

# City Manager's <sup>Up</sup>date

## Administrative

January 16, 2018

This <sup>Up</sup>date will refer to the events since the date of the last <sup>Up</sup>date of December 11, 2017.

## HUMAN RESOURCES

- **Recruitment & Selection:**
  - Positions posted during the month of December: Lead Water Plant Operator, Craftworker I, Library Assistant, Planner II, Project Engineer
  - Promotions during the month of December:  
Heather Palermi, Administrative Assistant, December 6
  - Employees hired during December:
    - ✓ Morgan Brandt, Recreation Specialist, Recreation, December 1
- **Employee Benefits:**
  - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for December was \$342,172.35, which was a 71% increase over November's totals. The average weekly claims for December were \$71,980.40.
  - Humana Vitality Wellness Program: Number and % Status of Participants, with Blue as the Starter level and Platinum as Highest level:  
\*Estimate – end of year reporting is still in process

	<u>Employee Count</u>	<u>Participation Level %</u>
Platinum	2	33%
Gold	17	7%
Silver	78	11%
Bronze	88	19%
Blue	106	30%
<b>Total Eligible Employees</b>	<b>299</b>	<b>100%</b>

- **Family Medical Leave Act (FMLA):**
  - Number of Employees with approved/pending FMLA: 14- (Regular - 2, Intermittent – 12, Pending 0).
  - Number of new requests in December: 2.
- **Other (Non-WC, Modified Duty)**
  - Number of employees currently working on a modified schedule (some restrictions) - 0.
- **Records Requests:** Number of Records Requests processed: 1.
- **DROP (Deferred Retirement Option Program):**
  - Number of Employees in DROP: 9.
  - Employees who entered DROP during December: 0.
- **Performance Management:**
  - Number of Disciplinary Actions: 2.
- **Employment Separations (Regular Full- and/or Part-Time):**
  - Number of Separations from employment: 2

- **Risk Management:**
  - Workers' Compensation:
    - ✓ Number of new workers' compensation claims: 3
    - ✓ Total current open workers' compensation claims: 7; 0 employees on light duty
    - ✓ Employees out of work: 0.
  - Property/Liability Claims:
    - ✓ New Property/Liability Claims: 2; total open cases = 21.
    - ✓ New Moving Vehicle Accidents: 0; total open cases = 6.
- **Safety:**
  - Special Event Security Meeting, December 5
  - Facilities Site Inspections, December 4 & 5
  - Event Safety Walk Through Inspection, Old Time Christmas, December 9
  - FL League of Cities Property Survey, December 13,19 & 22
- **Other:**
  - Dunedin Medical Claims Review and Benefits Planning Session with The Gehrig Group, December 11
  - Annual Meeting with City Physician, December 14

## **DUNEDIN PUBLIC LIBRARY**

- Presented 4 tech classes with an attendance of 20 people
- Notary Service at Library –20 stamps
- Delivered 80 items to 16 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 176.75 hours of their time
- Adult Volunteers donated 182.25 hours of their time
- 259 patrons utilized the study rooms
- 157 seeds packets “checked out”
- E-books checked out – 1381
- E-audiobooks checked out – 414
- 1 Exam proctored
- 214 DVDs/CDs cleaned and put back in collection
- Webinars: FLA Committee Meetings SIRSI/Symphony webinars and Social Media for Libraries.
- Staff attended the following meetings: Commission Meetings, Youth Services Special Interest Group, Adult Services Special Interest Group, Weekly City Department Head Meeting and weekly Library Management Team meetings.
- Hosted Dunedin Community Garden workshop
- Working on author visit for February 2018
- Planning and promoting Friends of the Library Book Sale February 2018
- Library staff participated in Holiday Parade and Old Fashioned Christmas
- Staff attended the Very Important Paraprofessional Training in Tampa
- All Staff Meeting with City Manager
- Worked on updating homebound outreach brochure/policies
- All staff watched the safety webinar: Dealing with Potentially Dangerous Customers
- Held Noon Year event sponsored by the Friends of the Library with 80 people in attendance
- Fanfare Brass Concert had 130 people in attendance
- Two staff members retired from the Library
- Attended Fire Department new engine push ceremony
- Held tour for The Preserve ALF

## STATISTICS

Door Count	24,021
Total Transactions	79,652
Average Circulation Per Hour	146.74
Adult and Youth Programs	92
Program Attendance	2344
Internet Usage (Adult & Youth)	2852
Wireless Usage	2550
AWE Early Literacy Station User	192
Ipad Usage	43
Items Added to Collection	917

## CRA/ECONOMIC & HOUSING DEVELOPMENT

- The Team is working with IT to exploring options to expand Public Wi-Fi Downtown
- The team is making plans to celebrate the 30<sup>th</sup> Anniversary of the CRA in 2018. We will look to recruit a sub-committee from CRAAC.
- Trailside Pavilion/Gazebo is nearly completed
- The team is working in partnership with Florida Business Incubator to develop and provide a workshop to address the changing market place (impact of online retail).
- Staff attended and participated in meetings and activities with the DDMA and Chamber.
- The team is working to develop a Streetscape Enhancement Plan to address worn and tired sidewalk areas.
- The Forward Pinellas Grant for Skinner Blvd has been submitted and staff will attend the January 24 TCC for a presentation.
- The team is preparing for the February City Commission Workshop on the Gateway and DEEP project. Appraisals on the property will be complete this month and WadeTrim has been hired to prepare concept drawings.
- Staff is working on developing promotional materials as a way to assist with public information about the CRA and Economic & Housing Development department.
- With all the new development on Patricia Avenue staff is developing a Patricia Avenue Initiative. The first phase is collecting data. We are reaching out to merchants to build a data base and surveying the merchants.



### Sheriff Station Update

- The new North Station Sheriff's Station in Dunedin is progressing with completion expected on May 29, 2018.
- This projects reflects the efforts of staff in retaining sheriff operation in Dunedin and overcoming competing sites



### Parking Update

- Staff prepared numerous staffings, PowerPoint presentations and end of year reports.
- City Commission reviewed the Downtown Pilot Parking Plan on December 12<sup>th</sup> and asked that staff develop and alternative parking management option.
- A revised parking management plan received consensus at the December 21 City Commission meeting.
- Staff continues to work with the Parking Team on a transition plan.



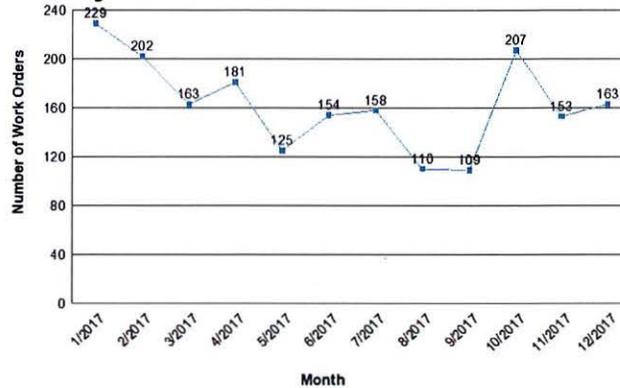
## INFORMATION TECHNOLOGY:

### IT Services Help Desk Requests for the Month of December, 2017:

Monthly Ticket Counts	
Tickets Created	163
Resolved Tickets	180
Open Tickets	74
Malware Tickets	3

Tickets by Priority	
Critical Tickets	12
High Priority Tickets	22
Low Priority Tickets	129
Project Tickets	0

### IT Services Help Desk Requests YTD for 2017:



- During the month of December 2017, IT Services received 163 new on-line help desk support tickets. Year-to-date, there have been 1,954 IT-related on-line support tickets entered. 1,880 of those on-line tickets have been resolved and closed.
- IT Services averages approximately 163 recorded 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. 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, cashing and a citizen self-service portal. Phase 1 of the ERP solution started in October 2017 and is anticipated to go live in October 2018. Phase 2 of the ERP solution started in November of 2017 and is anticipated to go live in May of 2018. The proposed time line for all phases of this two+ year project will be as follows:

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

- **ESRI SEGLA** – IT Services is assisting the Engineering Department with an implementation of a geographic information system (GIS) called ESRI that will allow the City to visualize, question, analyze, and interpret data to understand relationships, patterns, and trends throughout the City. The City installed new server equipment and is in the process of migrating the existing ESRI data from the old platform onto the new system.



- **Auditing of City Phone Lines** – IT Services is continuing to audit all City phone lines to determine their purpose and costs. The City currently has over 380 various phone lines in its inventory throughout the City.
- **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 Compliancy** – 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.

***Delayed Projects:***

- **Fire Suppression System for Data Center** – Due to funding needs, this project is delayed until FY18. This project will include the installation of an automated suppression system to stop a fire from growing inside the Data Center. IT Services would be collaborating with the City’s Fire Inspector and Facilities Services on this project.
- **A/C Replacement for Data for Data Center** – Due to funding needs, this project is delayed until FY18. This project will include the purchase and replacement of a new air conditioning system for the City’s Data Center. The current system has failed numerous times. IT Services would be collaborating with Facilities Services on this project.
- **Security Cameras** – Due to funding needs, this project is delayed until FY19. If approved by the City Commission, the project will include the installation of security cameras in various City locations. A four member steering committee has been established to help create policy, acceptable use, planning and budgetary concerns. The committee will open up invitations to prospective vendors to demonstrate the latest in video surveillance technologies available to the City.



**PARKS & RECREATION**

**Parks & Recreation Administration:**

- Finalized the application for State funding for the Toronto Blue Jays stadium improvements and agreement.
- Met with Pinellas County Emergency Management and Health Department staff as a follow-up discussion regarding the use of the Community Center for shelter operations after Hurricane Irma. Discussed improvements that would need to be implemented in the future.
- Began work on the Citizen’s Academy including topics, site visit schedules, and speakers.
  - Began work on the new Business Plan to include new initiatives, budget, and project status updates.
  - Continued work on a possible alternatives for safe landing options and design for the Clearwater Ferry operations.

**Marketing:**

- Printed and distributed the new Parks & Recreation Magazine (winter/spring edition).
- Completed the first draft and design of the Summer Camp Magazine.
- Launched a new, on-going campaign called “LiveWell Dunedin” to help promote Parks & Recreation as a fitness and wellness provider and to encourage people of all ages to “live well” physically, mentally and socially. Print and promotional materials were also created including a new logo, postcards and cover feature in the new Parks & Recreation Magazine. Met with staff to discuss additional promotions and advertising to come.
- Met with Department staff and working on the development of an Internship program for college students.

- Met with Department staff to review and update our Sponsorship Packet and process.
- Continued updates and content management of the Parks & Recreation webpages.
- Designed various flyers, postcards and posters for Department programs and events.
- Assisted with the Leadership Pinellas (Economic & Tourism Day) highlighting the Toronto Blue Jays and City's partnership and tour of Dunedin Stadium.

#### **Special Events:**

- 37<sup>th</sup> Annual Suncoast Brotherhood Motorcycle Toy Run was held on Sunday, December 17. It was another successful event and a beautiful day.
- **Correction to November's Manager's Update**—Annual Celtic Festival attendance was approximately 3,000 attendees, not 10,000 as stated previously.

#### **Recreation:**

- **Community Center:**
  - The Community Center had a total of 5 rentals, from City and Community meetings, two Christmas parties, and a Christmas Eve Service, which took place outside on the Rotary Pavilion on Christmas Eve.
  - Breakfast with Santa was a huge success, with over 250 participants who came to eat, enjoy fun activities and have their picture taken with Santa himself.
  - Old Fashioned Christmas had another great year. The parade to kick it off and all the fun activities throughout the evening brought in holiday revelers to the downtown area.
  - The Dunedin Community Chorus concert, 'Tis the Season, brought out a sold-out crowd. Over 400 people came to hear their favorite Christmas songs.
  - The Drive-In Movie was another great success. There were 52 cars with families viewing "Elf" and listening to the movie through their car radios. People also participated in trivia and raffle prizes. The crowd loved the old time feel of the drive-in.
  - The Dunedin Concert Band production of "Celebrate with Cheer" included all holiday favorites, old and new tunes. Approximately 300 guests all had a great time.
  - The Center's programs and activities continued to bring in an increase of participants.
- **Fitness Center:**
  - Fitness Center visits and group exercise attendance totaled 3,327 for the month of December (Fitness/GEX class drop-in: 226; GEX/Fitness Pass: 3,101).
- **Athletics:**
  - Forty-two (42) athletic rentals were held in December.
  - Men's Softball had 8 teams.
  - 50 Years & Over Softball League had 6 teams.
  - Had over 56 participants in tennis for the month of December.
  - Had over 71 kids signed up for Winter Baseball Camp over the Christmas break.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
  - December 2<sup>nd</sup> -Staff hosted Boat Parade and Tree Lighting Ceremony in conjunction with Dunedin Boat Club and Marker One Marina.
  - December 3<sup>rd</sup>-9<sup>th</sup>-Staff hosted events for Intergenerational Week promoting meaningful connections between generations in the community with chair volleyball at the Hale Center, interactive cooking, Senior Game Day at Dunedin Elementary, Family Night at the Art Center and golf at Stirling Links Golf Course.
  - December 9<sup>th</sup> -Staff worked Holiday Parade and Old Fashioned Christmas event; Before/After School Program staff and children walked in Holiday Parade.
  - December 11<sup>th</sup>-Staff attended Dunedin Golf Club Children's Annual Christmas Party, acted as liaison to provide names of families in need.

- December 22<sup>nd</sup> -Staff hosted Holiday Party for neighborhood kids with stockings, raffle prizes, dinner and treats.
- December 27<sup>th</sup> - December 29<sup>th</sup>- Staff hosted the first week of Jack Frost Camp for school age children during winter vacation. Forty children enjoyed winter and holiday-themed crafts, games and sports activities.
- Staff continuing to work on preparations for MLK Diversity Breakfast and March.
- **Hale Activity Center:**
  - HAC held 50 adult classes & programs for a participation of 2,119.
  - Two (2) meetings were held with an attendance of 18.
  - Holiday Feast, sponsored by National Cremation Society, had a participation of 73. The seniors were entertained by the kindergarten classes from Curtis Fundamental.
  - Held a Pinellas County Public Meeting on Visioning of Alternate 19 with 101 in attendance.
  - Held a Holiday Light Tour with 44 in attendance.
  - Held Santa's Calling with 8 volunteers servicing 101 local children.
  - Held International Chair Volleyball with 30 in attendance
  - Held 4 rentals with an attendance of 425.
  - Center total attendance for the month of December was 2,965.
  - Two of the Hale Center Staff worked setting up, during and tearing down of Old Fashioned Christmas. Staff prepared for Santa's Calling acquiring volunteers and donations for event. All staff also participated in driving the vans for the Holiday Light Tour.
- **Highlander Pool:**
  - Alicia attended the Florida Aquatics Council Seminar on November 3<sup>rd</sup> and spoke on a panel about spraygrounds. She received an evaluation of 4.6 out of 5 on her first speaking opportunity at a seminar.
  - Staff decorated the downtown area with holiday decorations:
    - Bows on brick areas throughout the City
    - Lampposts decorated throughout the downtown area
    - John R. Lawrence Pioneer Park stage columns wrapped and lit and stargazer lights on trees in the park
    - New wreaths at gateways in downtown
    - Lights in medians of main downtown area and causeway entrance
  - Prepped for the 2017 Holiday Parade to be held on Saturday, December 9, 4 PM; entries so far:
    - 104 floats entered
    - Packet pick up for entries is December 5 and 7 at the Dunedin Community Center from 6-8 PM.
    - Alicia assisted FRPA with Holiday Luncheon in Largo and panel discussing beneficial impacts of our parks & recreation programming to our communities.

**Parks:**

- Removed shrubs around the buildings at the MLK, Jr. Recreation Center, Solid Waste, Fire Station 61 and Fleet Services.
- Roto-tilled all Little League Fields.
- Put in a new path at Rotary Park.
- Provided logistical support for a variety of events, including Boat Parade and Tree Lighting, Holiday Parade, Old Fashioned Christmas and Drive-In Movie.
- Reviewed Risk Safety Policies and Procedures on:
  - Motor Vehicle Collision Control
  - General Driver Policy
  - Use of Cellular Telephones and Other Electronic Equipment

- Reporting of City Vehicular/Equipment/Property Damage and Accidents
- Safety Cone Policy
- Continued to revamp downtown landscaping.
- New mowing contract went out for bids.

**Marina:**

- December's boat ramp users:  
     Resident Ramp: 47  
     Non-Resident: 12  
     Annual Ramp Decals: 13  
     Transient "visiting" Boaters: 6
- Once again, the local participation for the annual Boat Parade was outstanding with 39 decorated vessels.
- The fishing pier has been completed and it's beautiful!

**PUBLIC WORKS AND UTILITIES DEPARTMENT:**

**Engineering Division:**

**Utilities Section**

- **New Reclaimed Water Ground Storage Tank related projects –**
  - Construction of a new 2 million gallon ground storage tank and associated equipment is nearing complete at the Wastewater Treatment Plant, to increase the reclaimed water storage capacity. The City will also receive water from the adjacent Coca Cola facility on MLK, Jr. Avenue to augment the reclaimed water system.
  - Internal coordination with Finance has commenced to prepare the necessary back-up to submit invoicing to SWFWMD for reimbursement of the cooperatively funded multi-year grant award totaling \$1,082,910.
- **WWTP Chemical Feed System Conversion –**
  - This project consists of the renovation of the current chlorine and sulfur dioxide chemical building, and installation of new sodium hypochlorite and sodium bisulfite storage tanks and dosing systems, replacement of a Return Activated Sludge (RAS) flow meter, and installation of two air valves to the aeration basins.
  - The project has been awarded to Odyssey Manufacturing Company in the amount of \$740,010 and has a 210 calendar day contract duration.
  - A Pre-Construction Conference was held at the Wastewater Treatment Plant on November 14<sup>th</sup>. A "Notice to Proceed" (NTP) was issued for December 15<sup>th</sup> with Substantial and Final Completion Dates of June 13, 2018 and July 13, 2018 respectively. The Contractor is currently providing submittals and shop drawings to the City for review and approval and will mobilize and begin construction towards the end of January 2018. The first Monthly Progress meeting will be held on January 17<sup>th</sup>.



- **Wastewater Collections – Lift Stations #8 and #15**

Engineering has commenced with the investigation and preliminary design of emergency diesel pumps that are to be installed at Lift Stations #8 and #15. These diesel driven back-up pumps will automatically turn on in the event of a power outages and minimize wastewater staff having to physically respond to an emergency power outage. In addition, the back-up pumps will be designed to handle above normal flows to the station during inclement weather, in an effort to minimize SSO's.



Example Installation

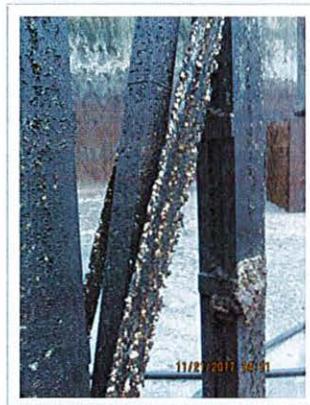
- **WWTP Headworks Pump Station Rehabilitation –**

- This project consists of the removal of the five existing pumps, pump bases and associated ductile iron piping and installing five new pumps, pump bases and stainless steel (SS) piping. Since all of the City's raw sewage passes through the headworks pump station, the project required significant bypass pumping in order to perform the work.
- The bypass pumping system has been removed and site restoration is complete.
- All pumps and original ductile iron piping have been replaced. New pumps and SS316 discharge piping are online and operational.
- A 24" valve was installed in the Raw water line to allow isolation and proper operation of the redundant pipe.



- **WWTP Flow Equalization Repair & Rehabilitation –**

- This project consists of the removal and replacement of the tank walkway supports, as well as repair and coating of the tank interior walls and piping.
- A PO was issued to TLC Diversified for the replacement of the tank walkway supports. The current tank supports are aluminum and are severely corroded. The new supports will be SS316, which is compatible with raw wastewater.
- A bid opening for the tank wall repair and coating will be held on January 22<sup>nd</sup> to address the cracks and spalls in the tank, and recoat the interior walls and piping to prevent future damage.



- **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. The project is a progressive design build project and consists of two phases. Phase I includes pilot testing and detailed design to 90% to establish a Guaranteed Maximum Price (GMP) for construction. Phase II includes completing detailed design, construction, commissioning and turnover to the City.
- Phase I has commenced. All full scale pilot systems have been delivered and startup is underway. Pilot systems include:
  - One (1) Dual Media Filter (DMF) Pilot
  - One (1) Polymeric Ultrafiltration (UF) Pilot
  - One (1) Ceramic UF Pilot
  - Two (2) Reverse Osmosis testing Pilots
  - One (1) Reverse Osmosis Membrane Screening Pilot
- A sand – anthracite media was selected for testing in the media filtration pilot
- Toray UF membranes were selected for the Polymeric UF and the RO membrane pilots
- Nanostone was selected for the Ceramic UF pilot
- Pilot units for media filtration, ultrafiltration, and reverse osmosis were delivered and will be plumbed and electrically connected to begin pilot testing.
- The next progress meeting will be held on January 17<sup>th</sup> and will address the testing plan and preliminary design.



### Stormwater Section

- **Lakewood Estates Drainage Improvements Project** – Construction of this \$4.6M Stormwater Improvement project has reached Substantial Completion. This project is cooperatively funded by the Southwest Florida Water Management District (SWFWMD) in the amount of \$968,000 and addresses historic flooding issues in this neighborhood. As-built Certification and Request for Conversion to Operation Phase has been submitted and reviewed. It is anticipated the project will reach Final Completion in January 2018. The City has invoiced SWFWMD for reimbursement of the \$968,000 cooperative funding grant award.



## **Roadway Section**

- **Pavement Preservation - Rejuvenation Contract on Various Street Locations** – This contract was awarded on 8/22/17 as part of our Pavement Preservation Program. The rejuvenating agent improves the durability lost to weathering, thus extending the service life of existing asphalt. This first of three contracts was awarded to Pavement Technology, Inc., and the work was completed in November 2017.
- **Pavement Preservation - Application of Microsurface and Crackseal on Various Street Locations** The second Pavement Preservation Program contract, for Crack sealing and Micro-surfacing includes sealing pavement cracks, and applying a surface layer to protect the asphalt from water damage and surface cracking. This contract was awarded to Asphalt Paving Systems, Inc., on 12/5/17 and construction is anticipated to begin in January and be completed by April 2018. A Pre-Construction meeting has been scheduled for the week of January 15<sup>th</sup>.
- **Pavement Preservation - Asphalt Resurfacing at Various Street Locations** – This third Pavement Preservation Program contract will consist of asphalt milling and resurfacing throughout various locations in the City. This contract was awarded to The Lane Construction Corp, on 12/5/17 and construction is anticipated to begin in January and be completed by April 2018. Different millings depths and asphalt overlays will be performed under this contract throughout various roadway segments within the City. A Pre-Construction meeting has been scheduled for the week of January 15<sup>th</sup>.

## **Development**

- **Site Infrastructure / Development Review Participation:**  
Projects discussed / researched as part of DRC meetings – (1)  
Site / Infrastructure plan sets reviewed – (3)

## **Public Services Division:**

### **Streets Section**

- Continued new installations and repair of concrete sidewalks (1718 SF).
- Continued pothole and asphalt repairs (19.2 tons installed).
- Staff continues right-of-way tree trimming Citywide:
  - Trimmed and hauled tree canopies for roadway clearance Citywide;
  - Trimmed 73 hardwood trees and palms (38.85 tons).
- Continued Traffic Sign & Post maintenance Citywide:
  - Manufactured (46) new signs, and replaced (37).
- Repaired utility cuts for the Water and Wastewater Divisions (6 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (86.3 tons hauled).
- Provided Special Event support –
  - Holiday Boat Parade,
  - Holiday Parade,
  - Old Fashion Christmas,
  - Suncoast Brotherhood Toy Run.
- Repaired sidewalk in Mira Vista Park
- Hung Military Banners
- Completed tree trimming in Ravenwood Manor, Lynwood and Indian Creek subdivisions.
- Installed temporary speed feedback devices.

### **Stormwater Section**

- Removed Hurricane Irma trees from Ranchwood ditch
- Continued Arm Ditch mowing
- Continued ROW mowing

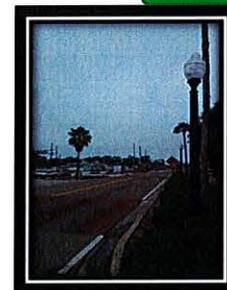
- Continued residential street sweeping activities:
  - Hauled 27.84 ton / 31 cubic yards of sweeping debris to the County landfill.
- Continued catch basin repairs Citywide.
- Continued ditch maintenance Citywide.
- Continued stormwater pipe maintenance and repairs Citywide.

### **Stormwater Program Coordinator**

- Pinellas County and the City of Dunedin received the Pinellas County MS4 FLS000005-004 Draft Permit Package from the Florida Department of Environmental Protection (FDEP). The Draft Permit Package is currently under review and is open for public comment.
- The USF CSPP Spring Semester course on Peril of Flood has been coordinated with Dr. Mark Hafen. City staff will be attending the January 18<sup>th</sup> class to provide students with additional information on the City of Dunedin and deliverable expectations for the course.
- Staff has provided various plan sets to Jones Edmunds and Associates (JEA) for data compilation to aid in the watershed model creation of the Stormwater Master Plan Update.
- Attended the Stormwater Advisory Committee quarterly meeting. The City Manager was officially introduced to the Committee members at this meeting.
- The Aquatic Plant Management contract has been awarded to Lake and Wetland Management of Clearwater, Florida. Services will begin in February.
- Reviewed one project for DRC concerning stormwater permitting through FDEP and SWFWMD, and provided input regarding the need for proper BMP's during construction.
- Reviewed three projects for Infrastructure Review regarding the potential for site contamination, permit requirements through FDEP and/or the SWFWMD, and proper BMP's.
- Looking forward:
  - Plan to attend Pinellas County NPDES MS4 Draft Permit Review and Q&A session.
  - Plan to attend the FDEP Phase 1 MS4 quarterly teleconference.
  - Plan to attend the Tampa Bay Regional Planning Council Stormwater Management Public Education and Training Committee quarterly meeting.
  - Plan to attend the Edgewater Drive Advisory Committee to present the Stormwater Advisory Committee position paper on Boat Anchorage, Moorings, & Water Quality Effects in St. Joseph Sound.

### **Facilities Section**

- Performed FDEP Aboveground Storage Tank (AST) diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- Replaced approximately 400 HVAC filters, on a monthly cycle, Citywide throughout all buildings.
- Repaired Dunedin Middle School soccer field water fountains
- Replaced Water Plant pole site lighting near the Green Sand Filters
- Repaired Library Administration lights
- Repaired the ice machine at Public Services
- Setup and provided support for the Old Fashioned Christmas Special Event
- Repaired plumbing in Golf Club kitchen
- Repaired outside lighting at Golf Club maintenance building
- Repaired Historical Museum bollard lighting
- Repaired restroom lighting at Scotsdale Park
- Repaired little free library at Marina
- Repaired MLK Center parking lot lighting
- Re-keyed all doors at Fire Administration
- Performed quarterly pest control services Citywide



- Repaired engine bay lighting at Station #61
- Repaired door at Dunedin Cemetery maintenance building
- Installed “Daisy” the Dolphin at Marina Park
- Repaired Fisher Complex tennis court pole lighting
- Repaired Pool shower valves in the Men’s Room
- Inspected all fire extinguishers Citywide
- Repaired Water Plant Administration dishwasher
- Repaired Jerry Lake soccer complex floor tiles in Concession Area
- Repaired Broadway pole lighting
- Completed Maintenance of Traffic certification training for employees
- Removed Splash Park feature pump for rebuild
- Repaired receptacles in kitchen at Old Bay Café Fish Market
- Responded to maintenance requests Citywide, as needed.
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### **Solid Waste & Recycling Division:**

- Solid Waste’s post-Irma activities:
  - Meeting and working with other departments and FEMA/Tetra-Tech representatives to coordinate accurate record keeping guidelines and submission of documents to insure the maximum reimbursement possible.
  - A Purchase Order was issued to Smith Fence to repair dumpster enclosures at various City facilities:
    - Michigan Recycling Site officially reopened as of December 22<sup>nd</sup>.
- On Sat February 10<sup>th</sup> from 8-12pm, the City will be partnering with the Achieva Credit Union for a free Shredding Event at 1659 Virginia St, Achieva Center Court. Patrons are limited to 5 boxes per car.
- Christina Perez, Sustainability Program Coordinator, is working with Planning & Development to develop a Solar Incentive Ordinance that would encourage residents to purchase solar panels for their home, and receive a monetary rebate from the City. This incentive would assist the City with their commitment to 100% renewable energy with the Sierra Clubs “Ready for 100” pledge.
- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling (PPR) subcommittee; Christina Perez has been re-elected as Chair of PPR.
- Served as staff liaison for the Committee on Environmental Quality (CEQ)
- As part of our ongoing education and outreach recycling campaign, staff placed the following ad in the January Beacon. The ad discusses the contamination issues recycling facilities are facing, and seeks customers help to keep “tanglers” (i.e.: Christmas lights, plastic bags, etc.) out of the recycling stream.



- Christina Perez visited the Waste Pro Material Recovery Facility (MRF) as part of a tour with the Pinellas Partners in Recycling on December 13<sup>th</sup>. This was an opportunity for PPR members to learn how WastePro processes their material. Christina is organizing a tour for Dunedin staff in March.



- Christina Perez will be working with the USF Community Sustainability Partnership Program (CSPP) for the current Spring Semester on projects that would benefit the City (such as: Green House Gas Inventory and Solar Energy Leadership within Dunedin). Along with being incorporated into the Comprehensive Plan, these projects will assist the City with their commitment to 100% renewable energy with the Sierra Clubs “Ready for 100” pledge.
- Solid Waste Staff participated in the Fire Departments “Operation Santa” on December 14<sup>th</sup>. While Randy Knott was dressed as Santa, a local boy provided Santa with his letter telling him what he would like for Christmas. Randy went out of his way to purchase the toy he asked Santa for, and delivered it to his home. The boy’s mother informed Randy that he was elated to find the toy he asked Santa for and has not stopped playing with it.



## **Wastewater Division:**

### **Plant Summary**

- **Wastewater Treatment flows:**

- |                                       |                         |
|---------------------------------------|-------------------------|
| ○ Influent Average Daily Flow:        | 3.873 Million Gallons   |
| ○ Influent Monthly Total Flow:        | 120.061 Million Gallons |
| ○ Reclaimed Water Average Daily Flow: | 3.004 Million Gallons   |
| ○ Reclaimed Water Monthly Total Flow: | 93.117 Million Gallons  |

- **Maintenance and Repairs:**

- Outside Contractor, TLC Diversified, Inc., completed rehabbing Facility #4, Headworks, wet well. Project consisted of replacing all piping and fittings with 316 stainless steel piping and fittings, and replacing five Flygt raw sewage submersible pumps.
- Maintenance is working on replacing all Motor Control Center light fixtures with LED bulbs.
- Outside Contractor, Performance Painting is onsite cleaning, sealing, and repainting seven Wastewater Treatment Plant buildings and tanks.
- The FDEP was onsite and conducted the annual Wastewater Treatment Plant Inspection and Review of the plant and all plant data for compliance purposes; [No Issues].
- Warner Tree Service on site at the Wastewater Treatment Plant trimming trees away from multiple buildings.
- Maintenance completed changing out all over head lighting in Fac#13, Blower Bay to LED.
- Maintenance replaced all floats in the headworks wet well, Fac#4.

- **Compliance:**

- The November 2017 Monthly Discharge Monitoring report was submitted to FDEP utilizing the new EZDMR format; [No Issues].

**Collections Summary**

- **Scheduled repairs:**

- 8” Main line repaired on President Street (well pointing required)  
New lateral install 609 James Street.



- Installed lateral liners (4) – James St., S. Lotus Dr., N. Lotus Dr., and San Mateo Dr.
- R/W cleanout installs / Mini scout inspections (21) – Solon Ave., Wind Moor Dr.
- Manhole inserts – Virginia St., Emerson Dr., and Patricia Ave.
- Lateral root removal (3) – Vine Ave. and Grove Cir. S.
- Lateral repairs (4) – Patricia Ave., Highland Ct., Mann Ct., and Main St.



- Lateral installed for new house at 1103 Douglas Avenue
- Mini-scout inspection follow-ups.
- Continued to respond to citizen blockage calls (26); and daily utility field locates of sewer / fiber optics.

- **Vac / Cleaner Truck:**

- Cleaned: 10,375 LF of main lines
- Monthly cleaning out of backwash basin at the Water Plant.
- Ran root cutter in the rear easements (548 LF) of Lime Circle South
- Cleaned out 4 wet wells (#’s: 37, 34, 42, and 12).
- Cleaned debris out of the “drying bed” and hauled debris to land fill and replaced top filter sand.



- **TV Truck:**

- Manhole repair – Countrywoods Lane (#78).
- Televised: 5,457 LF, with 28 set-ups.

- Main line repair Manor Drive West (rear easement – heavy roots blocking main)



- **Lift Stations:**

- LS # 30 – Complete disconnect replacement, and repaired the emergency transfer switch (permit, coordinate power shut down with Duke Energy, set generator to run station, work inspected).
- LS # 15 – Sealed conduits between wet well and control panel (corrosion).
- LS # 10 – Researched adding soft starts to control panel due to “water hammer” on 12” force main along Wood Street.
- LS # 20 – Pulled pump #3, cleared rags, and replaced bearings.
- LS # 42 – Pulled both pumps, cleared rags, and reinstalled.
- LS # 29 – Pulled both pumps to clear, realized 4” force main was plugging up. Used the Harben (high-pressure cleaner hose) in the force main from discharge point in manhole.
- Repaired control panel for E-One station at Dunedin Marina, Boat House.



## **Water Division:**

### **Water Production**

- **Production Numbers:**

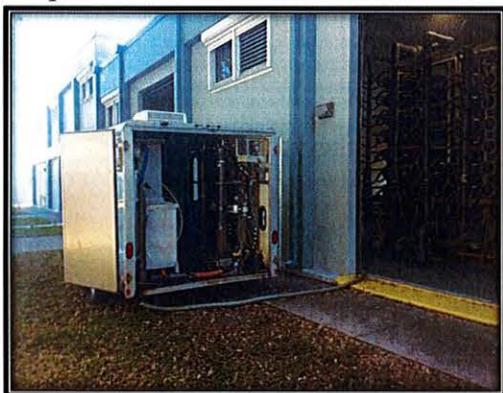
- |   |                         |
|---|-------------------------|
| ○ Average Daily Potable Water Production: | 3.57 Million Gallons    |
| ○ Monthly Potable Water Production:       | 110.73 Million Gallons  |
| ○ Annual YTD Potable Water Production:    | 1347.65 Million Gallons |
| ○ Annual YTD Rainfall:                    | 42.53 Inches            |
| ○ Monthly Rainfall Total:                 | 3.80 Inches             |

- **Maintenance:**

- Operators continue normal Preventative Maintenance (PM) program on plant equipment.

- **Noteworthy Events:**

- Outside consultant, Black & Veatch, has begun mobilizing pilot plant and bench top operations as part of the Water Plant Refurbishment Project.





- The Dunedin Reverse Osmosis Water Treatment Plant was the recipient of the Florida Water and Pollution Control Operators Association, Region IV, Facility Excellence Award and Plant Safety Award!



- The Dunedin Reverse Osmosis Water Treatment Plant was the recipient of the United States, Department of Health and Human Services, Center for Disease Control and Prevention, Water Quality Fluoridation Award!



### Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 100% complete, with approximately 8,287 backflows tested for the calendar year. The large meter program is 100% complete, with 140 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 4 new hydrants, repaired 49, replaced 6, and flowed 403. During this time period, the Valve Program exercised 402 valves. For the year, the Valve Program has installed 10 new, replaced 3, repaired 0, and exercised 2,606 potable and reclaimed distribution valves.

### Wellfield

- Well #4 continues to be out of operation. City Staff is working with Keller Engineering to fabricate new parts in order to save costs. Anticipate Well #4 will be back in operation in January.
- Well #5 is out of operation with motor issues. Anticipate replacing the motor when Southeast Drilling is on-site to install Well #4 in January.
- Completed 2017 Reclaimed Water Annual Report for the Department of Environmental Protection.

### Fleet Services Division:

#### **Maintenance:**

- Mechanics continue normal scheduled Preventative Maintenance (PM) program on fleet vehicles and equipment. Job order total for the period: 242; consisting of: 43% PM's and 57% (ROD) repairs on demand.
- Modified trash collection hoppers on Solid Waste trucks #472 & #473 to eliminate build up and prevent trash from blowing out during transit.
- Prepared 10 new vehicles for service, installed logos and numbers, safety equipment, additional options and performed all legal and administrative tasks required.
- Removed and de-commissioned 9 vehicles from service and arranged for public auction.

- Replaced all external fuel plumbing and meter on the west side of diesel tank hose #4, following an accidental drive-off incident.
- Assisted the Fire Department with modifications and adjustments needed to up fit new Engine #62, prior to it being placed into service.

**Staff Update:**

- Two mechanics completed training courses; one for supervisory skills, and the other for diesel after treatment systems and diagnostics.

**PLANNING AND DEVELOPMENT DEPARTMENT**

***Building Department***

MONTH: DECEMBER 2017

PERMITS		
Total Permits Issued		362
Total Permit Fees Collected		\$102,411.08
Total Valuation of Construction		\$5,805,586.00
Permits by Group:		
	NUMBER	VALUATION
Building Permit	228	\$5,062,305.00
Electrical Permit	24	\$262,318.00
Fence Permit	24	\$23,646.00
Gas Permit	3	\$5,172.00
Mechanical Permit	51	\$286,346.00
Plumbing Permit	32	\$101,462.00
Sign Permit	0	\$0.00
Tent Permit	0	\$0.00
New Construction by Building Type:		
	NUMBER	VALUATION
New Single Family Residences	2	\$661,318.00
New Two-Family Residences	0	\$0.00
New Multi-Family Residential Buildings	0	\$0.00
New Mobile Homes	2	\$20,650.00
New Commercial Buildings	0	\$0.00
New Mixed-Use Buildings (Commercial & Residential)	0	\$0.00
New Accessory Buildings	6	\$82,546.00
BUILDING INSPECTIONS		
Building, Electrical, Gas, Mechanical, Plumbing:		NUMBER
<b>TOTAL</b>		<b>1,138</b>
LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	FEEES
Business Taxes	153	\$1,281.10

***Planning Department***

The City Commission approval was granted at final public hearings in **December** for the following:

- Ordinance 17-36 imposing a temporary moratorium on the establishment and operation of medical marijuana dispensing organizations and medical marijuana treatment centers within the City of Dunedin until June 30, 2018, giving staff the opportunity to evaluate and present other options beside outright banning medical marijuana dispensaries.
- Resolution 17-56 accepting the Highland Ridge Townhomes Subdivision Plat.
- The Pilot Parking Program ended, the contract with SP+ was not renewed and the following recommendations were made:

- Main Street from Bass to Marina Plaza Drive (on-street) would be free 3 hour enforced time periods seven days a week from 10 AM to 10 PM.
- Paid parking in the following areas: The Douglas/Monroe Garage, the Wood Street/Baptist Church Lot (surface and future garage), Marina Plaza lot and a level of the future Gateway garage. All of these areas would have no time limits and would be paid Monday thru Friday from 6:00 p.m. to 10:00 p.m. and all day on Saturday and Sunday.
- All other areas are free parking with no enforced time limits.
- All kiosks to be removed with the exception of Wood Street/Baptist lot and Marina Plaza (lot) along with relocation of 6 kiosks to the Douglas Parking Garage and 2 kiosks to be kept in reserve (replacement and parts).
- The parking rate in the paid areas would be \$1.50 per hour.
- Resident parking areas and permits would be discontinued unless 51 % of the property owners along a street petition the City to establish the resident parking area.
- Due to free parking areas the Employee Pass would be discontinued.
- Leased lots would be reviewed at the expiration period
- The Special Event Parking program will remain the same.
- All revenue collected to be used solely for the Downtown Parking Plan.

#### ***Board of Adjustment and Appeal***

- Application 17-4C: Request for a Conditional Use for a proposed Bed & Breakfast at residence located at 545 Scotland Street. Parcel Number 34-28-15-22878-005-0040. Approved with conditions regarding:
  1. State licensing requirements through Florida Department of Business & Professional Regulation, Division of Hotels & Restaurants; to be submitted with City's Annual Business Tax Receipt.
  2. Compliance with Florida Statutes Section 509.013(4).
  3. Specific Occupancy limits, Parking & signage requirements and regulations.
  4. Events run as a business are prohibited at this location.
  5. No meal service is allowed on site.

#### ***Local Planning Agency***

- Application LUP-ZO 17-61: Request for Lane Use and Zoning designation change to Commercial Recreation (CR) for the purpose of building an educational and instructional sailing facility. Property located at the northwest corner of Causeway Boulevard and Woodette Drive. Recommended approval with the inclusion of staff recommendations and conditions, restrictive covenants and request the applicant work with City Engineering to accommodate an entry access point off Woodette in lieu of bringing any traffic onto Bunker Hill.
- Application LUP 17-62: Request for Design Review and Land Dedication Ordinance for the purpose of building 12 townhomes on property located at 418 Grant Street. Recommended approval with the inclusion of staff recommendations and conditions.

#### ***Code Enforcement***

- The December Code Enforcement Board heard 9 Old Business and 20 New Business cases, and accepted 10 Affidavits of Compliance. The board heard one fine reconsideration request, and gave approval to the City Attorney to initiate foreclosure proceedings on one property.
- The Code Enforcement Board collected \$59,662.12 in unpaid fines and fees in December. Final Judgment of Foreclosure was obtained on property located at 1429 Heather Drive, and as a result of the sale, the City received \$103,805.16.

- City Commission authorized the acceptance of a \$25,000.00 settlement offer received by Attorney Michael Mackenzie representing Adil and Selviye Tzekas, owed in connection with Code Enforcement Lien at 903 Douglas Avenue.

## **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:

- Facebook/Twitter Updates (Facebook has grown over 18,662 followers)
- Managed Social and Digital Media (Facebook, Twitter, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 697 subscribers • 166,492 views
- New City website follow-up and troubleshooting
- Granicus product research and planning
- Produced the Holiday Parade via Facebook Live.
- Researched and attended a webinar with Vision Internet to learn more about web accessibility and new ADA regulations. Viewed demos for several ADA compliance products.
- Met with members of Preserve the Vibe and City Manager to discuss the Parking Management Plan.
- Presented an overview of Granicus's eComment to the City Commission.
- Coordination with Tampa Bay Markets for social media outreach & promotion of the Downtown Market.
- Created several social media campaigns to boost overall outreach.
- Interviewed candidates for the new Public Information Coordinator position.
- Community relations and assistance with visitors to City Hall
- SeeClickFix response coordination
- Coordination of photography for City website and citywide requests
- Staff Liaison for Public Relations Action Advisory Committee and Visit Dunedin.
- Social Media Archiving.
- Coordinated web updates
- Assisted media outlets

Dunedin Television continues to promote all events and services City-wide some highlights are:

- December Spotlight on Dunedin: Holiday event promotion, Boat Parade, Old Fashioned Christmas, Senator Rehm 580 Dedication and Station 62 New Fire Truck Ceremony.
- Holiday Parade Live Production to Facebook Live
- Produced all video content for Dunedin TV, City website, Facebook and YouTube.
- Upload and maintenance of Granicus (video on demand)
- Coverage of the City Commissions, Collective Agenda Reviews, Workshops and LPA meetings
- Dunedin TV Scheduling and Bulletin Board Maintenance
- Maintained DTV Broadcast systems/Chamber and edit suites

City Webmaster continues to support all departments Citywide:

- Assisted web editors with City website.
- Researched and reported to CR Director on WGAG 2.0 updates.
- Created new images and graphics for web homepage.
- Troubleshooting of new Content Management System.
- Website overview and analysis
- Flipbook uploads and management
- Digital photo editing
- E-notification distribution and management



## **FINANCE**

- Worked on finalizing FY17 end for CAFR and for Audit including all accrual entries and reconciliation of all balance sheet accounts.
- Worked on conversion to and training for the ERP software system
- Prepared Vendor File for issuing 2017 1099's.
- Reassigned job tasks – shifting accounting duties to Ashley, ERP Duties to Scott to allow Kathy to serve as interim Finance Director.

## **CURRENT BID & RFP STATUS LIST**

### **RECENTLY AWARDED**

- The following Bids/RFPs were awarded at the Tuesday, December 5, 2017 City Commission meeting:
- RFP 17-1091 titled “Water Quality and BMP Sediment Monitoring & Analysis Services.”
- Bid 17-1093 titled “Application of Crack Seal and Microsurface on Various Street Locations in Dunedin, FL.” .
- Bid 17-1094 titled “Mill and Overlay on Various Street Locations in Dunedin, FL.”
- RFQ 17-1089 is titled “Third Party Administrative Services for Property, Casualty and Workers’ Comp Claims.” The City Commission awarded this project at their meeting on Tuesday, December 19, 2017 City Commission meeting.

### **SCHEDULED FOR CITY COMMISSION DISCUSSION**

N/A

### **UNDER EVALUATION**

N/A

### **ACTIVE ON THE STREET**

- Submittals for Bid # 18-1095 titled “Grounds Maintenance Services” are due at 2:00 pm Wednesday, January 3, 2018.
- Submittals for RFQ 18-1096 titled “Engineering, Architectural & Miscellaneous Consultant Services” are due at 2:00 pm Tuesday, January 16, 2018.
- Submittals for Bid 18-1097 titled “Dunedin Water Treatment Plant Reroof Project” are due at 2:00 pm Tuesday, January 23, 2018.
- Submittals for Bid 18-1098 titled “Sodium Hypochlorite & Sodium Bisulfite” are due at 2:30 pm Tuesday, January 23, 2018.
- Submittals for Bid 18-1099 titled “Dunedin WWTP Flow Equalization Tank Repair & Rehabilitation” are due at 2:00 pm Monday, January 22, 2018.

### **UNDER DEVELOPMENT**

- RFQ for architectural services required for improvements to the Toronto Blue Jays spring training facilities.
- RFQ for a Construction Manager at Risk (CMAR) for improvements to the Toronto Blue Jays spring training facilities.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31 All City facilities and the Dunedin Library are closed.	1 All City facilities and the Dunedin Library are closed.	2 9:00 AM Dunedin Housing Authority @ Corporate Square, 4th Floor Board Room, 28050 US Highway 19 N, Clearwater, 33761- <b>CANCELLED</b>	3 8:30 AM Development Review Committee @ Planning Conf. Room <b>CANCELLED</b> 11:00 AM U.S. Military Veterans Advisory @ Community Center	4 10:00 AM <b>Public Safety Committee Spcl Meeting @ Fire Admin.</b>	5	6
7	8 6:00 PM Dunedin Library Youth volunteers meeting @ Dunedin Library 6:30 PM Hammock Advisory Committee @ Community Center	9 8:00 AM Causeway & Coastal Waterway Advisory Committee @ Community Center 9:00 AM Work Session @ City Hall 2:00 PM Code Enforcement Board @ City Hall 6:30 PM Stormwater Advisory Committee @ Water Plant	10 4:15 PM Community Redevelopment Agency Advisory Committee @ Planning Conf. Room 6:00 PM Local Planning Agency @ City Hall	11 7:30 AM Public Relations Advisory Action Committee @ City Hall 4:00 PM Historic Preservation @ Planning Conf. Room 6:00 PM Commission Meeting @ City Hall	12	13
14	15 All City facilities and the Dunedin Library are closed.	16 5:30 PM Social Services Committee @ MLK, Jr. Rec. Center	17 8:30 AM Development Review Committee @ Planning Conf. Room 4:00 PM Board of Finance @ Water Plant 4:00 PM Parks & Rec. Advisory @ Community Center- <b>CANCELLED</b>	18 All Day Commission Planning Session @ Achieva Center Court 10:00 AM Public Safety Committee @ Fire Admin. 6:30 PM Youth Advisory Committee @ MLK	19	20
21	22 9:00 AM Committee on Aging @ Hale Center 5:15 PM Marina Advisory Committee @ Community Center 6:00 PM Library Advisory Committee @ Dunedin Library	23 9:00 AM Work Session @ City Hall	24 6:00 PM Friends of Library @ Dunedin Library	25 8:30 AM Edgewater Drive Advisory @ Planning Conf. Room 5:30 PM Community Redevelopment Agency @ City Hall 6:00 PM Commission Meeting @ City Hall	26 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room 11:00 AM Disability Advisory @ Planning Conf. Room	27 9:00 AM Historic Preservation Special Meeting @ Planning Conf. Room
28	29	30 7:30 AM Environmental Quality @ Water Plant	31 8:30 AM Development Review Committee @ Planning Conf. Room	1	2	3

No meeting for Stadium or the Fire Pension Board.

## Development Project Update 1-12-18

<b>Current Projects - City Co</b>			<b>LPA</b>	<b>CC 1st</b>	<b>CC 2nd</b>	<b>Apvd</b>	<b>under const.</b>
Aberdeen Oaks	1441-1461 Virginia St	20 single-family home subdivis	√	√	√	√	Yes
Americourt	418 Grant St	12 townhomes	12/13/17	2/8/18	2/22/18		
Arcadia	265 Causeway Blvd	16 4-story condos	√	<i>infrastructure under review</i>		√	No
Artisan Apartments	940-966 Douglas Ave	Retail, apartments & parking g	√	√	√	√	Yes
Chesapeake Apartments	2307 Cumberland Cir	44 apts (add. to existing compl	√	√	√	√	Yes
Courtyard on Main	Main and Douglas	18 condos above retail	√	√	√	√	No
Douglas Place	523 Douglas Ave	8 townhome unit developmen	√	√	√	√	Yes
Dunedin Causeway Hotel	2621/2641 Michael Pl	90-room hotel with restaurant	√	<i>infrastructure under review</i>		√	No
Dunedin Commons	375 Patricia Ave	mixed-use (retail, TH, apts); D	√	√	√	√	Yes
Gramercy Court	Highland/Howard	48 townhomes	√	√	√	√	Yes
Gramercy Ct Ph II	Howard Ave	18 townhomes - phase II	√	√	√	√	Yes
Highland Ridge TH	949 Highland	13 townhomes	√	√	√	√	Yes
Leuken's Liquors - <i>amended</i>	1410 Main St	1-story liquor store-revised; anne	√	√	√	√	Yes
Lexinton Estates	93 Lexington Ave	20 single-family homes	√	<i>infrastructure under review</i>		√	No
Oak Bend Townhomes	801 Main St	32 townhomes	2/7/18	3/1/18	3/15/18		
Pura Vida	1413 Bayshore Blvd	7 townhomes replacing bungal	√	√	√	√	No
Sailing Center	Causeway at Woodette	sailing ctr (land use/rezone)	12/13/17	2/8/18	2/22/18		
San Christopher Villas	1501 San Christopher Dr	12 villas	√	<i>infrastructure under review</i>		√	No
Sea Palms	2624 Paula Dr N	8 townhomes	√	<i>infrastructure under review</i>		√	No

<b>Current Projects - Staff Only Review Only</b>			<b>Comments</b>	<b>under const.</b>
536 Bay St	536 Bay St	2 SF homes		Yes
Faith United Church	1650 Pinehurst	1100 sf addition		
911 Highland Ave	911 Highland Ave	renovate home, convert to gift shop (stone house behind city hall)		Yes
Historical Museum	Historical Museum	expansion towards the trail		Yes
James St. Cottages	603 Scotland	SF property to 4 (Glencairn-style) cottages		Yes
Jensen's Seafood	907 Douglas	converting adjacent home to retail shop for seafood business		Yes
Marker One Marina	343 Causeway Blvd	complete Phase II	<i>infrastructure approved</i>	Yes
Mike's Auto Repair	715 Main St	add 4 auto bays in rear, and façade impv'ts		Yes
1041 Martin Luther King	1041 MLK	3 SF homes		Yes
Pearly's Beach Eats	903 Douglas Ave	convert SF home to restaurant		Yes
Retail strip center	1440 Main St	demo bldg, replace w/4-unit retail bldg (waiting for lease to exp.)		No
San Ruffino TH	1340 Bayshore Blvd	finish 7 townhomes previously approved, but never built	<i>permit under review</i>	No
Sheriff admin building	2496 Bayshore Blvd	renovating former WF admin building	<i>infrastructure under review</i>	Yes

<b>Potential Future Projects - City Commission Review</b>			<b>Comments</b>
Carnation Drive - behind Family Dollar		50 - 70 affordable apartments	
Stirling Glen Townhomes	1680 Union St	33 townhome development or affordable apts/TH mix	

<b>Potential Future Projects - Staff Only Review Only</b>			<b>Comments</b>
Carriage House	1040 Broadway	convert to event venue	
Dunedin Organics (Daryal)	818 Highland (vacant)	create art/community gathering spot; food truck - Cond. Use @ BAA	
Floridays	971 Howard	3 vacation cottages	
McDonalds	2618 Bayshore Blvd	renovation, add extra drive-thru lane	

Fire Department Administration  
MEMORANDUM

**To:** Jennifer Bramley, City Manager  
**Thru:** Doug Hutchens, Deputy City Manager  
**From:** Jeffrey Parks, Fire Chief  
**Date:** January 4, 2018  
**Re:** Monthly Report for December 2017 - Revised

**Fire Prevention Division:**

Dunedin Fire Prevention has worked diligently with the contractor for Dunedin Common to ensure that the clubhouse and one apartment building was inspected and completed by December 31st. Multiple inspections (fire alarm, fire sprinkler and the building final) have been required to final out the two buildings in the project. Over the next several months the other buildings will be completed and inspected for life safety compliance.

New projects completed:

- Strachan's Ice Cream - 2332 Main St.
- Rizzolis Pizza – 2340 Main St
- St. Pete Bagel Company – 1493 Main St.

Current projects:

- Fenway, 453 Edgewater - remodel
- Bob's Barracuda Bait Shoppe, 240 Causeway-interior remodel
- House of Beer/Marley's Monster Grill, 324 B Monroe St - interior remodel
- Lukens Liquor – 1410 Main St
- Dunedin Commons Apt. – 375 Patricia
- Arcadia Luxury Condo – 265 Causeway Blvd
- Gramercy Court Townhomes – Highland Ave
- Townhomes at Highland Ridge – Highland Ave.
- Artisan Lofts – 638 Douglas Ave
- James St. Cottages – 603 Douglas Ave
- Jensen Brothers Seafood expansion – 907 Douglas Ave
- Chesapeake Apartments – 2307 Cumberland Cir.
- The Inn Lounge – Interior Renovations – 300 Causeway Blvd
- Edgewater Arms – Site & Infrastructure Improvements – 632 / 634 Edgewater
- LA Fitness – 1681 Main St. – New Build Out
- Pearly's Beach Eats – 903 Douglas Ave – New Restaurant
- Marker 1 – 343 Causeway Blvd – Expansion Project
- Dunedin Historical Museum – 349 Main St. – Addition to building
- Hampton Inn – 2641 Michael Place – New Hotel

**Fire Prevention Staff Activities:**

Inspections – 48

Re-inspections - 0

Fire extinguisher training – 0

Plans Reviewed – 14

Partial Inspections (New Construction) - 39

Final Inspections - 5

Meetings/Consultations - 12

Referrals/ Complaints - 1

Fire Investigations – 0

Event Inspections – 5

Fire Safety presentations – 1

Public Education Contacts – 15

Station Tours – 1

Hurricane Awareness presentation – 0

Smoke Alarm Installations – 0

**Training and Safety Division:**

- Prepared monthly reports for November.
- Attended FFCA Safety and Health conference.
- Prepared new equipment training on Hurst tools.
- Issued new 5 year bunker gear sets.
- Participated in Pinellas County EMS CME Steering Group teleconference.
- Instructed at SPC training grounds – Facility Training makeup drills.
- Prepared extrication training drills for month of January.

Non-EMS Training Hours: 1397

**Operations:**

- December 2, 2017 the Department participated in the Annual Dunedin Holiday Boat Parade with Fireboat 60.
- December 9, 2017 the Department participated in the Dunedin Holiday Parade.
- December 14, 2017 the Department held a traditional Dedication/Wet Down/Push-in Ceremony for the new E-One fire engine that will be stationed at Fire Station 62. This was the first time a ceremony of this type has been held in the Department.
- December 17, 2017 the Department led the Suncoast Bikers Motorcycle Toy Parade with a fire engine.
- December 19, 2017 the City Commission recognized 11 fire personnel with the Distinguished Fire Service Award at a Commission Workshop for their actions at a structure fire during Hurricane Irma on September 11, 2017.
- For several nights during the month of December, Santa was escorted through the City on a decorated fire engine as the tradition continued.

**Operations:**

<u>Type of Incident</u>	<u>Month of Dec</u>	<u>Year to Date</u>	<u>Emer Resp by Unit</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	490	6353	<b><u>EMS INCIDENTS</u></b>		
Rescue Incident Response	68	680	<u>Station 60's Area</u>		
Fire Alarm	30	405	E60	153	4:37
Fire Incident Response	8	218	E61	10	6:05
Structure Fire Response	8	181	E62	7	4:56
Special	6	131	T60	3	0:20
Water Rescue Response	0	64	E51 (CFD)	2	6:43
Major Incident Response	5	57	E50 (CFD)	1	7:33
Support Incident (Fire)	4	54	<u>Station 61's Area</u>		
Unconfirmed Structure Fire	3	45	E61	76	5:28
Fire Incident Response Special	7	77	E60	4	6:51
Air Transport Incident	3	27	E66 (PHFD)	3	5:01
Trauma Alert	7	59	<u>Station 62's Area</u>		
Support Incident (DC)	3	29	E62	94	5:08
Medical Incident Special	2	16	E50 (CFD)	4	4:56
Support Incident (Medical)	5	43	E65 (PHFD)	4	4:27
Moveup - Coverage	2	14	E60	3	6:11
Hospital Landing Zone	0	6	E61	1	4:21
Rescue Incident Special	0	6	<b><u>FIRE INCIDENTS</u></b>		
MVC Possible Extrication	1	13	<u>Station 60's Area</u>		
Brush Fire Incident Response	0	4	T60	5	4:26
Storm Structure Damage - No Inj	0	3	E60	3	5:13
Fire Alarm - Storm Mode	0	8	E61	1	7:28
Transformer/Pole Fire	0	5	<u>Station 61's Area</u>		
Wires Down	0	13	E61	5	6:15
Tree Fire	0	10	E66 (PHFD)	2	6:09
Code H	0	1	<u>Station 62's Area</u>		
Special Event	1	7	E62	7	5:16
Cardiac Arrest Response	6	51	T60	1	7:34
Fire Unit Incident	0	11			
Medical Unit Incident	0	9			
Off Shore Call Dispatch	0	1			
Hazardous Materials	0	2			
Hazmat Invest	0	4			
Non-Emergency Evacuation	0	4			
Extrication	<u>1</u>	<u>6</u>			
Totals	660	8617			

13 of the above calls were handled by units other than DFD.

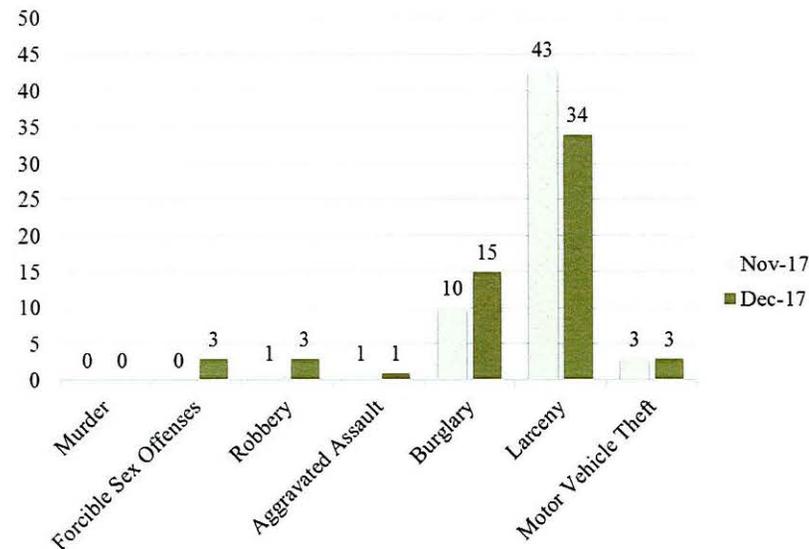


STRATEGIC PLANNING BUREAU  
DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

December 2017

UCR Part I Crime Category	November 2017	December 2017	December 2016 YTD	December 2017 YTD
Murder	0	0	0	0
Forcible Sex Offenses	0	3	19	12
Robbery	1	3	8	16
Aggravated Assault	1	1	33	33
Burglary	10	15	90	92
Larceny	43	34	594	551
Motor Vehicle Theft	3	3	40	37
<b>GRAND TOTAL</b>	<b>58</b>	<b>59</b>	<b>784</b>	<b>741</b>



## Arrests

### December 2017

There were a total of 66 people arrested in the City of Dunedin during the month of December resulting in the following charges:

ARREST TYPE AND DESCRIPTION	TOTAL
<b>County Ordinance</b>	<b>1</b>
Open Container Within 500' Of Package Store	1
<b>Felony</b>	<b>37</b>
Armed Burglary- Residential	1
Battery- 65 Or Older	1
Battery On Leo	2
Burglary-Commercial	3
Burglary-Commercial (No Entry)	2
Burglary-Conveyance	1
Burglary-Residential	1
Burglary-Structure	2
Escape	1
Grand Theft - Auto	1
Grand Theft - Other	1
Lewd / Lascivious Molestation	1
Possession Of Controlled Substance	11
Resist LEO With Violence	1
Robbery-Armed	2
Sale Of Controlled Substance	2
Sexual Battery - Rape	1
Trafficking In Drugs	1
Utter Forged/Counterfeit Bill Checks, Drafts, Or Notes	1
Violation Of Probation/Community Control-Adult	1
<b>Misdemeanor</b>	<b>38</b>
Battery	1
Battery - Domestic Related	3
Criminal Mischief	2
Disorderly Conduct/Breach Peace	1
Disorderly Intoxication	3
False Report Commission Of Crimes	2
Loitering/Prowling	1
Misuse 911 Or E911 System	1
Obstruction-Disguised Person	1

ARREST TYPE AND DESCRIPTION	TOTAL
Petit Theft - Other Larceny	1
Petit Theft - Shoplifting	1
Possession Of Controlled Substance	3
Possession Of Drug Paraphernalia	3
Resist/Obstruct LEO Without Violence	11
Spouse Battery	1
Trespass After Warning	1
Trespass On School Grounds	1
Violation Of Probation/Community Control-Adult	1
<b>Warrant</b>	<b>7</b>
Failure To Appear	4
Warrant Arrest	3
<b>Traffic Felony</b>	<b>2</b>
Driver's License Suspended/Revoked	2
<b>Traffic Misdemeanor</b>	<b>20</b>
Driver's License Suspended/Revoked	5
Driving Under The Influence	11
DUI-Damage To Person/Property	1
Leave Scene (With Damage)	2
No Valid Driver's License	1
<b>Grand Total</b>	<b>105</b>

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

## Deputy Activity

There were a total of **2,824** events in the City of Dunedin during the month of December resulting in **4,789** 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 December. *\*CAD data is filtered by problem type.*

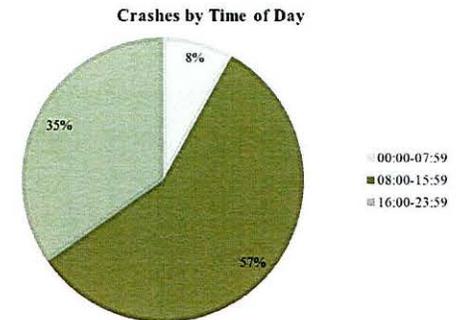
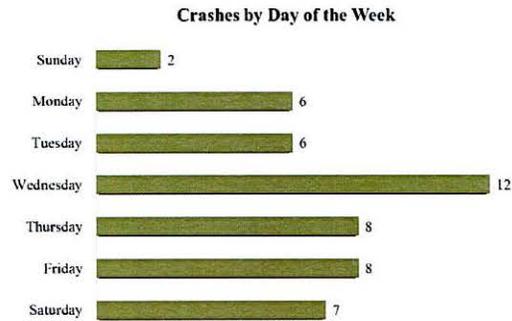
### December 2017

DEPUTY ACTIVITY	TOTAL
Traffic Stop	794
House Check	143
Special Detail	139
Suspicious Person	117
Assist Citizen	102
Information / Other	101
Suspicious Vehicle	75
Directed Patrol	75
Building Check Business	68
Alarm	67
Traffic Violation	64
Contact	64
Accident	62
Transport Prisoner	60
Noise	46
Supplement	44
Traffic Control	40
Surveillance	40
Vehicle Abandoned / Illegally Parked	36
Domestic - In Progress	36
Lost/Found/Abandoned Property	34
Operation Medicine Cabinet	31
Assist Other Agency	29
Theft - Not In Progress	28
Trespass	26

## Crash & Citation Analysis

There were a total of **49** crashes in the City of Dunedin during December 2017. \*Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

TOP 10 CRASH LOCATIONS	TOTAL
Main St / Overcash Drive	4
1491 Main St	3
Curlew Rd / Fisher Rd	2
1350 CR 1	1
Main St / CR 1	1
Virginia St / New York Ave	1
1046 Virginia St	1
Milwaukee Ave / Skinner Blvd	1
1643 Walsh Ln	1
Republic Drive / Belcher Rd	1



There were a total of **857** citations and warnings issued in the City of Dunedin during December 2017.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
Main St & Belcher Rd	8
County Road 1 & Curlew Rd	6
Belcher Rd & Republic Drive	6
Union St & Kings Hwy	5
Main St & Overcash Drive	5
County Road 1 & Main Street	5
County Road 1 & Solon Ave	3
913 Dumont Drive	3
912 Patricia Ave	2
1046 Virginia St	2

