

City Manager's ^{UP}date

July 15, 2019

This ^{UP}date will refer to the events since the date of the last ^{UP}date of June 10th, 2019.

DUNEDIN PUBLIC LIBRARY

- Presented 22 tech sessions with an attendance of 33 people
- Notary Service at Library –14 stamps
- Delivered 77 items to 16 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 388.25 hours of their time
- Adult Volunteers donated 203 hours of their time
- 354 patrons utilized the study rooms
- 236 seeds packets “checked out”
- E-books checked out – 2302
- E-audiobooks checked out – 945
- 1 Exam proctored
- Interlibrary loan books obtained for Dunedin Patrons – 55 books
- Webinars: Fortnite in the Library, How to Build A Value Workspace Culture, the Drama Triangle, Google Forms, Weeding 101, Keeping Genres in Shape, Managing Employees, Emotional Intelligence in the Workplace, Creating Videos, Getting to Know the Needs of Gen X
- Staff attended the following meetings: Commission Meeting, Weekly City Department Head Meeting, weekly Library Management Team meetings, Cataloging Special Interest Group, Integrated Library System Special Interest Group, Youth Services Interest Group, Budget Workshop, Reference/Technical Services Department Meeting, I pad meeting
- Partnership with Dunedin Fine Art Center on their library collection
- Director worked on FY20 Budget and attended budget review meetings
- 2 staff members attended the American Library Association Conference sponsored by the Friends of the Library
- Attended groundbreaking at City Water Plant
- Met with Friends of the Library to plan pop up book sale in September
- Numerous staff members completed the Homeless Library Training Program
- Presentations on library products by Kanopy, Hoopla, Ignite Software
- Director meetings with each area of the library, asked all employees for 3 ideas to change/streamline in Library

STATISTICS

| | |
|--------------------------------|--------|
| Door Count | 24,081 |
| Total Transactions | 83,659 |
| Average Circulation Per Hour | 143.53 |
| Adult and Youth Programs | 128 |
| Program Attendance | 2248 |
| Internet Usage (Adult & Youth) | 2504 |
| Wireless Usage | 1423 |

PLANNING & DEVELOPMENT DEPARTMENT
Building Division

June 2019

| PERMITS | | | |
|--|--|---------------|-----------------------|
| Total Permits Issued | | | 427 |
| Total Permit Fees Collected | | | \$108,044.00 |
| Total Valuation of Construction | | | \$5,542,856.00 |
| | | | |
| Permits by Group: | | NUMBER | VALUATION |
| Building Permit | | 228 | \$4,548,751.00 |
| Electrical Permit | | 27 | \$200,417.00 |
| Fence Permit | | 31 | \$119,143.00 |
| Gas Permit | | 3 | \$7,473.00 |
| Mechanical Permit | | 86 | \$549,811.00 |
| Plumbing Permit | | 40 | \$108,606.00 |
| Sign Permit | | 9 | \$20,600.00 |
| Tent Permit | | 3 | \$1,300.00 |
| | | | |
| New Construction by Building Type: | | NUMBER | VALUATION |
| New Single Family Residences | | 2 | \$730,610.00 |
| New Two-Family Residences | | 1 | \$263,000.00 |
| New Multi-Family Residential Buildings | | 0 | \$0.00 |
| New Mobile Homes | | 1 | \$128,354.00 |
| New Commercial Buildings | | 0 | \$0.00 |
| New Mixed-Use Buildings (Commercial & Residential) | | 0 | \$0.00 |
| | | | |
| BUILDING INSPECTIONS | | | |
| Building, Electrical, Gas, Mechanical, Plumbing: | | NUMBER | |
| TOTAL | | 1,135 | |
| | | | |
| LOCAL BUSINESS TAX RECEIPTS | | | |
| | | NUMBER | TAXES |
| New Business Tax Receipts | | 14 | \$1,358.50 |
| Renewed Business Tax Receipts | | 3 | \$725.63 |

Code Enforcement Division

- Code enforcement staff performed 120 inspections, responded to 8 public records requests, opened 58 new cases and closed 23 existing cases in June.
- June 4, 2019 Code Enforcement Board Meeting Actions:
 - Old Business Cases Heard: 10
 - New Business Cases Heard: 11
 - Affidavits of Compliance Accepted: 10
 - Reconsideration of Fine Requests: None
- The Code Enforcement Board collected \$1,251.44 in unpaid fines and fees in June.
- The City Commission approved the following actions regarding existing code enforcement cases:
 - 6/4/2019 - Authorized the City Attorney to accept a \$12,000 settlement offer submitted by Attorney Andrew Mongelluzzi, on behalf of the owner, Dunedin Academy & Day School in exchange for the Release of a Code Enforcement Board Lien (DCEB 18-777) on the property located at 1408 CR 1.

Planning Division

- Staff presented the following items to the City Commission for comments, questions and direction:
 - 6/4/2019 - Land Development Code Supplemental Height Regulations for the CRA.
 - 6/18/2019 - Draft Comprehensive Plan Update of the Housing Element.
- June 20, 2019 City Commission meeting actions:
 - Postponed First Reading of Ordinance 19-01 to July 25, 2019 - Rezoning request for 1341 Bayshore Boulevard from Planned Residential Development (PRD) to Multi-Family Residential 15 (MF-15).
 - Tabled First Reading of Application 19-14 - Sea Palms Twin Villas Design Review for the property located at 2624 Paula Drive North.
 - Approved First Reading of Application 19-15 - Beyond the Wall Design Review for the property located at 520 Skinner Boulevard.
- June 12, 2019 Local Planning Agency meeting actions:
 - Provided comments and direction on the Draft Comprehensive Plan Update of the Housing Element presented by staff.
 - Recommended approval of the following ordinances for the property located at 1 Eagle Lane:
 - Ordinance 19-16 - Annexation.
 - Ordinance 19-17 - Land Use Plan designation of Residential Suburban (RS).
 - Ordinance 19-18 - Zoning designation of Single Family Residential (R-200).
 - Recommended approval of Ordinance 19-19 - City Policy on Green Building Certification Standards.
 - Recommended approval of Ordinance 19-20 - Amending Section 104-26 of the Land Development Code.
- June 17, 2019 Board of Adjustment & Appeal meeting actions:
 - Approved Conditional Use Permit Application 19-19C – Allow the construction of single-family residence in the Tourist Facility (TF) zoning district for property located at 1530 Bayshore Boulevard.

CRA/ECONOMIC & HOUSING DEVELOPMENT

Mease Manor

- Staff has been working with Mease Manor on their major improvement project.

Patricia Corridor

- Staff has been working with the newly formed Patricia Merchants Association (PMA) on identifying areas of need.

DEEP Project

- **City Hall** – Staff has been working to identify potential spaces for relocating City staff during the construction of City Hall.
- **Gateway** – Appraisals have been completed and discussions are underway for a unified site development.

Affordable/Workforce Housing

- Staff presented the Affordable Housing Assessment study and recommendations at the June 18, 2019 Commission Work session. The Action Plan is under review and due in the Fall.
- Staff has been working with Planning on updating the Housing Elements of the Comp Plan

- Staff continues to work to assemble the resources and partners for an affordable/workforce housing project.
- Staff is currently reviewing the feasibility of a potential Senior Affordable housing project.

Skinner Blvd Road Project

- Staff is working to assemble an RFQ for the Design Phase on this project and will put out to bid in September.

CRA/CRAAC/ Downtown Projects

- Staff met with the newly formed Pinellas County CRA workgroup to discuss the implementation of the recent legislative outcomes and Pinellas County new requirements.
- Staff continues working on repairs and enhancements including, benches, pavers, parking lot upgrades as well as renewal of parking lot leases.
- Staff has issued the Purchase Order for the enhancements to the Box Car, expected date of completion in late summer 2019.
- Eleven Commercial Façade Grants have been awarded to Downtown Businesses so far this fiscal year.
- The new Artistic Bus Shelter is in place and the solar panels have been installed. Next steps are for the Arts and Cultural Committee to put a Call to Artist for the Shelter.
- Staff has been working with consultant from Cardno on plans for Pioneer Park enhancements.

Douglas Avenue

- Staff is moving forward with construction of the raised crosswalks. This project is a measure to enhance walkability on Douglas Avenue near the Artisan and parking Garage. Work is scheduled to begin in October.

Business Recruitment and Retention

- Staff has been actively visiting and researching Business Innovator and Apprenticeship programs around the County.

Florida Business Incubator Sponsorship

- The FBII Agreement is under review for renewal and due before Commission in September 2019. The FBII continues to build on its success. Quarterly email video reports are being sent to the Commissions

Wayfinding

- The new Wayfinding signs are being procured and are due to be installed before the end of the year. We are still waiting final approval from FDOT before moving forward with the production of the rest of the signage. The Trademark process for the orange wayfinding signage is under way.

Special Event Parking

- Staff has been working on the Special Event Parking Committee to help locate additional parking during special events downtown.

PARKS & RECREATION

Parks & Recreation Administration:

- Met with the City Arborist, Permitting staff and the City Attorney to discuss the implications of the new State legislation approved by the Governor restricting local oversight of tree removals and trimming on certain residential properties.
- Presented to the Local Planning Agency and received their support of the revised Land Dedication Ordinance for parkland impact fees and credits.

- Completed review and design for the new shade structures for the Sindoon Stage at the Dunedin Community Center and the Weaver Park playground. The contract will be presented to the City Commission for approval on July 9, 2019. We are also receiving quotes to remove two of the unneeded columns on the stage and reduce the height of the others.
- Met with Finance and prepared estimates for the LDO funds over the next 5 years.
- Presented the various options for the use of the Dunedin Stirling Links property to the Parks & Recreation Advisory Committee.
- Began design of the replacement playground for Elizabeth Skinner Jackson Park playground.
- Re-advertised the Harbormaster position.
- Toured various marina facilities throughout Pinellas County with the Marina staff to explore best practices and facility design and maintenance.
- Continued work with Engineering to plan and finalize the scope for the Marina dredge and Dock A renovations.
- Assisted with the Request for Proposals for the Employee Benefit Brokerage and Consulting Services contract.
- Finalized and submitted the Management Plan for the Florida Communities Trust (FCT) grant award for the purchase of the Hammock Park property.
- Compiled the survey results for the new aquatic complex and began drafting the Request for Qualifications (RFQ) for the design services for the replacement Aquatic Complex.
- Met with County, several cities and University of Florida representative in regards to a unified approach of the use of glyphosate.

Marketing:

- The Aquatic Complex Design survey was open May 3 and closed May 31. A total of 594 responses were received, results were reviewed and shared with staff.
- Prepared first draft of the next Parks & Recreation Magazine (Fall edition, Sept-Dec).
- Assisted staff with coordinating and promoting the Dunedin Parks & Recreation Department and Youth Advisory Committee's "Bag Drive" to help children in foster care. The Bag Drive is being held throughout the month of July during National Parks & Recreation Month. Marketing materials and promotion included posters, postcards, news story, e-notifications and announcements on social media and City website. A promotional video and presentation was also created and will be presented during the City Commission meeting on July 9th.
- Continued taking 360-photos and footage of City parks and recreational facilities to be promoted online. Also organizing a multitude of digital photos and creating easy access to Department shared multimedia library.
- Designed various types of marketing materials including posters, postcards and flyers for upcoming Department events and programs.
- Continued to create, promote and monitor Department events and announcements on social media.
- Continued maintenance of Department webpages including populating with new information, updating and reviewing content, digital photo editing, creating news stories, e-notifications and troubleshooting.

Special Events:

- Salty Soul Cleanup on the Causeway on June 22.

Recreation:

- **Community Center:**
 - The Community Center had a total of 8 rentals with 400 guests total in private parties and Teen Leadership Training.

- Summer Camp was in full swing in June with three out of the four weeks for the month of Kid's Camp at max capacity. Also, all specialty camps i.e. Pre-K, Theater, Archery, Afternoon Adventures, Bagpipe and Little Art Masters at or near capacity.
- A Public Meeting was held to update the public about the renovation of the Fitness Room. There were a total of 25 members who came to hear about the changes.
- Staff continued with registration of camps, programs and rentals.
- **Fitness Center:**
 - Fitness Center visits and group exercise attendance totaled 2,608 for the month of June.
 - Fitness/GEX class drop-in attendance: 41
- **Athletics:**
 - Twenty four (24) athletic rentals were held in June.
 - Athletic Summer Camp Enrollments:
 - Multi Sports
 - Week 1-6/3-6/7 – 26 participants
 - Week 2-6/10-6/14 – 26 participants
 - Week 3-6/17-6/21 – 25 participants (Baseball Camp)
 - Week 4-6/24-6/28 – 25 participants
 - Tennis Camp
 - Week 3 – 6/17-6/21 – 25 participants
 - Week 4 – 6/24-6/28 – 25 participants
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - Summer Camp programming continued with Teen Camp, Hammock Day Camp, Nature Camp, Skate and Paddling Camps providing youth with fun, safe summer time experience.
 - Campers brought in food/household donations for Dunedin Cares food drive.
 - Building rentals including cooking camp, basketball camp, AAU practices, parkour classes and private parties continued as a revenue source.
 - Staff and Youth Advisory Committee members filmed promotional video to be presented at upcoming Commission meeting to inform City officials and the public on "It's In the Bag" program in celebration of Florida Parks and Recreation Month. The department is expanding on the "Buddy Bag" program which collected personal items for children in foster care by setting a goal of collecting 200 bags to place collected items.
 - Staff prepared for Before and After School Programs for 2019-20 school year, including program planning, organization and staffing.
 - Staff in renewal process for 2019-20 school year contract with JWB and Pinellas County School Board to continue Promise Time initiative at Dunedin Elementary School and at San Jose Elementary School.
 - Staff working with Pinellas County School Board to provide snack service for upcoming school year.
- **Hale Activity Center:**
 - Held 48 adult classes and programs for a total participation of 1,932.
 - 'Puttin on the Ritz' Luncheon had a participation of 35 and was sponsored by Palms of Largo.
 - Held 4 meetings with an attendance of 32.
 - Held 3 rentals with an attendance of 370.
 - Total attendance for the month of June was 2,369.
 - Staff continued with marketing, planning and preparing for upcoming special events.
- **Highlander Pool**
 - Successfully completed two sessions of Sailing Camp.

- Successfully completed one session of Kayak Camp.
- Hired a new lifeguard, Lafayette Renfroe.
- Staff continued work on the beginning stages for the design of the new aquatic center.
- Total pool admissions for the month of June was 5,599 with revenues of \$23,346.

Parks:

- Cut out, removed and replaced 43,500 square feet of damaged Bermuda sod at Jerry Lake fields 1 and 3, top dressed all 4 fields and replaced 15 garbage can holders.
- Completed multiple irrigation repairs on athletic fields (with the assistance of our irrigation techs).
- Cleared out the storm retention areas on Harvard and Ed Eckert to allow the rain water to drain.
- Knocked down and re-built the pitching mound on field 3 at Fisher, added clay and levelled fields 1,2 & 4.
- Replaced 3,500 square feet of sod around the batting cages between fields 5 & 6 and outside Little League's main office on Harvard.
- Hired a contractor to inject Curfew into all 11 fields between Jerry Lake and Fisher to treat for Nematodes.
- Hosted over 15 games.
- Began initial preparations for All Star and State Tournaments for Little League Baseball and Softball.
- Re-shelled Good Shepherd parking lot, Harvard parking lot at Fisher, Harris Property, Jerry Lake, New Youth Guild, Causeway, and Weaver parking lots on both sides of Alt. 19.
- Removed pole from the golf course.
- Delivered and installed parking stops at the Harris property.
- Prepped the Nature Center for summer camp and removed parking curbs from the parking area.
- Built cabinet for Jones Building.
- Sprayed Arboretum, Fisher, Causeway Islands, Highlander Parking, and old firehouse.
- Created a Special Events inventory list.
- Removed 2 crape myrtles from San Jose Park, 2 dead palms from Palm Blvd. and 6 palms from the guardrail on the Dunedin Causeway.
- Removed graffiti from palms on the Causeway.
- Trimmed tree at Fleet.
- Installed parking bumpers at VFW playground and dug out and installed new shell path at VFW playground.
- Removed and trimmed south hedge at Marina boat ramp.
- Finished installing parking blocks in Highlander Park.
- Removed hedges at Hale Center around the A/C unit.
- Prep area for Water Treatment Plant Grand Opening (trimmed branches and delivered coolers).
- Provided logistical support for a variety of events and rentals, including Summer Camp, Arts & Crafts Festival, Water Treatment Plant Grand Opening, and the Downtown Market.
- Completed monthly safety checks of parks, playgrounds, and parking lots.
- Pete McNeave transferred from the Water Division to a Parks Crew Leader.

Marina:

- Marina's boat ramp users for June:
 - Resident Daily Ramp Users: 73
 - Daily Non-Resident Ramp Users: 53
 - Annual Resident Decals: 1
 - Non-Resident Decals: 1
 - Transient "visiting" Boaters: 19
 - Annual Parking Passes: 11

FINANCE

- Completed and submitted 2018 Florida's Annual Financial reporting requirement.
- Work continued on resolving Munis implementation problems. Department demanded and was able to obtain an additional 3 days of on-site assistance from an implementation specialist despite being scheduled to have migrated to the generic phone/internet customer service protocol.
- Found a qualified candidate for the open Accounting Manager position & made an offer. That offer was accepted. Initiated the hiring process. Expected start will be mid July.
- Complete the recording of all March financial transaction into Munis. March is expected to be closed in early July. Still on track to get caught back up and return to normal process of booking transactions as they occur by the end of August.

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- Bid #19-1126 is titled "Idlewild Drive Ditch Conversion to Culvert with Shallow Swale." Awarded at the June 4 City Commission meeting.

SCHEDULED FOR CITY COMMISSION DISCUSSION

- RFP #19-1127 is titled "Furnish & Install Shade Structures at Two City Locations." The item is scheduled for discussion at the July 9 City Commission meeting.
- RFQ #19-1128 is titled "Architectural Design Services for a Building Repurposing." The item is scheduled for discussion at the July 9 City Commission meeting.
- Bid # 19-1130 is titled "Lift Station #3 Sanitary Sewer Force Main Replacement." Bids were accepted until 2:00 pm Tuesday, June 25, 2019. Staff anticipates placing this on the July 23 City Commission agenda.

UNDER EVALUATION

- RFQ #19-1123 is titled "Engineering Design Services for the WWTP Electrical System Upgrades." Submittals were accepted until 2:00 pm Tuesday, April 2. Staff is negotiating with the top ranked Consultant.
- RFQ #19-1124 is titled "Engineering Design Services for SR-580 Pipeline Rerouting and County Interconnection. Submittals were accepted until 10:00 am Friday, April 12. Staff is negotiating with the top ranked Consultant.
- RFP #19-1125 is titled "Employee Benefits Brokerage & Consulting Services." Submittals were accepted until 10:00 am Friday, April, 26. Staff is finalizing details of the agreement with the selected Consultant.
- RFQ #19-1133 is titled "Lift Station #20 and #32 Rehabilitation." The evaluation process has begun.

ACTIVE ON THE STREET

- RFP #19-1131 is titled "Dunedin Marina Retail Space Lease." Proposals are due at 2:00 pm Wednesday, July 10, 2019.
- RFP #19-1132 is titled "Auditing Services." Proposals are due at 2:30 pm Wednesday, July 10, 2019.
- Bid #19-1135 is titled "WWTP Aeration Basin Rehabilitation." Bids are due at 2:00 pm Tuesday July 30, 2019.

UNDER DEVELOPMENT

City of Dunedin Fire Station #60 Restroom Renovations

City Attorney Services

Hammock Park Fern Trail Boardwalk

Construction of a Cart Barn & Pro Shop at the Dunedin Country Club

BUDGET

- Continued to fine tune 2020 proposed budget, Budget workshop #2 will be on July 16th.
- Answered FEMA policy compliance requests and satisfied their additional requests for detailed documentation of submitted expenses.

June 2019 CRF (estimated):

Early CRF payoffs: 3 totaling \$4,500

New CRF loans: 6 totaling \$36,000

CRF paid at install: None

CRF reaching full amortization: 15

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering Division:

Utilities Section

- **WWTP Denitrification Filter Building Repair & Rehabilitation –**
 - This project consists of the removal and replacement of twenty (20) valves and actuators for the denitrification filters, removal and replacement of two pumps and check valves, and repair of damaged concrete portions of the filter building. To perform the work, insertion of eight (8) line stops are required to isolate portions of existing piping and valves. In addition, all piping corresponding to replaced valves will be painted.
 - SGS Contracting Services was awarded the contract in the amount of \$697,400 on April 19, 2018; due to long lead times for the valves and actuators, the "NTP" was issued for August 20, 2018; with project completion anticipated on or before June 12, 2019.
 - The project is complete and operational at this time. The City is awaiting final closeout documents from the contractor.



- **Water Treatment Plant – Design Build –**

- The Water Treatment Plant (WTP) Refurbishment Project will rehabilitate / replace the existing 9.5 MGD treatment plant and ensure the ongoing production of high quality potable water to the City of Dunedin's residents and customers. This is a Progressive Design-Build project which consists of two phases. Phase I, included pilot testing as well as detailed design to 90% (already completed) in order to establish a Guaranteed Maximum Price (GMP) for construction. Phase II, includes completing the detailed design, construction, commissioning and turnover to the City.
- In June, 2019, the City received the agreement from FDEP for a low-interest State Revolving Fund (SRF) loan for construction.
- A Groundbreaking Ceremony at the WTP was held on Thursday June 27th, at 10:00 am.
- The contractor has mobilized a construction trailer, installed temporary power and data, and has started demolition activities.
- Substantial completion of construction is scheduled for December 2020.

- **Lift Station 8 & 15 Emergency Diesel Pumps –**

- These Emergency Diesel Pumps will automatically turn on in the event of a power outage, thus minimizing the need for wastewater staff to physically access the stations to respond to emergency power outages. In addition, the back-up pumps are designed to handle above normal flows to the stations during inclement weather, in an effort to minimize SSO's (Sanitary Sewer Overflows).
- This project was awarded to Danus Utilities, Inc., on March 5th, in the amount of \$476,245. A pre-construction meeting occurred on April 27th. A Notice to Proceed' (NTP) has been issued for July 15th. Shop Drawings/Submittals have been reviewed and approved. It is anticipated the contractor will mobilize in the next several weeks.

- **Wastewater Treatment Plant SCADA System Upgrades –**

- The City intends to upgrade its existing PLC's and 'InTouch' application in the Advanced Wastewater Treatment Facility (AWWTF) and Collections system. The scope of work includes: materials, installation, testing, and commissioning of existing Local and Remote Telemetry Units, PLC's, network equipment, power supplies, terminal blocks, wire, wire ways, surge suppression, cellular communication modems, mounting hardware, and computers.
- Final design and completion of panel construction drawings and specification compilation was awarded to McKim & Creed. The design portion began in January and is 100% complete. The project is currently on hold for potential planning of a state revolving loan to fund the project.

- **Wastewater Lift Station #3 Force Main Replacement –**

- The City intends to replace the aged force main from Lift Station #3, and make some modifications to the wet well of Lift Station #3. The existing force main is cast iron and was originally installed in the 1960's. Failure of the aged pipeline (either by a pipe break or leak) would result in an unauthorized raw sewage discharge and present a public health hazard. The replacement force main will be HDPE and/or PVC pipe.
- Ardurra (*formerly King Engineering*) completed design, the project was bid, and an opening was held on June 25th. G.A. Nichols was the low bidder for the project.
- The project is scheduled to go to Commission for award on July 23rd for \$281,815.60.

- **Wastewater Treatment Plant – Electrical System Upgrades**

- The City intends to replace the Motor Control Centers (MCC's), switchgears, breakers, add localized generators and related electrical equipment at its Wastewater Treatment Plant (WWTP), and the electrical equipment, starters, etc., at the City's 44 Lift Stations.

The electrical equipment at the WWTP and lift stations have reached the end of useful life and maintenance has become difficult to perform, with parts a challenge to acquire. Installation of this new equipment increases safety measures for operational and maintenance staff.

- The City has completed negotiations with the highest rated firm, Engineering Design Technologies (EDT).
- The contract for design and technical construction services with EDT is scheduled to go to Commission on July 23rd for award.

- **Wastewater Treatment Plant – Aeration Basin Rehabilitation**

- The City intends to replace the fine bubble diffusion system, all related piping, gaskets, valves, instruments, etc., required for the proper operation of the aeration basins at the City's WWTP. The fine bubble aeration systems at the WWTP have reached the end of useful life and require replacement. Installation of this new equipment increases reliability and operability of the system.
- The City completed design and bid package preparation in house. The bid package was advertised and bids are scheduled to be received on July 30, 2019.

Roadway Section

- **Fenway Crosswalk** – This Edgewater Drive crossing has been approved by the FDOT and expected to be constructed this quarter.
- **Milling & Overlay** – The 2019 annual paving contract is in final design and will be bid this quarter.
- **Crack Seal, Micro Surface and Full Depth Reclamation** – This project was awarded to Asphalt Paving Systems, Inc (APS) on February 5th (\$552,678.10). A Notice to Proceed (NTP) was issued on June 3rd (contract time of 90 days). Construction has commenced; specific locations of work can be found on the City's website.

Drainage / Interdepartmental Support

- **Dunedin Pines** – This drainage and sidewalk project is in the final stages of design and will be constructed with City forces. Curb and sidewalk will be added to portions of the neighborhood.
- **Marina Sediment Removal Project** – Phases 1 and 2 (regulatory approvals) are complete. The City received an FDEP Exemption Verification to dredge the channel and marina basin to the previously approved (2003) bottom elevations. The ACOE has approved their permit; a condition of the FDEP exemption is that sediment material must be hauled to a landfill, as it exceeded residential threshold limits for disposal. Staff is developing a scope of services with Wood, Inc. (consultant for Phases 1 & 2) to provide construction plan, bidding, and construction phase services. Preliminary sediment dewatering testing was completed in June.
- **Marina Boat Ramp Replacement** – The former western concrete boat ramp to the Sound had been damaged by loss of beach and wave erosion undermining the ramp, resulting in the need for replacement. Staff submitted and received an Exemption Verification from the FDEP that allowed for removal and replacement with a ramp of similar size and location without permitting. Demolition of the existing ramp was completed by staff from the Public Services Division in mid-January. Bids were received on June 14, 2019. Parks is working to transfer funds as the low bid amount was above the budgeted amount. The project is scheduled to go to Commission at the July 23rd meeting for award.
- **Idlewild Ditch Project** – This project will address erosion and sediment issues affecting adjacent properties, and the City maintained ditch system. The SWFWMD (regulatory agency) permit application was approved in February. The Timm Group Building & General Contractors was awarded the construction contract (\$240,115) at the June 4th Commission meeting. The NTP was issued for construction to begin on September 2nd.

Development

- **Site Infrastructure / Development Review Participation:**
Projects discussed / researched as part of DRC meetings – (0)
Site / Infrastructure plan sets reviewed – (2)

Public Services Division:

Streets Section

- Continued new installations and repair of concrete sidewalks (1,371 SF).



- Removed/replaced military and event banners.
- Staff continues right-of-way tree trimming in Dunedin Isles and Lakewood Estates subdivisions.
 - Trimmed and hauled tree canopies for roadway clearance Citywide
 - Trimmed hardwood trees and palms (31.5 tons hauled).
- Continued Traffic Sign & Post maintenance Citywide:
 - Manufactured (80) new signs, and replaced (26).
- Repaired utility cuts for the Water and Wastewater Divisions (12 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (93.2 tons hauled).
- Installed traffic counters throughout City for annual counts
- Installed traffic counters in the 1400 block of Bass Blvd and Patricia Ave, Countrywoods Ln., Cedarwood Ave.
- Installed temporary speed feedback on New York Avenue / Union Street
- Installed traffic counters on Solon, St Andrews, and Ohio Ave
- Supported lane shift for survey crew on Bayshore Blvd.
- Set up road closure for Wastewater sewer repair on Ranchwood Drive East.
- Provided Special Event support – Arts and Crafts

Stormwater Section

- Cleaned 13,042 linear feet of stormwater piping
- Continued slope ditch mowing
- Continued ROW mowing
- Continued residential street sweeping activities:
 - Hauled 13.8 tons / 15 cubic yards of street sweeping debris to the County landfill.
 - Hauled 7.8 tons / 9 cubic yards of catch basin debris to the County landfill.
- Continued catch basin repairs Citywide (4).
- Repaired Cedar Creek Channel A weir washout.



- Constructed ditch improvements on Indian Creek Court / Brady Drive
- Continued ditch maintenance Citywide.
- Continued stormwater pipe maintenance and repairs Citywide.

Stormwater Program Coordinator

- Attended the Florida Stormwater Association (FSA) Annual Conference
- Participated in the FSA Conference Committee duties and meetings.
- Participated in the FSA Board of Directors duties and meetings.
- Received reappointment to the FSA Board of Directors for another 2-year term.
- Submitted to FDEP the required COD Water Quality Assessment Program report, end of June.
- Worked with Staff on the SWFWMD certified facilities owned by the City of Dunedin, a master list for inspection tracking, and roles of each staff member in the recertification process.
- Attended the June CEQ meeting and presented on the upcoming Stormwater Enforcement Ordinance Workshop that will be coming to the City Commission in July.
- Attended the July quarterly SAC meeting and presented on the upcoming Stormwater Enforcement Ordinance Workshop mentioned above.
- Attended Florida Department of Environmental Protection (FDEP) Quarterly MS4 Webinar.
- Attended Curlew Creek & Smith Bayou Watershed Management Plan progress/BMP meeting.
- Mangrove trimming for the City of Dunedin was completed at the end of June.
- Reviewed 3 projects for DRC concerning stormwater permitting through FDEP and the SWFWMD. Provided information to developers regarding proper BMP's during construction.
- Reviewed 1 project for Infrastructure Review to notify the developer of potential site contamination, permit requirements through FDEP and/or the SWFWMD, and proper BMP's.

Facilities Section

- Performed FDEP Aboveground Storage Tank (AST) diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- Replaced approximately 400 HVAC filters Citywide in City facilities on a monthly cycle.
- Completed installation for temporary golf cart storage at Golf Club



- Repaired automatic entry doors at Library
- Removed broken decorative street lighting poles on Broadway
- Repaired hand dryers in Marina Park restrooms
- Replaced fuel gauges on diesel tanks Citywide
- Repaired hot water plumbing pipes in Water Administration breakroom
- Repaired leaking faucet in kitchen at MSB
- Replaced ceiling in pantry area at Golf Club
- Repaired lighting in Fisher Little League concession area
- Repaired chilled water valve for Fitness Area at Community Center.



- Installed electric for new ice machine at the Jones Building
- Repaired shore power connection for slip on Commercial Dock at Marina
- Repaired leaking toilet in restroom upstairs at Historical Museum
- Repaired doors to Edinburgh Hall at the Community Center
- Repaired electrical outlet for welder at Fleet garage
- Installed electric service for new E-vehicle at Public Services



- Repaired gymnasium A/C unit at the MLK Recreation Center
- Repaired leaking roof drain at the Library
- Replaced exhaust fan motor in Art Center Jewelry Studio
- Repaired hot water circulation pump in kitchen at the Golf Club



- Continued HVAC apprenticeship and internship programs with Pinellas Technical College
- Responded to maintenance requests Citywide, as needed.

Solid Waste & Recycling Division:

- Staff celebrated Garbage Man Week to give thanks to all of the hardworking garbage men who work rain or shine to keep Dunedin looking Delightful!



- Staff submitted the City's Florida Green Building Coalition (FGBC) application with supporting documentation to renew the City's FGBC Platinum designation. The recertification packet was sent April 10th, a few weeks prior to the May deadline; and the application is still under review.
- Staff attended the May Committee on Environmental Quality (CEQ) meeting. City Staff and CEQ discussed the Comprehensive Plan update, the Fleet Budget, and the Stormwater Enforcement Ordinance.
- The Solid Waste & Fleet Divisions took part in a brief training session when the new claw truck was delivered July 1st. This truck incorporates a stand-up-right-hand-drive chassis and a side-loading hopper to quickly pick up small piles of debris by hand or use its mechanical arm for the oversized larger/heavier items.



- Staff coordinated four (4) site visits with the Contractor and NovaCHARGE to work out the installation details for all the charging stations which the City is receiving from the Duke Park & Plug Program. The Notice of Commencement form has been submitted for the Monroe St Parking Garage station, which is currently still under review by the City's Building Department.
- The planning process for the City's Ready for 100 Renewable Energy commitment has begun. Staff is currently working on a timeline that will incorporate several listening sessions, planning meetings, and various workshops in the months to come.
- Staff provided a Sustainability Update to the Dunedin Causeway and Coastal Waterway Committee to discuss the various initiatives the City has in place.
- Commercial & Multi-Family recycling:
 - Staff continues to assist multi-family and commercial customers who are contracted with Private Haulers to resolve service concerns, and assist in program implementation.
- Outreach Events:
 - Residential Solar – Saturday, July 13th from 10am – 11:30am at the Dunedin Library.
 - Reduce, Reuse, Recycle – Monday, August 19th from 6pm – 7pm at the Dunedin Library.

Wastewater Division:

Plant Summary

• **Wastewater Treatment flows:**

| | |
|---------------------------------------|-------------------------|
| ○ Influent Average Daily Flow: | 4.700 Million Gallons |
| ○ Influent Monthly Total Flow: | 140.995 Million Gallons |
| ○ Reclaimed Water Average Daily Flow: | 3.350 Million Gallons |
| ○ Reclaimed Water Monthly Total Flow: | 100.513 Million Gallons |
| ○ Final Effluent Average Daily Flow: | 1.199 Million Gallons |
| ○ Final Effluent Monthly Total Flow: | 35.977 Million Gallons |

• **Maintenance and Repairs:**

- Contractor - TSC/Jacobs completed installation of five new 200HP Gardner Denver Blowers at Facility #13.
- Contractor - SGS Contracting Services completed installation of twenty (20) new valves and actuators at Facility #8 (Filter Building).
- Maintenance staff completed annual preventative maintenance (P/M) on all Wastewater Treatment Plant equipment, oil changes, filters, and belts.
- Maintenance staff installed a rebuilt 125 HP motor at the master reclaim pump station pump #2, at Facility #16.
- Contractor – Warner Tree Service trimmed trees at the San Christopher WWTP property grounds.
- Maintenance staff installed a new de-foamer pump/tank feed system at the re-aeration tank at Facility #10.
- Maintenance staff installed a new fresh air intake fan assembly on top of Facility #7 (Sludge Building).
- Contractor – Water Treatment and Controls performed annual PM (preventative maintenance) on all chlorine analyzers in Facility #16 (Master Reuse Station).
- Contractor – Smith Fencing installed new fencing and swing gate at the San Christopher WWTP property grounds.

• **Compliance:**

- May 2019 Discharge Monitoring report submitted to FDEP via EZDMR; [No Issues].
- The annual Discharge Monitoring Report-Quality Assurance (DMRQA) Study (#39) through EPA is underway with outside contracted laboratories (Advanced

Environmental Laboratories [AEL] and Marinco). This is an EPA requirement/study to evaluate the analytical ability of the contracted laboratories that we use to perform our environmental analyses, per our National Pollutant Discharge Elimination System (NPDES) permit.

Collections Summary

- **Scheduled repairs:**

- Assisted on main line blockage at the Blue Jays Player Development Field – broken lateral allowed sand to wash in and block off main.



- Lateral repairs (6) – 533 Main Street, Bayshore Boulevard, Santa Anna Drive, Scotland Street, Paloma Lane, and Nigels Drive.



- Under the direction of Engineering – worked with Public Services (Traffic Control) and Surveyors to access manholes to obtain invert elevations on Bayshore Blvd (Alt. 19).
- Follow-up mini-scout inspections (13).
- PM right-of-way clean-out installed (5) - Michigan Dr.E., Briarwood St, & Pinewood Dr.
- Lateral liner installed (3) – 2nd Avenue, Michigan Boulevard, and Ranchwood Drive S.
- Responded to citizen blockage calls (26); daily utility field locates of sewer / fiber optics.
- Root control (laterals) – Keene Road and Harvard Avenue
- Manhole repairs – Summit Way
- Responded to citizen blockage calls (18); & daily utility field locates of sewer/fiber optics
- **Vac / Cleaner Truck:**
 - Continued cleaning mains in LS #32 area (Greenbrier Area – mostly rear easements).
 - Clean-out of the backwash basin sludge at the Water Plant.
 - Cleaned wet wells at LS #12A, #34 and #19.



- Completed a few more time dated trouble spot cleanings.
- Total cleaned: 9,749 LF of sewer mains.
- **TV Truck:**
 - Continue to follow up on TV inspections of mainline root control list and working in generating follow up ROOTX work orders.
 - Installed sectional liners (5) – Citrus Avenue, (2) Patricia Avenue (2 – follow-up from main line blockage), and San Mateo Drive.
 - Cleaned out drying bed and hauled to landfill.
 - Total televised: 6,468 LF with 31 set ups.
- **Lift Stations:**
 - Conducted Lift Station large and small Emergency Generator training for Collections Crew – hands on field training at several lift station sites.



- LS #33 – installed new emergency pump-off connection.
- LS #10 – performed troubleshooting of control panel and reset soft starts.
- Responded to LS #7, 16, 4, 5, 11, and 22 with generators, due to unplanned power outages on the morning of 6/3/19.
- LS #27 – pulled both pumps due to rags (made a temp repair on cord).
- LS #23 – Installed new battery charger.
- LS #29 – lowered antennae and cleaned-up / redid all connections. Communications is now more reliable.
- LS #17 – changed out transducer; due to on-going low level alarms.
- LS # 14 – pulled pump and repaired pump-off connection.
- E-One station (Causeway Bathrooms) – replaced blown fuses.

- Continued preventative maintenance:
 - Exercised valves; Cleaned out check valves and wet wells; Grounds keeping, etc.

Water Division:

Water Production

- **Production Numbers:**

- Average Daily Potable Water Production: 3.68 Million Gallons
- Monthly Potable Water Production: 110.45 Million Gallons
- Annual YTD Potable Water Production: 683.39 Million Gallons
- Annual YTD Rainfall: 25.76 Inches
- Monthly Rainfall Total: 12.23 Inches

- **Maintenance:**

- Operators continue normal PM program on plant equipment.
- Operators have installed a temporary sludge holding tank to reduce arsenic levels in WW sludge.
- Filter Building Thermoplastic Polyolefin (TPO) roofing replaced by Done Rite Roofing.



- **Noteworthy Events:**

- The Water Treatment Plant Refurbishment Project mobilization has begun. Overland Contracting and Wharton Smith crews are onsite.

Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 67% complete, with approximately 5,600 backflows tested for the calendar year. The large meter program is 100% complete, with 98 large meters tested for the calendar year. This year, the Hydrant Program has installed 0 new hydrants, repaired 16, replaced 4, painted 184, and flow tested 150. During this time period, the Valve Program exercised 140 valves. For the year; the Valve Program has installed 1 new, replaced 1, repaired 5, and exercised 797 potable and reclaimed distribution valves.

Wellfield

- Monitoring Well (MW #62) was abandoned and replaced by MW #64 due to facility conflicts at the Toronto Blue Jays, Player Development Complex (PDC). Southeast Drilling, Inc, performed the drilling tasks.
- Well #6 and Well #31 are out of operation due to faulty check valves.
- Ardurra (*formerly King Engineering*) is in the process of designing a plan to renovate Well #1 with a new pump/motor, piping, and electrical features.
- Wellhouse repairs due to water damage are being completed at Well #3.

- Southeast Drilling Service will redevelop Well #89; upon successful redevelopment, Southeast Drilling will install a new pump and motor at Well #89.

COMMUNITY RELATIONS

Community Relations Department continues to work with all City Departments in an effort to keep citizens engaged and informed via Web, Television, Social Media and Print:



- City of Dunedin Facebook page grew to 22,502 followers in June 2019.
 - Managed Social and Digital Media (Facebook, Twitter, Instagram, YouTube, Dunedin TV and DunedinGov.com)
 - YouTube – 1080 subscribers • 246,700 views
 - Your City @ Work June edition newsletter.
 - Budget planning and training on new Tyler system.
 - Coordinated and assisted with Channel 10 Brightside feature story on Dunedin.
 - PR outreach and media planning with Sachs Media.
 - Orange Festival outreach assistance.
 - Attended ribbon cutting for new Art Cave in coordination with Dunedin International Film Festival.
 - Water Plant Groundbreaking PR and coverage.
 - EOC training session.
 - DTV new programs in pre-production.
 - Light up the Park outreach assistance.
 - ADA research for City website.
 - Emergency prep outreach planning.
 - Closed Captioning research for Dunedin TV/Web.
 - DTV technical updates and repairs with Tightrope Media.
 - DTV on-site work with WOW/Spectrum.
 - Citizens' Academy material development for Fall 2019.
 - SeeClickFix response coordination.
 - Social Media Archiving management.
 - Coordination of photography for City website and citywide requests.
 - Staff Liaison for Public Relations Action Advisory Committee & Visit Dunedin.
 - Community relations assistance with visitors to City Hall
 - City website follow-up and troubleshooting
 - Assistance and outreach to media & news outlets.
- Dunedin Television continues to promote all events and services City-wide some highlights are:
- Produced all video content for Dunedin TV, City website, Facebook and YouTube.
 - June Spotlight on Dunedin: Orange Festival promo, Water Plant Groundbreaking, Honeymoon Island update, Dunedin Art Cave.
 - New show concept and development.
 - Upload and maintenance of Granicus (video on demand).
 - Coverage of City Commission meetings, Collective Agenda Reviews, Workshops and LPA meetings.
 - Audio for BAA/Code Enforcement meetings.
 - Dunedin TV Scheduling and Bulletin Board Maintenance.

- Maintained DTV Broadcast systems/Chamber and edit suites.

City Webmaster continues to support all departments Citywide:

- Website review, editing and overall upkeep.
- Assisted web editors with City website.
- Continues to work with Granicus/IT to implement active directory for new City Intranet.
- Hot Topics button/page coordination.
- ADA WCAG 2.1 assistance.
- Troubleshoot issues with splash page and ADA compatibility.
- Created new images and graphics for web homepage.
- Website overview and analysis.
- Digital photo editing.
- E-notification distribution and management.

HUMAN RESOURCES

Recruitment & Selection:

- Total applications received: 233
- Ongoing Positions Posted:
 - Lifeguard I & II positions are seasonal and open until filled.
 - Recreation positions are seasonal and open until filled.
 - Firefighter Paramedic position is posted year round.
- Vacant Positions in the Selection Phase
 - Accountant/Financial Analyst
 - Accounting Manager
 - Sr. Administrative Assistant: City Clerk
 - Harbormaster
 - Solid Waste Driver Loader
 - Risk Management Coordinator
- NEW Positions Posted:
 - Parks Maintenance Worker I
 - Water Service Worker
 - Water Plant Operator
 - Wastewater Collection System Superintendent
 - Sr. Administrative Assistant: Parks & Recreation
 - Human Resources Specialist
- Employees hired during June:
 - Library Assistant: Dianna Smith: 6/5/2019
 - Librarian: Christina Butcher: 6/17/2019
 - Lifeguard(s) I:
 - Georgia Burchman: 6/11/2019
 - Lafayette Renfroe: 6/27/2019
 - Recreation Leader(s):
 - Dominic Turowski: 6/4/2019
 - Ciera Bennett: 6/11/2019
 - Tiffany Truss: 6/14/2019
 - Michaela Mulligan: 6/17/2019

- Employee Promotions during June:
 - Parks Maintenance Crew Leader – Peter McNeave: 6/26/2019
 - Sr. Water Distribution Technician – Daniel Gray: 6/5/2019
 - Water Distribution Technician – James Ellison: 6/5/2019
- New Hire Orientations:
 - Facilitated on: 6/6/2019
- **Employee Benefits:**
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for June was \$296,628.24, which was a 21% increase over May's totals. The average weekly claims for June were \$35,216.22.
 - Humana GO365 Wellness Program: Number and % Status of Participants, with Blue as the Starter level and Platinum as Highest level:

Humana Vitality Status as of 7/1/19

| | <u>Employee Count</u> | <u>Participation Level %</u> |
|---------------------------------|-----------------------|------------------------------|
| Platinum | 70 | 24% |
| Gold | 43 | 15% |
| Silver | 47 | 16% |
| Bronze | 68 | 23% |
| Blue | 64 | 22% |
| Total Eligible Employees | 292 | 100% |

- **Family Medical Leave Act (FMLA):**
 - Number of Employees with approved/pending FMLA: 14 - (Regular - 2, Intermittent – 12, Pending - 0). Number of new requests in June: 2
- **Other (Non-WC, Modified Duty)**
 - Number of employees currently working on a modified schedule (some restrictions) – 2
- **Records Requests:** Number of Records Requests processed: 2
- **DROP (Deferred Retirement Option Program):**
 - Number of Employees in DROP: 18
 - Employees who entered DROP during June: 1
- **Performance Management:**
 - Number of Disciplinary Actions: 2
- **Employment Separations (Regular Full- and/or Part-Time):**
 - Number of Separations from Employment: 3
- **Risk Management:**
 - Workers' Compensation:
 - Number of new workers' compensation claims: 1
 - Total current open workers' compensation claims (2019-2019): 3
 - Employees on light duty: 2
 - Employees out of work: 0
 - Property/Liability/Motor Vehicle Claims:
 - New Property/Liability Claims: 0; total open cases = 1
 - New Moving Vehicle Accidents: 0; total open cases = 0
 - Cases Closed During the Month:
 - Worker's Compensation Claims: 3

- Property/Liability Claims: 3
- Moving Vehicle Accidents: 0.
- Subrogation Recovery by The City: (the process by which the City collects money from the party at fault (or their insurance company) in order to **recover** funds that have already been paid) = \$1000.
- **Safety:**
 - 84 employees completed 109 online safety training courses during the month of June.

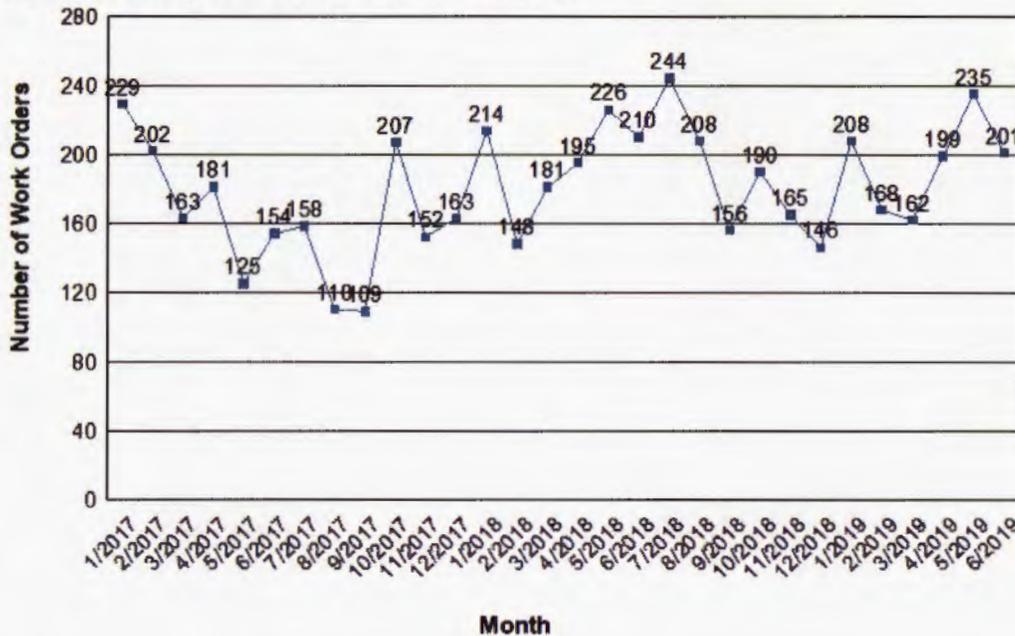
INFORMATION TECHNOLOGY DEPARTMENT:

IT Services Help Desk Requests for the Month of June, 2019:

| Monthly Ticket Counts | |
|-----------------------|-----|
| Tickets Created | 201 |
| Resolved Tickets | 170 |
| Open Tickets | 114 |
| Malware Tickets | 0 |

| Tickets by Priority | |
|-----------------------|-----|
| Critical Tickets | 1 |
| High Priority Tickets | 32 |
| Low Priority Tickets | 168 |
| Project Tickets | 0 |

IT Services Help Desk Requests YTD for 2016-2019:



- During the month of June 2019, IT Services received 201 new on-line help desk support tickets. IT Services is averaging approximately 195 help desk tickets per month.

On-Going IT Projects:

- **ERP (Enterprise Resource Program)** – This capital improvement project will replace the current financial system and the existing HR payroll and time-keeping programs. In July of 2017 the City Commission approved the purchase of the new ERP solution from Tyler Technologies. This solution included their Munis financials/payroll packages, ExecuTime for time keeping and EnerGov for permitting, cashiering and a citizen self-service portal. The proposed time line for all phases of this thirty-three month project will be as follows:

| ERP MODULES IMPLEMENTATION TIME LINE | KICK OFF | LIVE DATE |
|---|----------------|----------------|
| Phase 1 - MUNIS Financials, Procurement, Reports and Document Mgt. | November, 2017 | April, 2019 |
| Phase 2 - ExecuTime Time & Attendance | November, 2017 | August, 2018 |
| Phase 3 - EnerGov (Permits/Buildings/Citizen) and A/R & Collections | May, 2018 | December, 2019 |
| Phase 4 - MUNIS Payroll/HR (Migrate from HTE/NaviLine) | January, 2019 | January, 2020 |
| Phase 5 - MUNIS Work orders, Fleet & Facilities Management | January, 2020 | December, 2020 |
| Phase 6 - MUNIS Utility Billing | January, 2020 | December, 2020 |
| Estimated ERP Project Completion Date | January, 2021 | |

Phase 1 of the ERP solution started in November of 2017. The City's Finance Department has completed the installation and conversion of this phase of the project. As of April 16, 2019 the City went live on the new financial system.

Phase 2 of the ERP solution started in November of 2017 and went live in August 2018. Staff from various departments were involved in the test pilot group and simultaneously worked on both the new and old time keeping systems. New touch-screen time clocks with magnetic card readers were tested and will be installed in November. The new mag-cards will allow the employee to "swipe" their card for clocking-in and out during the day. Should the City implement a mag-card reader system for door access throughout their facilities, the same employee mag-card can be used on the building doors. This will provide a means of security for the employee and the City to gain access into a building.

Phase 3 of the ERP solution includes the community development and infrastructure system, referred to as EnerGov. This system will include the building, code enforcement, permitting, inspections and citizen self-service portal. The EnerGov module will be integrated with the county GIS mappings and Pinellas County property tax database. Data and process analysis are currently being implemented for this project to build the infrastructure. Phase 3 is planned for an 18 month implementation and is expected to go-live in mid-December of 2019.

Phase 4 of the ERP solution includes the Human Resources, Payroll and Applicant Recruiting/Tracking modules. The official kick-off of this event was held on January 22, 2019. This module will incorporate an Employee Self-Service aspect that allows City staff to remotely access their personnel records, make changes to deductions, and update their personal information, as well as accessing and printing all pay statements and forms via the online portal. The Applicant Recruiting/Tracking module will allow candidates to apply online for City jobs and track their progress. The go live date for Phase 4 is scheduled for early January of 2020.

- **ERP Project Phases 5 and 6** – The IT Department is working on the pre-planning stages for the upcoming additional phases to its ERP project solution in 2020. The ERP Phases 5 includes the Global Works Orders, Fleet and Facilities Management modules and the ERP Phase 6 which includes the Utility Billing module, are both slated for an implementation start date of January of 2020. Both Phases 5 and 6 are anticipated to be completed by December of 2020. The implementation and training of each ERP Phase requires the cooperation and collaboration of staff from every City department.
- **Permit Data Transmittal to Pinellas County Appraiser Office** –This on-going monthly project includes a transmittal of updated City permit data to the County's database.

- **Software Licensing Compliance** – IT Services is continuing an internal review of all software applications installed on City-owned computers, laptops, tablets and mobile devices. The goal of this project is to have accountability of all software licenses purchased and to be in compliance with all applicable laws.
- **IT Hardware Equipment Replacements** – The City has adopted a five year cyclical replacement for its desktop computers, laptops and network devices. The IT Services staff have been deploying the one hundred twenty (150) desktop computers, laptops, tablets and network switches that are all scheduled for replacement in 2019.
- **Intranet Website**– In collaboration with various other departments, the IT Department is working on a secure Intranet website for employees to access outside of the City's network. An intranet is a private network accessible only to City staff. Generally a wide range of information and services from the City's internal IT systems are available that would not be available to the public from the Internet. This Intranet site will allow City staff to access employment-related information from any internet browser that is traditionally only available while logged into a City computer. There are 5 essential purposes of a City Intranet:
 1. *Deliver employee content*
 2. *Be a key communication tool*
 3. *Enable collaboration amongst City staff and departments*
 4. *Support the culture of the City*
 5. *Create efficiencies through supporting business activities*
- **Font/Size and Signatures in City Email Accounts** – The IT Department will be implementing a group policy where all City email accounts use the official character font of Arial and the font size of 12 in all email correspondence. In addition, all staff will be provided with instructions on how to create signature lines in their email accounts that follow a standard business practice.
- **Telephone System Upgrade** – During early May, the IT Services Department implemented an upgrade to the City's current telephone system. This project included an upgrade to the existing phone servers and services only, while retaining the telephone desk sets to save costs.

New IT Projects:

- **Nissan Leaf** – The IT Department received a new fully electric 2019 Nissan Leaf car to replace an aging gas-powered SUV. Initial testing of the new electric Leaf shows that the IT department only needs to fully charge the vehicle one every two weeks.
- **Relocation of Staff** – The IT Department is working on the pre-planning of moving and installation of data and telco communications for the staff located in the Municipal Services and Technical Services Buildings. Those staff will be relocated to other office space for the demolition of those buildings.
- **New PRI Telephone Circuits** – The IT Department is working on the installation of new PRI telephone circuits to be located in the current Data Center in the Public Services Building. Those telco circuits will replace the existing circuits located in the Technical Services Building that will be demolished.
- **Fiber Cabling Project for Relocation of Staff** – The IT Department is working on various scenarios for the installation and relocation of the City's fiber optics cabling for the upcoming demolition of the Municipal Services and Technical Services Buildings.



- **Fiber Cabling Project for Water Treatment Plant Upgrade** – The IT Department is working in conjunction with the Public Works Department on the installation of new fiber optics cabling along the service road next to the Water Treatment Plant. This new fiber cabling is currently the main fiber line that feeds from the City's Data Center to the rest of the City.
- **Fiber Cabling Project for EOC Building** – The IT Department working in conjunction with the Fire Administration and Public Works Department on the installation of new fiber optics cabling from the City's Data Center to the location of the new Emergency Operations Center (EOC) Building that will be constructed next to the Fire Station #62 on Belcher Road. This fiber cable project will include connectivity to several other City sites that include: the future Parks & Recreation Maintenance Building to be located in the Englebert Sports Complex site located off Solon Avenue, the Water Tanks on Belcher Road and connection to Fire Station #62 on Belcher Road. This cabling project will also allow for future fiber cable installations that will allow for redundant network connectivity to the City facilities around the Dunedin Community Center on Pinehurst Road and Fire Station #61 on Michigan Blvd. This project will also allow for a redundant network connectivity for all of the City facilities located on Virginia Street that include the Water Tanks at Jerry Lake, the Fleet and Solid Waste Buildings as well as Fire Station #60 and the Fire Admin Building.
- **Fiber Cabling Project for New Government Center Building** – The IT Department is working on various scenarios for the installation and relocation of the City's fiber optics cabling for the upcoming construction of the new City of Dunedin Government Center Building. This new building to be located on the existing site of the City's Municipal Services and Technical Services Buildings will house a secondary Data Center for redundancy purposes. The new building will allow for three points of entry for the City's fiber optics cabling as opposed to the single point of entry that now exists in the Technical Services Building. The three points of entry the City will provide



Development Project Update 7-12-19

| Current Projects - City Commission Review | | | | LPA | CC 1st | CC 2nd | under const | % comp |
|--|-------------------------|---------------------------------|--|----------------------------------|---------------|---------------|--------------------|---------------|
| Aberdeen Oaks | 1441-1461 Virginia St | 20 single-family home subdivis | √ | √ | √ | Yes | 70% | |
| Arcadia | 265 Causeway Blvd | 16 4-story condos | <i>on hold - infrastructure expired</i> | | | Yes | 5% | |
| Beyond the Wall B&B | 520 Skinner Blve | adding 3 add units | 5/8/19 | 6/20/19 | 7/11/19 | | | |
| Chase Ct @ Douglas | Chase Ct @ Douglas | 3-story duplex (CC appv'l) | n/a | 5/16/19 | n/a | <i>denied</i> | | |
| Chesapeake Apartments | 2307 Cumberland Cir | 44 apts (add. to existing) | √ | √ | √ | Comp. | 100% | |
| Courtyard on Main - <i>amended</i> | Main/Douglas/Monroe | 18 condos; retail; parking gar. | <i>√ infrastructure under review</i> | | | No | 0% | |
| Hampton Inn - Causeway | 2621/2641 Michael Pl | 90-room hotel with restaurant | √ | √ | √ | Comp. | 100% | |
| Dunedin Commons | 375 Patricia Ave | mixed-use (retail, TH, apts); D | √ | √ | √ | Yes | 98% | |
| Dunedin Cove | 93 Lexington Ave | 20 single-family homes | √ | √ | √ | Yes | 65% | |
| Gramercy Ct Ph II | Howard Ave | 18 townhomes - phase II | √ | √ | √ | Yes | 20% | |
| Grant St B&B | 418 Grant St | 22-unit vacation rentals | √ | <i>owner selling dev. rights</i> | | No | 0% | |
| Oak Bend Townhomes | 801 Main St | 32 townhomes | <i>infrastructure under review; demo beginning 9/2</i> | | | No | 0% | |
| Pura Vida (now Mira Vista) | 1413 Bayshore Blvd | 7 townhomes replacing bungal | √ | √ | √ | Yes | 20% | |
| San Christopher Villas | 1501 San Christopher Dr | 12 villas | √ | √ | √ | Comp. | 100% | |
| Sea Palms - <i>amended</i> | 2624 Paula Dr N | 9 townhomes | 5/8/19 | 6/20/19 | ← tabled | Yes | 15% | |

| Current Projects - Staff Only Review Only | | | Comments | under const | % comp |
|--|----------------------|---|---|--------------------|---------------|
| 630-643 Athens St | 630-643 Athens St | 4 single-family homes with shared drive | <i>vacation app 5/2/19</i> | | |
| Blue Jays | training facility | rennovations, etc | <i>infrastructure approved</i> | Yes | 10% |
| Carriage House | 1040 Broadway | convert to event venue | <i>permit voided</i> | No | 0% |
| Discovery Academy | 1380 Pinehurst | demo front building, replace with portable | | Yes | 10% |
| Faith United Church | 1650 Pinehurst | 1100 sf addition | | Yes | 45% |
| 227 & 229 Hancock St | 227 & 229 Hancock St | keep SF home and add duplex | | Yes | 40% |
| 962 Highland Ave | 962 Highland Ave | 4-unit apt building/vacation rental | <i>permit under review</i> | No | 0% |
| James St. Cottages | 603 Scotland | SF property to 4 (Glencairn-style) cottages | | Yes | 95% |
| Marker One Marina | 343 Causeway Blvd | complete Phase II | <i>infrastructure & permit app'd 3/11</i> | Comp. | 100% |
| Retail strip center | 1440 Main St | demo bldg, replace w/retail bldg (pizza & urgent care) | <i>permit under review</i> | No | 0% |
| San Ruffino TH | 1340 Bayshore Blvd | finish 7 townhomes previously approved, but never built | | No | 0% |
| Whiskey Cartel | 1600 Main St | fully C.O.'ed, but not open | | Comp. | 100% |

| Potential Future Projects - City Commission Review | | | Comments |
|---|---------------|---|-----------------|
| 469-491 Causeway/500 Paula Dr S | 491 Causeway | 127 room hotel | |
| 521 Howell St | 521 Howell St | 5 condos | |
| 424 James St | 424 James St | 3 townhomes: rezone to PRD, design review | |
| Union Street Townhomes | 1180 Union St | 36 (market price) townhome development | |

| Potential Future Projects - Staff Review Only | | | Comments |
|--|--------------------|--|-----------------|
| 2058 Bayshore Blvd | 2058 Bayshore Blvd | Nano-brewery in existing bldg; requires Cond. Use Permit from BAA | |
| Baywood Shores Clubhouse | | demo clubhouse and convert land to park (sell parking lot) | |
| 929 Broadway | 929 Broadway | current HOB - condos; 4-story mixed use residential over commercial | |
| EOC | Belcher | EOC and future training | |
| The Foundry | 351 Albert St | 6 short-term (container) rental units | |
| 526 Frances St | 526 Frances St | demo existing home and build a triplex | |
| Funtastic Creamery | 2602 Bayshore Blvd | ice cream kiosk in Causeway Plaza, west of Sandbar Grill | |
| 971 Howard | 971 Howard | 4 residential units | |
| Meranova | 458 Virginia Lane | construct outdoor dining and HC restroom | |
| Soggy Bottom Brewery | 662 Main St | expand outdoor dining, create additional parking (BAA for cond. use) | |

To: Jennifer Bramley, City Manager
Thru: Doug Hutchens, Deputy City Manager
From: Jeffrey Parks, Fire Chief
Date: July 2, 2019
Re: Monthly Report for June 2019

Fire Prevention Division:

In June Dunedin Fire Prevention staff partnered with Walmart Neighborhood Center to participate in the Walmart National Safety Month event which was held at the store. Fire Prevention staff had the opportunity to talk with Walmart guests about a range of topics from fall prevention to hurricane preparation.

Projects completed:

- No Major Projects Completed

Current projects:

- Artisan Lofts – 638 Douglas Ave – Commercial Units
- Dunedin Commons Apt. – 375 Patricia – Commercial Units
- Arcadia Luxury Condo – 265 Causeway Blvd
- Gramercy Court Townhomes – Highland Ave
- The Courtyard on Main – Main St – New mixed use project
- Mira Vista Townhomes – 1413 Bayshore Blvd
- Dunedin House of Beer – 324 Monroe St – Interior Renovation
- Dunedin Stadium – Douglas – Renovation
- Kellys Chic-A-Boom – Outdoor Renovation – 319 Main St.
- Dunedin EOC – New Construction
- San Ruffino Building 3 & 5 – New Construction – 1340 Bayshore Blvd
- Sonder Social – 966 Douglas Ave – Restaurant/bar build out

Fire Prevention Staff Activities:

| | |
|--------------------------------|--|
| Inspections – 107 | Fire Investigations - 4 |
| Re-inspections - 5 | Event Inspections – 1 |
| Fire extinguisher training – 1 | Fire Safety presentations – 2 |
| Plans Reviewed – 33 | Station Tours – 1 |
| Construction Inspections – 1 | Pub. Ed Contacts (Total) – 200 |
| Final Inspections/BTR - 17 | Hurricane Awareness presentation - 0 |
| Meetings / Consultations – 21 | Home Safety Checks/Smoke Alarm Install - 1 |
| Referrals / Complaints - 7 | |

Training and Safety Division:

- June monthly facility inspections reviewed and scanned into files.
- Obtained repairs for FB60 – Steering, Power Poles, Fire Pump
- Attended NCT group meeting to plan NCT drills. July training is joint operation on Active Assailant with PCSO and Sunstar.
- Developed monthly training matrix and unit assignments
- Developed Final Draft of SOP for Hood Swap on fire scene
- Taught Hands Only CPR and Fire extinguisher training to local Veterinarian Office
- Updated Target Solutions Bulletin board
- Completed monthly CME
- Working on Leadership presentation for Officer Meeting
- Created Hands only CPR program for I-pad presentations
- Transferred programs for Heart saver CPR to I-Pad presentations
- Attended meetings for EOC
- Met with Gear Reps from Lakeland Gear
- Developing plans with Light Duty crews to renovate storage room
- Updating Pre-Plans, Verifying all Pre-plans accuracy and information
- Assigned pre plan reviews through Target Solutions
- Completed training reports for all shifts for the month of June 2019.
 - A Shift completed 562 hours
 - B Shift completed 439 hours
 - C Shift completed 405 hours

Department total of hours 1406

Operations:

| Type of Incident | Month of Jun | Year to Date | Emer Resp by Uni | Runs | Mins |
|--------------------------------|--------------|--------------|-------------------|------|------|
| Medical Incident Response | 538 | 3211 | <u>EMS</u> | | |
| Rescue Incident Response | 29 | 299 | Station 60's Area | | |
| Fire Alarm | 43 | 230 | E60 | 172 | 4:37 |
| Fire Incident Response | 13 | 72 | E61 | 12 | 7:29 |
| Structure Fire Response | 23 | 110 | E62 | 9 | 5:22 |
| Special | 0 | 44 | E51 (CFD) | 3 | 7:09 |
| Cardiac Arrest Response | 6 | 34 | E48 (CFD) | 1 | 6:20 |
| Water Rescue Response | 5 | 49 | T60 | 1 | 0:30 |
| Major Incident Response | 5 | 26 | R48 (CFD) | 1 | 8:31 |
| Support incident (Fire) | 0 | 10 | Station 61's Area | | |
| Unconfirmed Structure Fire | 7 | 26 | E61 | 53 | 5:56 |
| Fire Incident Response Special | 8 | 42 | E60 | 7 | 6:04 |
| Air Transport Incident | 2 | 8 | E66 (PHFD) | 5 | 5:07 |
| Trauma Alert | 2 | 36 | E62 | 1 | 7:48 |
| Support Incident (DC) | 3 | 26 | Station 62's Area | | |
| Medical Incident Special | 0 | 3 | E62 | 84 | 5:09 |
| Support Incident (Medical) | 6 | 26 | E50 (CFD) | 11 | 6:31 |
| Moveup - Coverage | 2 | 8 | E60 | 5 | 7:17 |
| Special Event | 0 | 1 | E61 | 2 | 8:15 |
| Hospital Landing Zone | 0 | 1 | E65 (PHFD) | 2 | 6:05 |
| MVC Possible Extrication | 0 | 4 | R48 (CFD) | 1 | 6:57 |
| Brush Fire Incident Response | 0 | 1 | E68 (PHFD) | 1 | 5:49 |
| Extrication | 0 | 3 | S65 (PHFD) | 1 | 7:07 |
| Rescue Incident Special | 1 | 4 | <u>FIRE</u> | | |
| Extrication (Vehicle) | 0 | 1 | Station 60's Area | | |
| Auto Crash | 0 | 1 | T60 | 13 | 5:45 |
| Support Incident (Truck) | 1 | 1 | E60 | 4 | 5:33 |
| Rescue (High Angle/Below) | 0 | 1 | E62 | 1 | 5:40 |
| Totals | 694 | 4278 | E61 | 1 | 9:36 |
| | | | Station 61's Area | | |
| | | | E61 | 5 | 5:50 |
| | | | E66 (PHFD) | 2 | 5:44 |
| | | | Station 62's Area | | |
| | | | E62 | 10 | 4:41 |
| | | | E50 (CFD) | 2 | 5:54 |
| | | | E52 (SHFD) | 1 | 7:24 |

36 (6.27%) of the 574 calls within the DFD District were handled by units other than DFD.

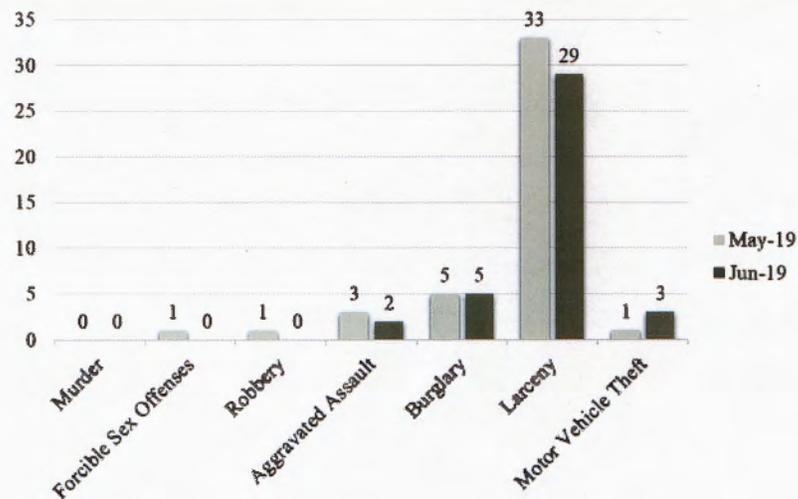


STRATEGIC PLANNING BUREAU
 DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

June 2019

| UCR Part I Crime Category | May 2019 | June 2019 | June 2018 YTD | June 2019 YTD |
|---------------------------|-----------|-----------|---------------|---------------|
| Murder | 0 | 0 | 1 | 0 |
| Forcible Sex Offenses | 1 | 0 | 9 | 5 |
| Robbery | 1 | 0 | 2 | 3 |
| Aggravated Assault | 3 | 2 | 12 | 14 |
| Burglary | 5 | 5 | 37 | 32 |
| Larceny | 33 | 29 | 298 | 194 |
| Motor Vehicle Theft | 1 | 3 | 19 | 14 |
| GRAND TOTAL | 44 | 39 | 378 | 262 |



Arrests

June 2019

There were a total of 47 people arrested in the City of Dunedin during the month of June resulting in the following charges:

| ARREST TYPE AND DESCRIPTION | TOTAL |
|--|-----------|
| Felony | 22 |
| Aggravated Battery | 1 |
| Burglary-Structure | 1 |
| Child Abuse | 1 |
| Grand Theft-Auto | 1 |
| Grand Theft-Other | 1 |
| Possession Of Controlled Substance | 11 |
| Tamper/Harass Witness-Victim | 2 |
| Violation Of Probation-Juvenile | 1 |
| Violation Of Probation/Community Control-Adult | 3 |
| Misdemeanor | 20 |
| Battery-Domestic Related | 7 |
| Criminal Mischief | 2 |
| Failure To Obey Police/Fire Officer | 1 |
| Loitering/Prowling | 2 |
| Petit Theft-Shoplifting | 1 |
| Possession Of Controlled Substance | 2 |
| Resist/Obstruct LEO Without Violence | 2 |
| Shelter Unmarried Minor Aid Runaway | 1 |
| Violation Of Injunction Protect Domestic | 2 |
| Warrants | 4 |
| Failure To Appear | 2 |
| Warrant Arrest | 2 |
| Traffic Misdemeanor | 19 |
| Attach Tag Not Assigned | 1 |
| Driver's License Suspended/Revoked | 2 |
| Driving Under The Influence | 11 |
| DUI-Damage To Person/Property | 1 |
| Leave Scene (With Damage) | 1 |
| No Valid Driver's License | 1 |
| Refusal Submit To Test-Intoxicated | 2 |
| Grand Total | 65 |

*Information provided reflects the number of arrests (persons arrested) as well as the total charges associated with those arrests.

Prepared by: Casey Taylor

Data Source: ACISS: UCR Offenses with Occurred Address, Arrested Subjects, Citation City Report

CAD: Crime Analysis Views, Crime Analysis Incident History (Dispo- 7)

- 2 -

7/10/2019

Deputy Activity

There were a total of **3,192** events in the City of Dunedin during the month of June resulting in **5,007** units responding.

The table below reflects the top twenty-five events to include both self-initiated and dispatched calls in the City of Dunedin for the month of June.

**CAD data is filtered by problem type.*

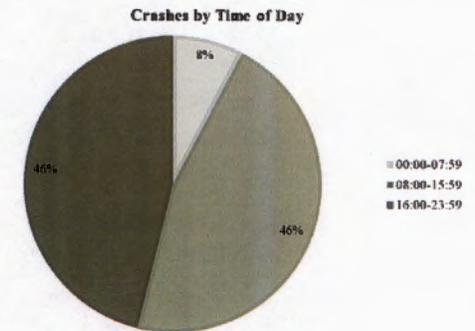
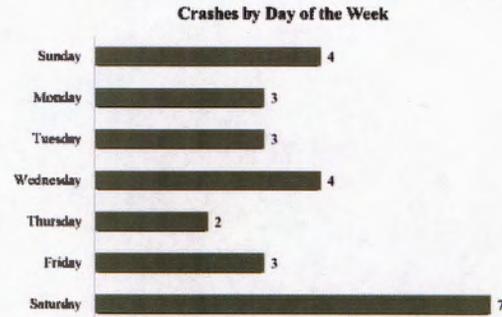
June 2019

| DEPUTY ACTIVITY | TOTAL |
|------------------------------------|-------|
| Traffic Stop | 998 |
| House Check | 358 |
| Directed Patrol | 221 |
| Special Detail | 128 |
| Assist Citizen | 107 |
| Alarm | 91 |
| Information/Other | 90 |
| Suspicious Person | 77 |
| Vehicle Abandoned/Illegally Parked | 66 |
| Traffic Violation | 60 |
| Supplement | 55 |
| Ordinance Violation | 54 |
| Contact | 48 |
| Building Check Business | 44 |
| Fraud/Forgery-Not In Progress | 40 |
| Suspicious Vehicle | 39 |
| Transport Prisoner | 39 |
| Trespass | 37 |
| Accident | 35 |
| Animal Call | 34 |
| Community Contact | 28 |
| Assist Motorist | 27 |
| Domestic-In Progress | 24 |
| Transport | 22 |
| Noise | 22 |

Crash & Citation Analysis

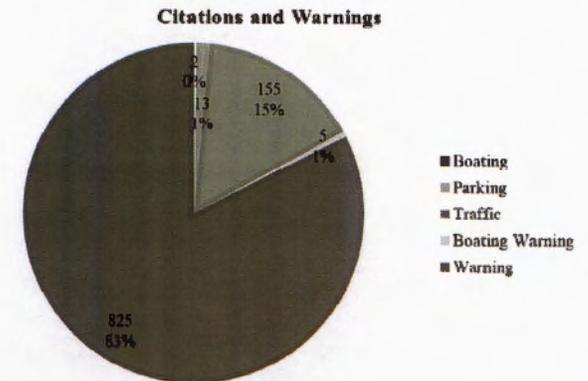
There were a total of **26** crashes in the City of Dunedin during June 2019. *Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

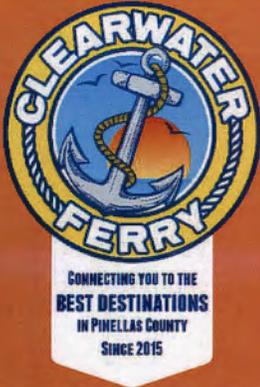
| TOP 10 CRASH LOCATIONS | TOTAL |
|--------------------------|-------|
| Main St/Belcher Rd | 2 |
| Main St/Overcash Drive | 1 |
| 1201 CR 1 | 1 |
| Pinehurst Rd/Main St | 1 |
| 1265 Bayshore Blvd | 1 |
| CR 1/Falcon Drive | 1 |
| 152 Macalpine Way | 1 |
| Patricia Ave/Union St | 1 |
| 1625 Main St | 1 |
| Skinner Blvd/Douglas Ave | 1 |



There were a total of **1,000** citations and warnings issued in the City of Dunedin during June 2019.

| TOP 10 TRAFFIC CITATION LOCATIONS | TOTAL |
|-----------------------------------|-------|
| 62 Causeway Blvd | 9 |
| County Road 1 & Palm Lake Ln | 8 |
| Pinehurst Rd & Main St | 6 |
| Belcher Rd & Ranchette Ln | 5 |
| Bayshore Blvd & Curlew Rd | 5 |
| Main St & Carnation Drive | 4 |
| Belcher Rd & Main St | 4 |
| Broadway & Main St | 4 |
| State Road 580 & Enterprise Rd | 3 |
| Causeway Blvd & Woodette Drive | 3 |

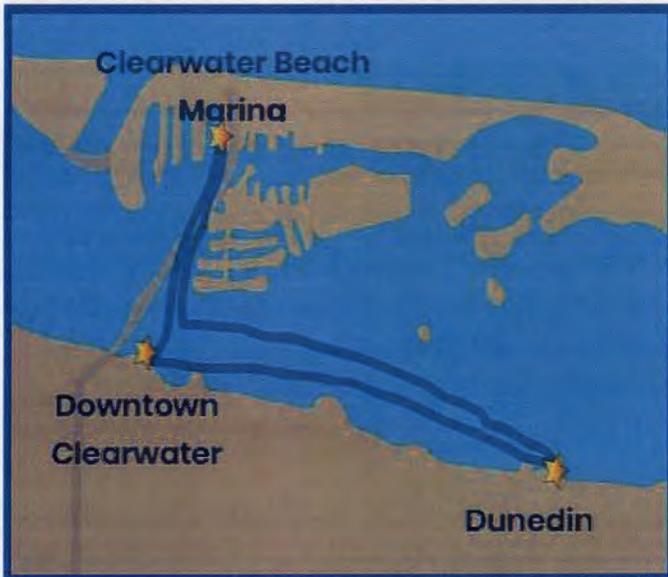




Monthly Ridership Report

Prepared by Clearwater Ferry Services for the City of Dunedin.

For any questions or to request a copy of this report, please email Camille@ClearwaterFerry.com



Approved by the City of Dunedin Commission to start on July 6th, 2018, Clearwater Ferry services Dunedin every Friday, Saturday and Sunday on its Blue Line. Trips depart from the Dunedin Marina at the below times and go to Clearwater Beach Marina, then to Downtown Clearwater, then back to Dunedin.

| BEACH MARINA | DOWNTOWN | DUNEDIN |
|--------------|----------|----------|
| 11:00 AM | 11:15 AM | 11:50 AM |
| 12:25 PM | 12:40 PM | 1:15 PM |
| 1:50 PM | 2:05 PM | 2:40 PM |
| 3:15 PM | 3:30 PM | 4:05 PM |
| 4:40 PM | 4:55 PM | 5:30 PM |
| 6:05 PM | 6:20 PM | 6:55 PM |
| 7:30 PM | 7:45 PM | 8:20 PM |
| 8:55 PM | 9:10 PM | 9:45 PM |

JUNE 2019

- Number of Days of Operation of Blue Line with service to Dunedin: **13 days**
- Total Ridership on Blue Line with service to Dunedin: **810 passengers**
- Average daily Ridership on Blue Line with service to Dunedin: **over 62 guests**
- Passengers originating in Dunedin = 51% // Passengers originating in Clearwater = 49%

PILOT PROGRAM TO DATE (7/6/18-present)

143 Days

13,040
Passengers

91 Guests
Daily Average

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