipment and appropriate facilities with emphasis on:
 - o Construction of a new police headquarters facility
 - o Development of a new EOC
- ❖ Develop and implement a Police Facebook Page to inform the community of events and police activity. The existing City-Wide Administration Facebook page is used to distribute information and community events
- ❖ Develop a PSA to reduce traffic crashes. Social media used to stress this point/educational signs are being posted in high crash areas as a visual warning.
- ❖ Form a Bike Patrol Unit – patrol Oviedo on the Park and neighborhoods

Strategic Focus Area: Recreation, Arts and Culture

End Result: Oviedo offers a wide range of quality recreation, arts and culture activities which satisfy the expectations of residents while also serving to attract new residents and business.

Goals

- Execute and update the Recreation Master Plan
- Maintain the fiscal health and affordability of recreation programming
- Maintain the current ratio of park land to number of residents

Accomplishments

- Approved of a new City Park at Center Lake Park in Oviedo On the Park with a cultural center and amphitheater
- CDBG Grant for the installation of a new playground at Round Lake Park completed
- Dr. Martin Luther King, Jr. memorial tribute completed
- Aulin House at Shane Kelly Park completed
- 5th Annual Relay for Life Charity Golf Outing benefitting the American Cancer Society
- Recruited and filled positions to staff Oviedo on the Park
- Siemens' Facility Improvement Measures will be completed by the end of the current budget year
- Construction of the new City Park, Center Lake Park was completed in May 2015

- Grand Opening event was held for Center Lake Park on Saturday, May 16, 2015
- Recruited and filled positions to staff Center Lake Park
- Renovated the Friendship Park Playground Safety Material with Forever Lawn, project completed
- Siemens' Facility Improvement Measures were completed during this past budget year
- Aulin House Building Improvements were completed at Shane Kelly Park 2015
- 6th Annual Relay for Life Charity Golf Outing benefitting the American Cancer Society held in April 2015 donated amount was \$18,794
- Received notification that the City's Recreation and Parks Department received a Land and Water Grant for Round Lake Park in the amount of \$200,000 with the City matching funds at \$200,000 for total project of \$400,000
- Recreation and Parks Department received \$8,000 as a scholarship donations from Helpful Hands, Inc. to help with sports programs and camp scholarship
- Held five (5) Recreation and Parks Special Events that were very successful and reached 50% pay back as per Council Direction
- Complete construction of Center Lake Park
- Awarded Bid for building a parking lot on Lot#5 of Oviedo on the Park under review
- Recreation and Parks Department hosted at Center Lake Park 3 concerts since the Grand Opening in May 2015:
 - Handful Hands for Back to School Bash
 - Contemporary Christian Concert with Emmy Award performers – Jason Crabb & Natasha Owens
 - Live Rock Concert with Rico Monaco and his 11-Piece Band
- Presented six (6) Food Truck Thursday concerts at Center Lake Park
- Received a \$400,000 State Appropriation Funding to be used for Center Lake Park
- Installation of a new shade structure system for Riverside Park's Pavilion was completed in September 2015
- Successful Carnival of Screams special event at Riverside
- Completed construction of the Dog Park at Shane Kelly Park
- For FY14-15 we issued 79 scholarships for our department, which totaled \$19,722

On-going Activities

- Continue to update recreation fees on an annual basis to maintain cost recovery at current levels and prevent further subsidy from the General Fund
- Continue to develop scholarships for recreation programs
- Continue to deliver a diverse range of recreation programs and community events

FY 2014-15

- Applied for two (2) FRDAP Grants for Round Lake Park and Oviedo Sports Complex
- Developed a Disney-like mosquito control system for Oviedo on the Park
- Recruiting for a Recreation Special Events Manager position for Center Lake Park
- Finalizing the design and architectural plans for the new dog park at Shane Kelly Park
- New programs and events planning as early as December 2015

Years 2015-16 through 2019-20

- Continue to develop more age diverse facilities and programs
- Complete construction on the multipurpose field and new maintenance building at the Stubbs property
- Complete construction of the Dog Park at Shane Kelly Park
- Consider public art effort
- Attain national accreditation for Recreation and Parks
- Construction of the multipurpose field and Park Maintenance building will commence in 2015/16
- Develop a parking lot on Lot #5 of Oviedo on the Park under review
- Develop a Disney-like mosquito control system for Oviedo on the Park

Years 2020-21 through 2024-25

- Consider a public referendum for facility construction and land acquisition if needed

Strategic Focus Area: Community Character

End Result: Foster and maintain a strong sense of community identity and of place.

Goals

- Develop a more uniquely identifiable and attractive city
- Maintain and enhance neighborhood quality
- Support civic pride and community participation

Accomplishments

- Updated the Beautification and Way finding Study
- SR 426/SR 419 Phase 1 Widening Project – Landscape/Hardscape
- Code Enforcement managed to maintain the cases resolved without presentation to The Special Magistrate for 2014-15 Fourth Quarter at 81% compared to 84% last quarter
- Code Enforcement managed to maintain the cases resolved prior to issuance of a formal notice for 2014-15 Third Quarter at 77%
- Code Enforcement managed to maintain the average time of response between receiving a complaint and the initial inspection for 14-15 Second Quarter to less than one day
- Hired a new Code Enforcement Specialist

On-going Activities

- Continue and enhance neighborhood ION strategy
- Develop resources and awareness of resources to support beautification efforts
 - Code enforcement when needed
 - Educate owners
 - Staff promotes an ongoing educational process on Code Enforcement issues with residents and businesses, on-site and at the Department counter. This includes discussing administrative solutions to resolve code enforcement issues identified.
 - Staff is working closely with Development Review, Planning and Building to improve internal processes and communication, as well as Code

- requirements and the LDC rewrite
- Code Enforcement Staff continues to process Individual Residential Lot Tree Restoration Plan inspections and present to DRC when required
- The Code Enforcement Division continues to implement the weekend sign pick up program
- Staff continues to utilize staff members from other Departments and Divisions to assist with duties of the CES

FY 2014-15

- Develop overall design plan including architectural standards to encourage a urban feel to areas of the City
- Adopt city-wide street-scaping standards
 - Develop new architectural standards for multi-family, mixed-use and townhomes while up- dating the architectural standards for commercial and office
 - Solicit RFP/RFQ for branding consultant services
 - Enhance weekend sign pick up program
 - Improve City-owned buffer tract located on the east side of Oviedo Boulevard North of Mitchell Hammock Road
 - Create a new City street sign design with new colors and incorporate the City logo

Years 2015-16 through 2019-20

- Promote “Historic” Downtown redevelopment
- Undertake neighborhood improvements in mature areas
- Develop City plan to merge character of the historic downtown with the new town center
- Develop resources and awareness of resources to support beautification efforts
 - Inventory properties
 - Educate owners
- ❖ Create an architectural manual and a sign code manual to better communicate the desired character encouraged by the City
- * Conduct a Branding initiative

Years 2020-21 through 2024-25

- Development of various districts, and “Green Impact Overlays” to encourage more distinctive development and redevelopment, and to promote broadly the goals and objectives of sustainability

Strategic Focus Area: High Performance Government

End Result: A high level of community confidence and trust in city government.

Goals

- Continue high levels of customer service, productivity, and efficiency while maintaining fiscal and organizational health
- Provide high quality, affordable services

- Provide leadership on critical local and regional issues
- Periodic review and updating of the strategic plan

Accomplishments

- Established a Facebook Page for Administration and Twitter pages for Administration, Public Works, Fire, and Police
- Implementation of SIRE Agenda Software with online access and audio/video capability
- Construction of SIRE Document Imaging Cabinets for Agendas, Minutes, Resolutions, and Ordinances with website search capability
- City recognized as a Healthy Weight Community Champion for 2015
- Increased Customer Service Support Staff providing better customer service coverage levels and staff development. Customer Service Support staff was increased by 1 FTE in the FY 2014-15 budget and a new representative was hired December 1st 2014
- Annually coordinate the Supervisory Development Program preparing employees for higher-level responsibilities
- Coordinated the Supervisory Development Program for FY2015-16 with Institute of Government which prepares employees for higher-level responsibilities
- Completed the delivery of four new supervisory development-training classes
- Enhanced the new employee orientation and safety program
- Prepared annual template updates to NeoGov performance evaluations for FY 2014-15 and assisted supervisory personnel by providing continuous software and program support
- Completed the recruitment and selection process of all summer recreational program Positions and Oviedo on the Park
- Revised Wellness Incentive Plan
- Coordinated Annual Employee Health Fair
- Organized City activities to promote Wellness
- Coordinated and analyzed employee benefit renewals with broker for FY 2015-16
- Selected provider for Pay and Classification Study to conduct a market salary and Benefit analysis and make recommendations
- Engaged in negotiations with IAFF for Agreement renewal
- Conducted Wellness Employee Survey
- Completed first year of Employee Wellness Incentive Program and revised program targets resulting in 166 employees completing the Health Risk Assessment and follow-up and 80 employees meeting their health targets
- Coordinated the delivery of records disposition and destruction training City-Wide
- Completed Annual Employee Health and Wellness Center Review and presented results to City Council showing that the CareHere Wellness Program continues to positively impact employee health and reduce health plan expenses. The return on investment using the cost avoidance method shows a savings of \$1.73 for every \$1.00 spent
- Filled recruitment and staffing needs of Oviedo on the Park and summer recreational program hiring 48 new employees
- Ran Open Enrollment of employee benefits for FY2015-16 and made employee benefit changes in the BenTek and Navilline systems for October 1st new plan year.
- Negotiated employee insurance vendor Agreements

- Calculated and implemented wage increases for all City employees
- Coordinated the delivery of contract compliance training through PRM
- Reviewed, recruited and processed 73 job openings, an 82% increase over last year's number of job vacancies
- Reviewed 2121 applications for employment
- Conduction off-boarding process for 29 employees in FY2014-15, 39% more than the off boarding conducted in previous year. Total City turnover for the year 14%
- Changed the part-time regular employees, who were previously reduced from 40 hours per week to 30-32 hours per week several years ago, back to full-time regular employees at 40 hours per week effective 10/1/2015
- Awarded Classification and Compensation Study to MAG and started phase I of the study
- Recruited new Purchasing Agent and completed successful transition of duties and responsibilities
- Streamlined and significantly enhanced purchasing controls by using attachment feature in software allowing for scanning and storage of documentation and justification on the requisition
- Transferred several Accounting functions from the Purchasing Agent to the Accounting Staff
- Restructured reporting of accounts payable information to improve cash flow and investing
- Balanced the Fixed Asset sub-ledger with the general ledger cleaning up several years of transaction history. The sub-ledger can now be used as a control report to the general ledger eliminating the need for manual entries and analysis
- Recruited new Accounting Technician and completed successful transition of Accounts Payable duties and responsibilities from the Accounting Specialist position
- Updated system controls in Kronos enhancing security and accuracy of payroll
- Cross training of accounting and payroll functions
- Completed upgrades to Kronos and SunGard software solutions
- Migrated city website to hosted solution increasing stability and reliability
- Replaced ten (10) system switches
- Replaced site routers for servicing a majority of the City
- Replaced PANO boxes with Dell Wyse Technology
- Replaced and significantly upgraded nine (9) wireless access points
- Created virtual environment to allow for access to Kronos and Naviline
- Purchased Cyber Liability Insurance for the City
- Increased frequency of system patch application to actual release dates. Security patch updates are now completed weekly due to increased threat of cyber intrusion
- Completed testing of Selectron upgrade for Building Permits
- Facilitated training for the following SunGard applications; Work Orders & Facility Management, Purchasing & Inventory, Payroll, Development Services, Utilities and Cognos Business Intelligence Reporting
- Completed/Implemented EPIC study and Information Technology and Infrastructure Assessment and began implementation of recommended changes.
- Finalized/Implemented recommended indexing strategy as presented in the Revenue

Sufficiency Study

- Created control reports to assist utility crews with daily operations
- Updated and simplified utility rate schedules providing greater control and accuracy
- Automated redundant entry of work order information
- Replaced credit card readers for the new chip technology
- Created new forms to assist homeowners with the activation and deactivation of utility accounts
- Public Records disposition and destruction training delivered
- Contract Review training delivered
- Completed the Records Management Handbook

On-going Activities

- Continue to ensure financial health by tax base diversification and growth; adequate financial reserves, comprehensive contract management, health and liability insurance controls and prudent cost recovery practices
- Continue to pursue mutually beneficial strategies and partnership with other local governments and regional agencies
- Continue to develop a comprehensive approach to pursue Federal and State Financial resources that is consistent with the strategic plan
- Continue to enhance organizational productivity and efficiency by improving organizational performance and customer satisfaction by continuous process improvement and process management
- Development Services Staff has proposed a new development review process as part of an effort to improve review times and improve communication between Staff and applicants.
- Continue to align organizational structure and practices with mission
- Maintain workforce diversity and opportunity
- Continue to build a culture of responsiveness and responsibility
- Continue review of old agreements and scan and upload valid agreements to the SIRE Agreements Cabinet and training

FY 2015-16 through 2019-20

- Continue to enhance productivity and customer service by staff development
- Continue to expand e-government including on-line services, GIS and electronic records with an emphasis on:
 - Maintaining a robust IT infrastructure that encourages citizen participation
 - Expansion of GIS
- Continue to implement comprehensive citizen engagement practices
 - Develop and implement a Social Media Marketing Plan
- ❖ Monitor and track city adherence to safety and compliance training for all new hires and promotions to supervisory positions
- ❖ Research, coordinate and deliver employee training on pertinent topics which can provide employees with information that helps them do their jobs more safely, more efficiently and with greater skill
- ❖ Annually, offer free beginner, intermediate, and advanced training on Microsoft Office

- software through workforce of Central Florida (Program discontinued by WCF).
- ❖ Coordinated the implementation of the new PRM Compliance and Safety training
 - Program – First Net
- ❖ Review the current Strategic Plan for effectiveness, relevance, and the City Council’s direction
- Continue workflow improvement through the elimination of unnecessary controls and roadblocks
- Reduce the amount of touches and time it takes to facilitate a process without impacting controls
 - Review payroll for continued development of electronic processing
 - Continue automation of labor intensive services
 - Continue transition to paperless environment
- Reconfigure the Customer Service work space to enhance the delivery of customer service, privacy for citizens, provide for security, employee safety and comfort
- Study the implementation of a credit check option in lieu of collecting utility deposits
- Work with EPIC to facilitate completion of their three (3) tier project plan proposal
 - Project One (1) – *Stability* is an assessment of immediate risk as it applies to the state of the City’s IT infrastructure and staffing resources; includes risk mitigation strategies. Track the three (3) year plan for *Stability* provided by EPIC
 - Project Two (2) – *Strategy* is the development of a long-term IT Master Plan for the City. Work with EPIC on the *Strategy* for a long term IT Master Plan
 - Project Three (3) – *Sustainability* provides the information, instruction and guidance to develop and implement IT Governance to effectively manage the IT Master Plan as a continuous process. Work with EPIC on the development and implementation of ongoing *Sustainability*
- Staff maintains and updates, bi-monthly, an interactive project status map in the City’s website
- Develop mentoring effort to support succession plans
 - Implement succession plan proposal to prepare the departments for pending retirements
 - Pending approval of proposal made by Institute of Government and submitted in department’s budget proposal.
- Maintain competitive wage and benefit structure
- ❖ Work with NCS in creating a new Citizen Survey
- ❖ Review Fees and Charges associated with Utility customers turned off for non-pay or late payment
- ❖ Consider developing a convenience fee for those paying with credit cards
- ❖ Increase the Fund Balance within the General Fund from 15% to 20% building financial capacity and strength in the General Fund
- ❖ Implement a new Classification Plan through the contract with MAG
- **Strategic Plan Goal, Objective, or strategy**
- * **Green = In Work**
- **Strategic Plan Sub-goal, Objective, or strategy**
- **Staff recommended Strategy FY14-15**
- ❖ **Staff recommended initiative for the strategy FY14-15 Blue-Planned**





OVIEDO
Florida

CITYWIDE DASHBOARDS

4th QUARTER FISCAL YEAR 2014-15



City of Oviedo

Monthly Financial Dashboard

