



CITY OF MOUNT DORA

Office of the City Manager
510 N. Baker St.
Mount Dora, FL 32757
352-735-7126
Fax: 352-383-4801

E-mail: citymgr@cityofmounddora.com

DATE: December 6, 2016
TO: Honorable Mayor and City Council
FROM: Robin R. Hayes, City Manager
RE: October Monthly Accomplishments

ADMINISTRATION DIVISION

City Clerk / Deputy City Clerk

- Worked the Emergency Operations Center (EOC) during Hurricane Matthew Event
- Prepared and organized agenda materials and presentations for City Council meetings
- Processed electoral candidate paperwork and maintained current information on website
- Researched Rental Ordinance program history
- Researched Bed and Breakfast info for meeting pertaining to Air B and B's
- Met with Robin R. Hayes, City Manager, and Innkeepers
- Researched past practice for requesting additional employee holidays
- Researched history of Special Code Enforcement magistrate services
- Offered support with Public Information Officer duties during her maternity leave
- Assisted in administrative tasks and scheduling to have the incoming City Manager ready for office
- Worked the Mount Dora Craft Fair parking shuttle service program and participated in the post-event meeting
- Attended Florida League of Cities Policy Committee meeting
- Attended the Florida Association of City Clerks (FACC) Fall Institute & Academy
- Prepared Executive Board Report for FACC
- Prepared Thank You letters for FACC members who served to keep our booth at the Florida League of Cities conference staffed

HUMAN RESOURCES

The following activities took place in Human Resources during the month of October;

- Revision of Pay Policies to include Emergency Event Response Pay
- Employee interviews related to Personnel matters.
- Special Event Application - Hold Harmless Agreement resolved.

- Meetings with outside auditors to review HR operations & practices.
- Resolution regarding reporting of General Liability and Workers Comp. claims information to City attorney.
- Meetings/discussions with investigating attorney regarding hostile work environment allegation.
- Meetings with Fire Chief and Deputy Fire Chief regarding revised Lieutenants exam.
- Continuous review of positions and employees to be impacted by FLSA O/T changes on December 1, 2016.
- Developing a Last Chance Agreement as part of the progressive disciplinary process.
- Revision of EEO Policy to include language on genetics information as per The Genetic Information Nondiscrimination Act.

- **Property Insurance claims, asset recovery worked on in October**
 1. Vehicle crash involving City's antique light pole – \$3,135.00
 2. Vehicle crash destroying a City utility pole - \$4,460.00
 3. Vehicle crash destroying a City owned transformer - \$2,853.00
 4. Vehicle crash into City owned brick wall - \$2,573.00

- **General Liability Claims worked on in October**
 1. Alleged wrongful arrest.
 2. Trip & Fall in City right of way.
 3. Alleged wrongful use of Driver and Vehicle Information Database (DAVID).
 4. Rider on bicycle hit pothole on City Street – bodily injury & property damage.

Additional October activities:

- Updated position history spreadsheet
- Open Enrollment/benefits and changes
- Processed employment applications
- Route employment applications to proper department
- Posted position openings (job line, website, and window display)
- Removed positions from job line, website, and window display
- Log all applications received
- Sent Conditional offer letter to prospective employee
- Sent out Thank you letters to applicants that were not selected for positions
- Updated Orientation packets
- Sent out 6 month evaluations
- Set up ICMA orientation for new employees
- Notification to employees regarding meeting times ICMA questions or changes
- Balanced and paid benefit bills (AFLAC, standard)
- Balanced and paid P-Card statements
- Monthly Care Here Meeting with Jason and Liza
- Officiate Wellness Seminars (Super Foods)

- Award wellness points to attendees at Wellness Seminars
- Process No Call/No Shows at wellness center
- National Policies & Benefits Survey for Employers Association Forum, Inc. (71 pages)
- Safety Committee Agenda
- FLSA Webinar
- FLSA Workshop
- Work on FLSA new regulations
- Holiday Award Luncheon set up (Gift Wrapping, Donation requests and follow ups, decorations)
- Inventoried employee awards and gifts for Awards Luncheon
- Process Wellness Certificates for Awards Luncheon
- Sent out Employee Nomination forms for Awards Luncheon and reminders
- Sent out employee sign-up sheet to departments for awards luncheon
- Retiree benefit calculations
- Ordered Dependent cards for TASC for employees
- Set up 2017 ICMA seminars
- Reviewed 2017 Wellness seminars
- Hurricane Matthew pay assistance (Overtime eligibility)
- Provided information/answered questions for auditors
- Set up Target Solutions for Safety Committee and HR training
- General Pension Agenda updates
- General Pension bills
- General Pension election
- Several Public records requests with redactions
- Sent flowers for employees
- Wage Garnishment correspondences
- Collated and distributed paychecks
- Ordered office supplies
- Corrected City Manager's cell phone stipend and car allowance
- Employment Verifications
- Income Verification statements
- Answered numerous employee questions/concerns/requests/phone calls/emails
- Annual shredding preparation
- Calculate January raises (merit)
- Track employee evaluations for raises January 2017
- Implement refund check from TASC
- Retiree health benefit changes
- 3 employee benefit corrections with Blue Cross/Blue Shield
- Accepted new certificates for employees/ scanned and filed in personnel file
- Processed certification pay for the applicable certifications

- Filing
- CPPT registration for Pension Trustees
- Paid annual dues for Pension Trustees
- BS&A updates / revise processes in accordance to updates
- Updated HR Manual
- Respond to HR email related to recruitment

FINANCE

Finance

- Auditors were in to perform interim work
- Worked with PRMG on Information for State Revolving Loan
- Met with County EEOC Personnel and attended a FEMA orientation meeting
- City of Mount Dora qualifies for FEMA funding
- Produced Two Payroll with many special events including FEMA classifications
- Worked with PD to prepare the Magistrate agenda packet
- Worked with Electric to prepare Tree Trimming agenda packet.
- Worked with Planning and Development to get the letters out to the various taxing authorities for the CRA and NECRA
- Received Approval from State of Florida for the TRIM package
- Opened up new budget year and working on closing the old year
- Working on Carryover List from 2015-16 to 2016-17

Purchasing

- Worked with PD to prepare the Magistrate agenda packet
- Worked with Electric to prepare Tree Trimming agenda packet.

Information Technology

- Purchase approximately ½ of the PC's to begin the upgrading of PC's to departments
- Posted upgrades to the website as needed
- Worked on installing the live Web Cam at 5th and Donnelly for availability in November
- Provided personnel to support the City EEOC during Hurricane Matthew

Customer Service

- Converted the part-time personnel to a full-time equivalent
- Provided support for Meter Reading
- Provided new rates for Water, Wastewater, Reclaim and Electric
- Provided notice to Sylvan Shores customers of the upcoming rates for November

- Worked on and have available the budget billing for customer who are interested in the program.

FIRE DEPARTMENT

- Accreditation
- Fire Truck purchase
- Working with GID on response mapping, call load volume and station location analysis
- CPR classes; currently conducting CPR classes for all city employees who require or wish to possess the credentials

POLICE DEPARTMENT

- Citizens Police Academy completed 9th week
- Hired part-time police officer Miguel Luciano
- Sergeants Helfant and Strykowski completed the third week of public safety leadership development program at Valencia
- Initial Neighborhood watch meeting for the Pine and Orange area in NECRA

PARKS AND RECREATION

- Planted over 300 geraniums and ordered Poinsettias for various offices
- Placed orders for equipment as budgeted: Mower, John Deere Utility Vehicle, Grapple Attachment for Tractor
- Pressure washed and painted various areas throughout the City in preparation for installation of holiday lights and events
- Painted curb on Highland Street
- Worked with merchants on Highland Street for placement of wayfinding sign poles
- Interviewed candidates for part-time budgeted position
- Worked with assigned staff during and after the Hurricane Matthew Event
- Painted restrooms and installed new toilets at Gilbert Park
- Rearranged furniture in City Manager's Office and in the City Hall Board Room
- Installed magazine racks at the W.T. Bland Library
- Moved records in preparation for disposition/shredding on December 9, 2016
- Repaired in-ground electrical box at Gilbert Park
- General facilities maintenance including repairs, light bulbs, insect extermination, etc.
- Renovated the Martin Luther King Center including: new drop ceiling, drywall, new lights, new floors and painted the entire facility – 90% completed
- Simpson House Renovations to siding, windows, deck and handicap ramp
- Collected information for all events and activities for the Spring and Summer Leisure Guide which will be printed mid-December for distribution in newspapers early to mid-January
- Hosted activities such as Movie in the Park
- Continuing to work on Serenity Park with plans sent out for surveys and other requirements preceding the start of construction
- Palm Island Plans have been reviewed and put out to bid with a pre-bid meeting
- Attended National Recreation and Parks Association Conference

- Attended staff and project meetings
- Conducted Commission and Parks and Recreation Advisory Board meetings

PLANNING AND DEVELOPMENT

- CRA/NECRA Activities:
 - Pilot shuttle program (golf carts) Mount Dora Craft Fair

PUBLIC WORKS

- Hurricane Matthew event response including restoration of power throughout the City and removing trees and limbs that were blown over
- Completed storm assessment in order to improve response to future events
- Selected E-Sciences as arborist consultant
- Working to secure consultant for the design of a new public works facility and other future projects
- Thrill Hill Mine Site Plan work has begun for environmental and surveying needed for Lake County for a site plan permit to allow construction of the reclamation water storage facility
- BESH Engineering is working on utility construction plans for sections 3A and 3B along SR 46 from Summerbrooke Subdivision to Round Lake Road
- BESH Engineering is working on utility plans with land acquisition specialist to minimize the total construction and land acquisition costs
- US 441 and SR 46 interchange utility relocation has been a challenge, as of the last 24 hours significant progress has been made toward finalizing this project
- Prepared City Council Agenda items
- Access Road for Wastewater Treatment Plant (WWTP) #2 funded by FDOT to relocate the current access road serving the plant from SR 46 to US 441 is nearing completion
- The lift station collection crew has developed a maintenance process that will result in forty percent less run times for lift station pumps which will result in comparable savings in electric cost and a corresponding prolonged pump life before replacement is required

LIBRARY

- October is the start of the holiday season for the Library. As usual it is the Children's Department that has the most fun this time of year:
 - 18 programs with a total attendance of 2,395. Special programs include:
 - National Night Out – Oct. 4 – estimated 1,500
 - Pumpkin Patch/Pumpkin Decorating – Oct. 14 & 15 – 270
 - Little Chefs – new program – Oct. 17 – 17
 - Toddler/ Pre Costume Party – Oct. 26 – 150
 - Frank Brown Field Trunk or Treat – Oct. 29 -150
- 76 adult programs and classes, with 413 adult attendees
- Early Voting – October 24 – November 5 –kept our parking lot overflowing. We are still waiting for the Supervisor of Elections Office's report for the total number of voters.
- Butterfly Garden Clean-up Day – Saturday, October 24 – organized by Cathy Jones – had 8 volunteers – concentrated on the area around the Learning Pavilion – plants were triaged; about 50 viable plants were planted; general clean-up of debris. Library supplied

water, soft drinks and pizza for lunch

- National Indie Author Day host site – scheduled for October 8 but rescheduled due to the hurricane to Saturday, October 29 – 3 local African American women authors spoke. The authors plus the participants are interested in a quarterly author/writing program. We are researching on-line programs for electronic publishing options for local authors.



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ADMINISTRATION DIVISION

City Clerk / Deputy City Clerk

- Prepared and organized agenda materials and presentations for City Council meetings
- Began preparing for Newly Elected City Council members which entails arranging meetings with Human Resources, Information Technology, City Manager, City Clerk
- Offered support with Public Information Officer duties during her maternity leave
- Attended Florida League of Cities Policy Committee meeting
- Department Head Template Preparation and Training
- New City Council Orientation Information Compilation
- Compiled Reports from Department Heads to include their Accomplishments, Performance Measurement Data and CIP project Updates
- Working with City Manager to get special meeting dates/work session dates scheduled
- Ordered plaques for outgoing City Council members
- Prepared City Council meeting minutes
- Reviewed and Assisted Department Heads with Agenda Items
- Processed approximately 7 public records requests – one of the records requests involves over 500 e-mails, each of which needs to be reviewed
- Received Certified Election Results, prepared agenda item
- Working with Department Heads to get Board Appointments and Reappointments ready for City Council
- Worked with Commission on Ethics for Financial Disclosure Reporting
- Assisted in Coordination proper review process for City Council agenda items both internal and legal
- Prepared approximately 8 Resolutions
- Minority Reporting for the State of Florida
- Form 1F to Marie Rich and Ed Rowlett
- Register for IIMC Conference

- Provided Scenic Byway Support Resolution from 2012 to LPG (Land Planning Group)
- Collected Records Disposition Reports in preparation for Shed Truck to arrive December 9

HUMAN RESOURCES

The following activities took place in Human Resources during the month of November;

- Review of FLSA affected positions for Pay Grade changes.
- Revise Last Chance Agreement for Labor Attorney final review.
- Prepare Fitness for Duty Authorization Letter for Labor Attorney review.
- Review of BCBS Rx report for comparison with Wellness Center formulary
- Review & resolve General Liability claims for month.
- Meeting with investigating attorney regarding hostile work environment allegation.
- Meeting with acting Fire Chief regarding Lieutenants Exam
- Renewal for Storage Tank 3rd Party Liability Insurance
- Prepare and provide Dr.'s office with required documents for Fitness for Duty Exam.
- Prepare reviews of nominees for Recognition Awards luncheon. Order awards through vendor.
- Discussion with Interim Planning & Development Director regarding recruitment of Building Inspector. Repost position on various web sites.
- Discussion with Interim Planning & Development Director regarding pay increases for employees coming off of six month probation.
- Meeting with Don Harbuck, Northeast Lineman College.
- Prepare Agenda for distribution; General Employee Quarterly Pension Board meeting.
- Discussion with City Manager and Acting Fire Chief on various issues.
- Discussion with City Manager and Finance Director regarding employee savings program and Special Event insurance.
- Follow up with Broker of Record regarding Special event insurance and associated legal issues.
- Discussion with Parks & Recreation Director regarding problems observed in conjunction with requisition to hire additional Journeyman Electrician/Trades Worker.
- Review of Fiduciary Liability Insurance Renewal.
- Meeting with Acting Fire Chief
- Meeting with Public Works Director regarding OSHA letter.
- **Property Insurance Claims worked on in November**
 1. Vehicle crash into City owned brick wall - \$2,573.00
 2. Vehicle crash involving City's antique light pole - \$3,135.00 (Recovered)
 3. Lightning Strike at Water Treatment Plant 2 - \$20,304.00
- **General Liability Claims worked on in November**
 1. Employee experienced diabetic episode while driving City vehicle, hitting a private vehicle. City has been put on notice regarding other party's injuries. City insurance carrier is investigating alleged injuries. City attorney has been copied.

Additional November activities:

- New Employee Orientations (2)
- Accepted employment applications (33)
- Distributed employment applications

- Posted Customer Service Representative position, internally and externally
- Monthly CareHere meeting with Jason Sandberg
- Set up pre-employment physical
- Purchased supplies for the Employee Appreciation Luncheon
- Set up Employee Appreciation Luncheon set-up committee
- Attended FLSA seminar in Orlando
- Completed CPR Training/Certification
- Processed cell phone stipend for employee
- Health insurance changes for life changing event (1)
- Separated and distributed paychecks
- Sent flowers to employees (2)
- Balanced and paid invoices (AFLAC, The Standard, P-Card, Claudia's Florist, WageWorks, TASC, Fisher Phillips)
- Completed a December City Holiday Survey amongst 14 different cities
- Officiate Wellness Seminars (Healthy Skin, Eyes & Ears)
- Compiled Safety Committee Agenda
- Presented TargetSolutions - PGCS at quarterly safety committee meeting
- Scheduled the next quarterly Safety Committee Meeting
- Typed Safety Committee Minutes
- Assisted employees with TargetSolutions (1)
- Ordered Christmas Tree
- Assembled and decorated Christmas tree
- Organized for food donation after Employee appreciation luncheon.
- Workers' Comp. follow up (1)
- Collected a Supervisor's Accident investigation report and advised employee to go to the Wellness Center
- Updated workers' comp spreadsheet
- Answered numerous employee questions/concerns/requests/phone calls/emails
- Compiled departmental secretary procedure reminder packet
- Filing
- Processed certification pay for applicable certifications
- Processed Salem Trust reimbursement for FPPTA Conference Hotel charges from 2015 & 2016
- BS&A updates
- Checked HR emails
- Updated HR Manual (2 Policy updates)
- Input Computer Purchase (1)
- Added employees to the sign-up sheet to meet with ICMA representative
- Typed, printed, and mailed No call/No Show payroll deduction letters (9)
- Employee Terminations (1)
- Updated applications received spreadsheet
- Updated monthly duties spreadsheet
- Award wellness points to attendees at wellness seminars

- Sent out 6 month evaluations (3)
- Sent out Thank you letters to applicants that were not selected for employment (12)
- Accepted an employee incident report
- Added AFLAC benefits to new Full time status employee
- Telephone employment verifications
- Responded to faxed employment verifications
- Follow up on donation letters for employee luncheon
- Designed and sent flyer to have Jenna add to the employee newsletter
- Meeting with Ken Bloom in reference to award nominees for employee luncheon
- Email communications with Access Awards and Engraving on newly added award category, accepting proofs and ordering awards for 13 employees
- Made and stamped City Manager Awards of Excellence
- Updated HR Authorization form “blue sheet”
- Sent reminder emails to new hires about mandatory ICMA meeting
- Phone conversations with Retiree about Medicare Part D enrollment
- Answered employee questions in reference to FLSA regulation changes
- Emailed BS&A several questions in reference to updates/changes to software
- Conferred with Finance and resolved a Direct Deposit/payroll issue
- Emailed EAF about FMLA questions on salaried employees
- Reviewed and printed copies of new required I-9 form
- Created a list of benefits available to Council Members for City Clerk’s office
- Provided Blue Cross to finance for reconciliation and payment
- Requested (and resolved) The Standard correct a billing allocation error
- Renewed Kim Helfant’s FRMA Membership
- Worked with IT in setting up future online application processes
- Updated Pension Agenda
- Advertised and prepared for an election for the open spot on the General Pension Board
- Generated and printed Wellness Certificates and awards for Employee Luncheon
- Process Hepatitis shots for 4 employees
- Compared Blue Cross generic drug formulary distribution to CareHere formulary distribution
- Updated the City’s Policy and Procedure Manual.
- Processed incentive pay for 2 employees
- Set up 1st floor conference room for ICMA new hire meeting
- Printed 2 employee badges
- Adjustment on AFLAC deduction for employee
- Received final calculation for retirement for 1 employee
- Set up Menorah on 1st floor of City Hall
- Organized Salvation Army angels/gifts
- Removed Customer Service Rep 1 position from the City website, HR posting, and job line
- Public Records requests
- Added General Pension Agenda to the City’s website
- Compiled General Pension Agenda Packets for each board member

FINANCE

Finance

- Worked with PRMG for detail data on consumption and usage for FRS Loan
- Submitted Fire Pension to Actuary
- Submitted Police Pension to Actuary
- Submitted General Employee to Actuary
- Submitted Data to PRMG for State Revolving Fund
-

Purchasing

- Drafting of new Purchasing Policy submitted to Council for review
- Held demonstrations with two fleet maintenance companies
- Magistrate RFP

Information Technology

- Migrated all servers to the new SAN
- Met with BIS Digital vendor regarding city council video solution
- Researched email filtering replacement solution due to McAfeeSaas end of life
- Researched new IT work order system
- Researched HR online job applications and testing with Kim Helfant
- Assisted Finance Dept with Suntrust OFM/MFT file transfer testing and training
- Disabled USB access to users per Auditors and CJIS requirements
- Completed CJIS Technical Audit at Police Dept
- Completed IT Audit – Improvement substantial no major problem areas noted

Customer Service

- Worked with Water Distribution to get a report sent in an expedient and efficient manner
- Customer Service Rep I has submitted for retirement for December 9th
- A request for advertising was submitted same day and internal posting proceeded.
- Interviewed four candidates
- Attended BS&A Southern Conference
- Reviewing implemental of Laptop and Electronic for meter readers
- Data logger procedure to improve efficiency for customer request

FIRE DEPARTMENT

- Hiring two new firefighters
- Pilot program for rearranging staff to achieve 3-person engine companies
- Several employees have obtained certifications through the State Fire Marshall, Fire and Life Public Safety Educator, and Life Safety Fire Inspectors
- Continue to work with the manufacturer on new fire engines that are being built, this work includes a recent trip to Appleton, WI
- Teaching hands-only CPR classes
- Addition of new thermal imaging cameras so that each person on duty has one assigned to him/her

POLICE DEPARTMENT

- The fifth Citizen Police Academy class graduated
- Presented the MedEvac BearCat to City Council
- Sergeants Strykowski and Helfant graduated from Valencia College, Public Safety Leadership Development Program
- Arrested two individuals committing a burglary in the 700 block of Fearon Avenue
- Arrested an individual for Arm Trafficking, after stopping him on a traffic stop

PARKS AND RECREATION

Parks/CRA

- Christmas lights on the Donnelly Park Christmas Tree, Parks and Recreation Office building and Cemetery
- One hundred Christmas Banners and Lights on poles and palm trees downtown, Grandview Street, Sunset Park and Watson Park
- One hundred fifty bales of pine straw and poinsettias planted in downtown
- Special events: Plant and Garden Fair, Night for the Celt Concert, Scottish Highland Festival, Light Up Mount Dora
- Scottish Golf Tournament
- Received new Grapple for tractor, new John Deere utility vehicle and new mower
- CRA built two memorial benches and poured two slabs of concrete
- CRA painted 14 poles on Grandview Street

Maintenance

- Treat an ant problem in the City Manager's office
- Carpet cleaning company cleaned carpets upstairs and spot cleaned downstairs City Hall
- Check and adjust 11th Avenue tennis court Timer
- Check and repair key fob access for the City Hall elevator control
- Change the time on seven Library time clocks
- Pressure wash the front of City Hall
- Reset the time clock for the outdoor and parking lot lighting at the Library

- Check and repair a toilet in the Ladies bathroom downstairs at City Hall
- Pressure washed the 4th Avenue boat Docks
- Move Christmas decorations from Simpson House storage to the Library
- Check and order replacement light lenses for the downtown parking garage
- Check test and repair the HVAC unit for the program/work room at the Library
- Pressure wash the front of the MLK building
- Checked and had Plumbing company replace the Hot water heater upstairs in city hall which was leaking
- Obtain the 1st of three written quotes for replacement bumpers for the 4th Avenue floating docks
- Make a key access fob for an employee at the Public Services Complex
- Continue renovations to the Martin Luther King Center the entire facility now 95% complete
- Had plumbing company make repairs to the main water line feeding the bathrooms at Sunset Park
- Checked and troubleshoot a problem with the ballfield lights at the little league fields and order and replace a main breaker providing power to three light poles
- Checked a bad chemical or electrical smell coming from Ken Blooms office, had carpet company come back and re-clean area
- Replaced the 50 ton HVAC unit at city hall, make program changes for the new unit, now running test and trending before test and balance and the finishing of the complete install and modifications are made
- Meeting at Donnelly park reference Season of trees
- Repair lighting in John Floras office in the Building department at City Hall
- Put out rat poison at the Donnelly Park building after receiving complaints about seeing rats at the front in the bushes
- Check, troubleshoot and order parts for the Gas water heaters at the Swimming Pool
- Check and stock the bathrooms at Donnelly Park and Sunset Park for the Christmas light up special event
- Install four decorative cone Christmas trees in the planter boxes in front of the Library

Recreation

- Recreation Department hosted soccer banquet for all children who participated in the fall soccer league

Spring Leisure Guides are being worked on. They should be ready for proofing/printers soon Youth Basketball Registration has begun. Weekly e-mails are being sent out through ActiveNet and the flyer have been sent to all the local elementary and middle schools through Peach Jar.

- 9 Programs – October and November
- Tennis – Meets once a week for 5 weeks
- Adult Strength Training and Toning – Meets twice a week monthly
- Adult Dance – Meets once a week monthly
- Woodcarvers Club – Meets once a week

- Karate – Meets twice a week monthly
- Zen Yoga – Meets once a week Free Program
- Tai Chi – Meets twice a week Free Program
- Fall Church League Softball – 8 teams 10 week program
- Fall Soccer – 3 leagues/age groups

Parks and Recreation Administrative Office

- CIP-Work continued on the Serenity Park, plans returned and sent on to building and planning review.
- CIP-Palm Island bid returned and sent to city council for their review and approval to move forward with construction. Additional funding also requested to meet bid numbers.
- Addressed and resolved numerous daily issues as they came up
- Conducted the first Highland Scottish Golf Tournament (44 Participants)
- Attended staff meetings and project meetings
- Conducted Public Arts Commission meetings
- Conducted parks and Advisory Board meeting

PLANNING AND DEVELOPMENT

- CRA/NECRA Activities: - Pilot shuttle program for Light Up Mount Dora
- State Department of Economic Opportunity (DEO) Small Cities Community Development Block Grant (CDBG) letter dated 11/21/16 indicating \$750,000 grant was selected for NECRA area (stormwater and water value projects/improvements)

PUBLIC WORKS

Tree Crew

- Responded to hurricane Matthew (Pre & Post) 1 week
- Removed 9 trees
- Raised low limbs on Donnelly St for upcoming special events
- Planted 10 trees donated by Friends of the Environment
- Trimmed Live Oak @ 6th & Alexander
- Trimmed vegetation along fences at WTP 2

Concrete Crew

- Repaired sidewalks in 19 locations
- Repaired curbs in 2 locations
- Provided asphalt repairs in support of utility repairs
- Repaired boardwalk on Donnelly St damaged by falling tree

Sign Technician

- Installed 10 historic signs
- Striping projects related to parking - 5
- Replaced 5 damaged signs
- Set up for 13 events

- Assist with events-shuttle service
- Assist with 5th Av Paving Project

Right of Way Maintenance

- Mow vacant lots in support of Code Enforcement
- Shift to edging sidewalks & curbs as frequency of mowing decreases
- Mow right of ways as needed
- Pick up roadway debris as needed on daily basis
- Assist stormwater with mowing retention ponds

Sanitation

- Maintain 11 entrances into town on daily basis
- Maintain the “gateway” streets (1st, 5th, 11th & Donnelly) on daily basis
- Pick up missed garbage complaints as needed

Street Sweeper

- Sweep 63 miles on a weekly basis
- Sweep downtown twice a week (Monday & Friday)
- Service and check machine on a daily basis
- Assist with cleaning stormwater structures as needed

Stormwater

- Completed Annual NPDES Permit for report for DEP
- Contracted for significant cleaning of 19 stormwater structures
- Maintained/mowed retention ponds
- Clean storm structures before and after hurricane Matthew

Electric Division

- Response to Hurricane Matthew
 - Trimmed trees prior to event
 - Responded to numerous power outages
- Responded to 19 “trouble” tickets in November
- Installed Christmas lights and figurines in support of Light up Mount Dora and other holiday events
- Daily inspections and maintenance

LIBRARY

Activities:

- The Library was the 4th busiest voting site (out of 9 early voting sites) for the 2016 early voting (October 24 – November 5). We had a total of 9,446 people vote here.
- The Library is partnering with the Lake Sumter State College Upward Bound tutoring program.

“Lake-Sumter State College's Upward Bound Program provides high school students from Lake County an opportunity to gain access to higher education. The program, which is funded by the U.S. Department of Education, is designed to motivate and serve first-generation college bound students from modest income households. The purpose of the project is to encourage students to achieve academic success in school, graduate, and enter post-secondary education.”

Approximately 16 students meet here several times a month from November through January. They are divided into 2 groups.

- We also work with the Small Business Resource Network by providing a meeting space several times a month for their various network meetings – breakfast and/or lunch.
- November is National Memory Screening Month (Alzheimer’s Foundation of America) and we partnered with Waterman Village and their Brain Wellness Academy to provide free confidential memory screening on Tuesday, November 15.
- Audrey Sanders, the executive director of the Florida Lakes Symphony Orchestra, has a program at the library entitled “Preludes” during their season (November through April), where she discusses the upcoming concert.



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ADMINISTRATION DIVISION

City Clerk / Deputy City Clerk

- Administered the Records Destruction Process in accordance with Florida Statutes Chapter 119, approximately 8.8 tons of records were documented and destroyed
- Responded to 15 public records requests

Human Resources

- Florida Public Human Resources Association (FPHRA) Pay Study was completed.
- Processing of merit increases for Fire and General Employees collective bargaining units effective January 1st payroll.
- The annual employee holiday awards & recognition luncheon was held on December 15th.
- Numerous activities and meetings related to our Fire Department were conducted in December.
- Reviewed of all 2016 General Liability and Workers Comp. claims.

Finance

Finance

- Received \$20,000 for Medicare Part D reimbursement.
- Received actuary reports for Fire, General and Police Pensions
- Received actuary reports for Other Post Employment Benefits

Purchasing

- Magistrate RFP Finalized
- Working on Fleet Maintenance providing options for purchasing City vehicles

Information Technology

- Upgraded computers for the Library and Parks/Recreation Departments
- Migrated all servers to the new EMC unity SAN providing more capacity for future storage and growth.
- Upgraded 2 of the 7 City Council iPads

Customer Service

- Hired a new Customer Service Representative to replace a retired employee and we get the extra benefit of having another person who is bi-lingual (Spanish)
- Customer took the time to express gratitude for the exceptional work of Molly Crall in the handling of his situation.

Fire Department

- Hired three new firefighters and a new Administrative Coordinator
- Changed our staffing to 3-man engine companies
- Joined our Police Dept. during three nights of Santa Tours throughout our town.
- Top collection site for Toys-For-Tots in north Lake County
- Transferred a vehicle (F150) to public works to facilitate their hydrant testing program.

Police Department

- Three arrests were made for the high profile Armed Burglary cases that occurred at 706 Fairview Ave
- There were two grants approved
 - \$5,652 for taser replacements
 - \$5,044 for rain gear
- Patrol Operations made 863 traffic stops and issued 163 citations
- 53 arrests were made (12 felony, 22 misdemeanor, 19 traffic)
- Northeast Xmas party (sponsored over 100 kids)
- Shop with a Cop
 - Partnered with Target to shop with 20 kids
 - Partnered with TJ Maxx to shop with 3 kids
- Conducted department wide Ethics Training
- Santa Tour was a huge hit throughout the City of Mount Dora (December 13-15)

Parks and Recreation

Special Events:

- The Christmas Walk event attracted over 20,000 attendees.
- The Nutcracker Production in partnership with the Mount Dora Ballet and City of Mount Dora Parks and Recreation Department attracted over 950 attendees for both nights.
- Recognized in the Florida Recreation Parks Association's: Facility Journal of 2016 highlighting the Donnelly Park Event Pad and Pickleball Courts.
- New Year's Eve Event – Saturday, December 31, *Presenter/Sponsor: Pisces Rising, Over 6,000 event attendees.*

Recreation:

- Christmas in the Park had approx. 10,000 participants
- Adult Fall softball ended with the Tournament on December 8th.
- Parks and Recreation Christmas Parade Float Themed Minion Christmas
- Santa's Switchboard made calls to over 130 children during the holidays.

Building maintenance and custodial:

- Completed Fire inspection at the Martin Luther King Center building, at the Parks & REC/ IT office building, the Public Services Complex building, the Donnelly Park building,

Parks/CRA:

- Christmas in the Park Event
- CRA added additional new dumpster downtown at Donnelly and 3rd parking lot and the dumpster on Alexander and 4th became a regular trash dumpster.
- New Year's Eve Event
- Christmas Parade

Parks & Recreation Administration:

- Secured city council approval for Palm Island walkway funding and bid acceptance.
- Secured approval from P&Z board for Serenity Park build.
- Received approval from DEP for permit for Palm Island Boardwalk.
- Held Christmas party for all staff in unit as well as invited IT staff to join us.

Planning and Development

- Pilot shuttle programs: Light Up Mount Dora and Christmas Walk.
- Year-end reports to the State Department of Interior for Historic Preservation.
- Financial reviews for CRA and NECRA.
- Downtown Parking Implementation Plan – Wayfinding Sign Contract.
- NECRA Grandview Commercial Market Study.

Public Works

- Completed the construction of the earthen berm along SR 46 at the Summerbrooke Subdivision,
- Completed all the field work required to obtain Site Plan Approval from Lake County for Thrill Hill Property,

- Approximately 85 percent complete on SR 46/ US 441 Interchange Utility Relocation,
- Nearing completion of new driveway to WWTP #2 and access the Grantham Property in keeping with the FDOT's need to certify Rights of Way for SR 46 / US 441 Interchange Project, and
- Completed plans for Wekiva 3A & 3B Utility Construction from Summerbrooke Subdivision and Round Lake Road to serve the Wolf Branch Innovation District.

Library

- Kicked off the holiday season at the library with our own Christmas tree lighting ceremony on November 29 with the Triangle Elementary School Choir. Santa and Mrs. Claus and his elves made a visit for photo ops; Library punch and cookies were served in the hallway and children could make their own ornaments in the Children's program room.
- On December 13, we had our annual holiday volunteer luncheon. Participated in the Northeast Christmas Party hosted by the Mount Dora Police Department. We handed out new books to the children.
- Participated in the Children's Christmas in the Park with a craft and decorating of holiday shaped cookies with icing and sprinkles.