

City Manager's ^{Up}date

Administrative

February 12, 2018

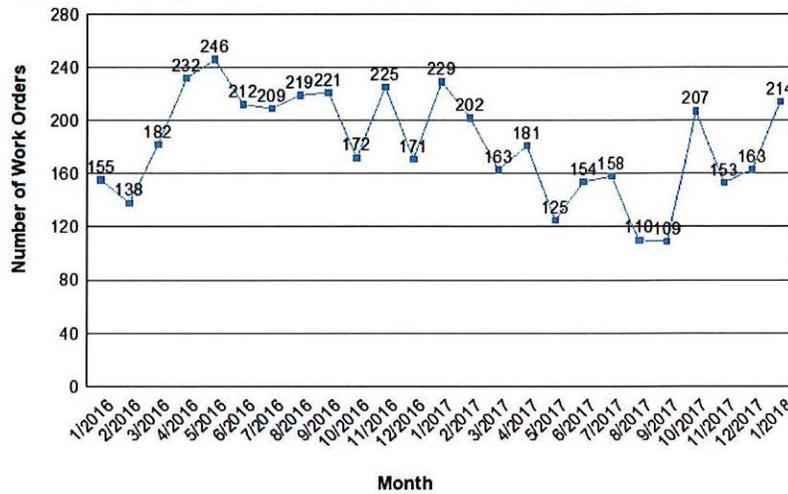
This ^{Up}date will refer to the events since the date of the last ^{Up}date of January 16, 2017.

INFORMATION TECHNOLOGY:

IT Services Help Desk Requests for the Month of January, 2018:

Monthly Ticket Counts		Tickets by Priority	
Tickets Created	214	Critical Tickets	2
Resolved Tickets	191	High Priority Tickets	42
Open Tickets	98	Low Priority Tickets	170
Malware Tickets	1	Project Tickets	0

IT Services Help Desk Requests YTD for 2016-2018:



- During the month of January 2018, IT Services received 214 new on-line help desk support tickets. IT Services averages approximately 168 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.



CRA/ECONOMIC & HOUSING DEVELOPMENT

FLOIRDA BUSINESS INCUBATOR (FBI)

The Florida Business Incubator has been busy with many activities. Below are some highlights:

- Spark Tank meetings
- Co-work space days
- Educational series titled EXCElerate focus is on building your business to meet customer needs

Entrepreneurs include:

- Luis Lopez - started a Robotics and Automation company called ARMex

- Rod Merton - who has recently written a book that he is showcasing at some of the area bookstores and developing a new automated way to market to authors
- Jason Linten – developing a concept for an app that gives rewards for walking etc. similar to Fitbit or other apps for tracking movement his is tied in to incentives for the movement - his company is called Centavizer
- John Pedersen - developing a local cleaning company called Sparkle Brighter which focuses on cleaning homes after a move
- Douglas Hamilton - President of a company called SenXis - tech savvy company designed to help memory care facilities with management solutions

Successful veterans include:

- Dick Powell started a training and development company which he calls Leadership Wrangler.
- Evelyn Dufner working out of her house has a start-up called Computer Angel. She goes to homes of those who need help with navigating their personal computers.
- Dave Paul company does Branding and Logo printing
- Greg Simmons started a company from home called Web Edge Digital Marketing (SEO)

Florida Business Incubator also connects people with patent attorneys, such as Chris Tanner who supports the entrepreneurial environment in Dunedin. All of the people that attend these meetings are coming for support, ideas and training. They also get introductions to mentors, investors and customers.

Updates:

- **Gazebo**
 - *Lari White Music Pavilion* is nearly completed
 - Ribbon Cutting tentative for 4/19/18
- **Trail Town**
 - Application was approved in January as the **Inaugural Florida State Trail Town**
 - Ceremony planned for 4/19/18
 - Governor's office may attend
- **Monroe Garage**
 - 195 Space Parking Garage open
 - Grand Opening TBD
- **Achieva**
 - Staff continues to work with Achieve, Weathersfield HOA to finalize a name change from Virginia to Achieva Way
- **Gateway**
 - Staff has received the appraisals on these parcels, met with stakeholders and property owners and is preparing Staffing for the City Workshop on 2/27/18
- **Legislative Issues**
 - HB 17: CRA passed in the House and is now before the Senate.
- **CRA Downtown Enhancement Plan**
 - Staff has been working on developing a Downtown enhancement plan to include brick pavers, wider sidewalks where possible
- **Skinner Road Project**
 - Staff has presented the Grant Application to the Forward Pinellas Complete Streets TCC Board on January 24th and the PAC Board on February 5th with positive feedback.

DUNEDIN PUBLIC LIBRARY

- Presented 6 tech classes with an attendance of 65 people
- Notary Service at Library –10 stamps

- Delivered 89 items to 14 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 173.25 hours of their time
- Adult Volunteers donated 249.25 hours of their time
- 392 patrons utilized the study rooms
- 275 seeds packets “checked out”
- E-books checked out – 1504
- E-audiobooks checked out – 544
- Webinars: FLA Committee Meetings SIRSI/Symphony webinars, Technology for Libraries, Eye Catching Flyers, Helping Customer & Staff with Little Technology Literacy, Getting Organized, Dealing with Angry Patrons, Collection Development Marketing, Connecting the Community with Library Programs, Blue Cloud analytics, Gale Small Business Builder
- Staff attended the following meetings: Commission Meetings, Youth Services Special Interest Group, Adult Services Special Interest Group, Chamber Education Committee, DCO monthly meeting, weekly City Department Head Meeting and weekly Library Management Team meetings.
- Working on author visit for February 2018
- Planning and promoting Friends of the Library Book Sale February 2018
- Staff member attend Florida Humanities Council Focus Group
- Staff attended City Budget Kickoff
- Staff attended City Records Retention webinar
- Adult Services Librarians attend state library adult summer reading program
- Staff members attended webinar: Sirsi Summit – all day workshop on ILS system
- Fieldwork Student from University of South Florida will be at the Library for the spring semester
- Library Director held one-on-one meetings with all library staff
- Youth Services librarians judged the MLK Jr. Essay Contest. Winners announced at the Diversity Breakfast and City Commission Meeting

STATISTICS

Door Count	30,759
Total Transactions	95,183
Average Circulation Per Hour	166.07
Adult and Youth Programs	94
Program Attendance	2012
Internet Usage (Adult & Youth)	3582
Wireless Usage	3298
AWE Early Literacy Station Users	349
Ipad Usage	121
Items Added to Collection	849

PARKS & RECREATION

Parks & Recreation Administration:

- Attended the budget kick-off meeting and began preparations to develop the 2018-2019 fiscal year budget and capital improvement projects plan.
- Assisted with the development of the new City Business Plan for 2018 and 2019.
- Obtaining quotes for improvements to the floating docks at the Marina to increase safety, especially in preparation for the use of the area by the Clearwater Ferry.

- Working with the Harbormaster to have better coordination and processes for slip rental agreements and insurance policy tracking.
- Prepared for the annual Parks & Recreation Department Strategic Planning Retreat scheduled for Thursday, February 1. This program reviews the department strategic plan, master plans, and annual goals, conducts various SWOT analyses, develops new goals for the coming year and identifies budgetary needs.
- Continued research and analysis of options for a replacement dog park.
- Prepared Scotsdale Park for the new playground. Equipment will be delivered the first week of February.
- Helped prepare and attended the annual Friends of the Hammock meeting with a presentation on Birds of Prey.
- Finalized the draft schedule, topics, speakers, and bios for the Citizen's Academy for consideration by the City Manager.

Marketing:

- Completed final copy and design of the Summer Camp Magazine. Preparing items for print, distribution and promotion.
- Distributed the new Parks & Recreation Winter/Spring Magazine and promoted through social media, website, email, utility bill statements, and postcard delivery to all residents. Updated webpages, calendars, print materials and photo slideshow to display in the lobby of each Recreation Center.
- Created a Holiday Department Events video/slideshow for the Parks & Recreation staff recognition and presentation to City Commission.
- Met with staff to discuss the LiveWell campaign and designed promotional items, give-aways, flyers, etc.
- Met with staff to create a new logo for the Teen Leadership Program to be used on t-shirts, print materials, etc.
- Continued updates and content management of the Parks & Recreation webpages.
- Designed numerous flyers, postcards and posters for new or upcoming Department programs and events.

Special Events:

- **Kiwanis Adventure Runs** – The weather was chilly, but they had a great turnout.

Recreation:

- **Community Center:**
 - The Community Center had a total of 9 rentals which included a wedding reception, baby shower, City and Community meetings, and a Zumba training. Total participation was 650 people.
 - The Dunedin Concert Band put on a "Concert for Children." Families got to enjoy balloon animals, face painting, and a caricature artist. The concert brought in a total of 50 guests.
 - The Fencing Program began their beginner's class on Tuesdays. Now unexperienced fencers can get better training and practice with a one-on-one instructor. Six people have registered.
 - The Greater Dunedin Little League held their registration at the Community Center. Each day saw between 80-100 signups.
 - AARP Tax Aide held their trainings at the Community Center in preparation for the tax season. Trainers were onsite for two weeks with 40 people being prepped to prepare taxes for free to the public.
 - The Meet & Learn was a success, with 30 patrons attending. New and existing residents were able to come to hear what classes and programs Dunedin Parks & Recreation offers to the public.
 - After New Year resolutions were made, the Center saw an increased number of guests signing up for gym and fitness class memberships. Many inquiries were received daily regarding all of the programs and activities offered.
 - Pickleball still continues to thrive as a morning activity. There have been over 30 participants each

day that come and play the fun game. It's become so popular that we have extended the time to give them two extra hours of play.

- Staff continued to plan for the upcoming events at the Center.

- **Fitness Center:**

- Fitness Center visits and group exercise attendance totaled 5,232 for the month of January. (Fitness/GEX class drop-in: 305; GEX/Fitness Pass: 4,927).

- **Athletics:**

- Men's Softball had 11 teams participating.
- 50 Years & Over Softball League had 5 teams participating.
- Over 70 athletic rentals were held in January.
- Over 65 participants were registered in Tennis for the month of January.

- **Martin Luther King, Jr. Recreation Center/Youth Services:**

- January 2-5-Staff hosted the second week of Jack Frost Camp for school-age children during winter vacation. Seventy (70) children enjoyed winter and holiday-themed crafts, games and sports activities.
- The facility's van was replaced.
- There was an increase in gymnasium rentals scheduled, due to competitive basketball season.
- January 13-Diversity Breakfast and March, 200 participants enjoyed breakfast with Pastor Clem Bell and keynote speaker, Cedric Hill, hallmarking the work of Dr. Martin Luther King, Jr. and the importance of diversity and making the positive choices each day. Five essay contest winners from local students read essays on the quote, "the time is always right to do what is right". The event culminated with a march to John R. Lawrence Pioneer Park and entertainment from local church choirs including Shiloh Baptist Church.
- Staff worked on updating logo and programming ideas for Teen Leadership Program.
- Staff worked on FRPA Summer Games Training. We will host the training at the Community Center on May 19th.
- Staff worked on future projects including Summer Camp planning, High School Basketball League, Midnite Madness, Flashlight Easter Egg Hunt, Spring Fling Camp and TGFH Days.

- **Hale Activity Center:**

- HAC held 53 adult classes & programs for a participation of 3,173.
- Three (3) meetings were held with an attendance of 27.
- Highland Luncheon, sponsored by Maria Cares Court, had a participation of 82.
- The 3 O'Clock Band held a concert with 72 in attendance.
- Held the Alzheimer's Summit with Alzheimer's Association and Representative Gus Bilirakis with an attendance of 84.
- Senior Awareness Fair had a participation of 510 with over 60 vendors and was sponsored by Papa John's, Mease Manor, St. Mark Village and Dedicated Senior Care.
- Center total attendance for the month of January was 3,948.
- Hale Center staff was busy with preparations for the Senior Awareness Fair and other events, as well as promotion of all new programs in the current Magazine.

- **Highlander Pool:**

- Staff is in the process of making needed repairs to the pool. Meetings have been scheduled with a structural engineer and the Health Department.
- Staff continued on the recruitment of Lifeguards, WSI Lifeguards and a Head Lifeguard.
- Some features of the sprayground are being painted and scheduled for installation in February.
- Four (4) AEDs were purchased and installed at each of the Recreation Centers—Hale, Community Center, MLK, Jr. Recreation Center and the Pool.
- Three (3) staff are in the process of obtaining their instructor certification for teaching CPR classes for Parks & Recreation Staff.

Parks:

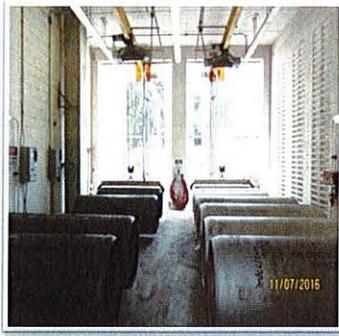
- Removed hedges around the MLK, Jr. Recreation Center and put down sod.
- Prepared Little League fields for the upcoming season. Added clay where it was needed, roto-tilled and leveled all of the fields and have begun cutting out any areas of over-growth. Added 17 new trash can holders and disposed of the old ones. Expanded Field 7 batting cage flooring. With assistance from the Blue Jays grounds crew, added a “double pack” bullpen to Field 7.
- Removed old benches, poured cement pads and installed new benches in and around Rotary Park.
- Prepared Scotsdale Park for installation of new playground.
- Began preparing the Stadium for Spring Training--painted railings, row numbers and concourse.
- Provided logistical support for a variety of events and rentals, including MLK Jr. Celebration, Senior Awareness Fair, and Downtown Market.
- Reviewed Risk Safety Policies and Procedures on:
 - Securing City Vehicles
 - Tobacco Products in City Vehicles
 - City Driver’s License Criteria
- Completed monthly safety inspections of parks, playgrounds, and parking lots.

Marina:

- January’s boat ramp users:
 - ✓ Resident Ramp: 20
 - ✓ Non-Resident: 4
 - ✓ Annual Ramp Decals: 41
 - ✓ Transient “visiting” Boaters: 6

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 nearly 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.
 - SWFWMD has been invoiced for reimbursement of the cooperatively funded multi-year grant award totaling \$1,082,910. Final backup documentation is being submitted and reimbursement is anticipated in the near future.
- **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 “Notice to Proceed” (NTP) was been issued in December, with Substantial and Final Completion expected in June and July of 2018, respectively. The Contractor is continuing to provide submittals and shop drawings to the City for review and approval, and has mobilized and begun installation of the temporary chemical metering pumps and storage tanks. Startup of the temporary dosing system is tentatively scheduled for the week of February 12th.



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

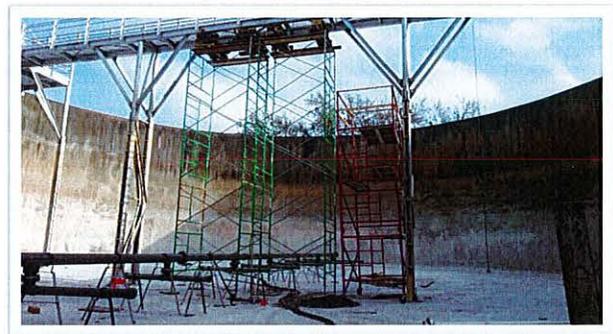
- Engineering has commenced with the investigation and preliminary design of emergency diesel pumps to be installed at Lift Stations #8 and #15. These diesel driven back-up pumps will automatically turn on in the event of a power outage and minimizes the need for wastewater staff to physically access the stations to respond to an emergency power outage. In addition, the back-up pumps will be designed to handle above normal flows to the stations during inclement weather, in an effort to minimize SSO's. Engineering has met with several diesel pump vendors and is continuing with the design of the new system.

Example Installation



- **WWTP Flow Equalization Tank 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 stainless steel (SS316), which is compatible with raw wastewater.
- The City received seven submittals on January 22nd to address the cracks and spalls in the tank and to recoat the interior walls and piping to prevent future damage. The Commission awarded the repair work contract, on 2/6/18, to Viktor Construction Corporation at a cost of \$59,438, as they provided the most responsive and responsible low bid.



- **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 2 check valves, and repair of damaged concrete portions of the filter building. To perform the work, insertion, operation, and removal of eight line stops are required to isolate portions of existing piping and valves. In addition, all piping corresponding to replaced valves will be painted.
- A pre-bid meeting was held on February 1st, and a bid opening will be held on February 20th.



- **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 is currently underway. All full scale pilot systems have been started up and are operational. Pilot systems include:
 - One (1) Dual Media Filter (DMF) Pilot (Sand-Anthracite)
 - One (1) Polymeric Ultrafiltration (UF) Pilot
 - One (1) Ceramic UF Pilot
 - Two (2) Reverse Osmosis testing Pilots
 - One (1) Reverse Osmosis Membrane Screening Pilot
 - One (1) Reverse Osmosis Membrane Screening Pilot
- Toray UF membranes were selected for the 1st half of piloting for the Polymeric UF and all of the RO membrane pilots. The 2nd half of the Polymeric UF pilot will be performed with Inge membranes.
- Nanostone was selected for the Ceramic UF pilot.
- Some issues were observed with fouling of the UF membranes during membrane integrity testing. In addition, hypochlorite cleans were determined to have minimal operation recovery. Changes were made to operation and cleaning to address these issues.
- The next progress meeting will be held on March 7th and will begin the alternative design, and commence with preliminary design.



Stormwater Section

- **Lakewood Estates Drainage Improvements Project** – Construction of this \$4.6M Stormwater Improvement project has reached Substantial Completion. This project was 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 have been submitted and reviewed. The City has invoiced SWFWMD for reimbursement of their cooperative funding grant award, and anticipates receipt of same in the near future.

Roadway Section

- **Pavement Preservation - Application of Microsurface and Crackseal on Various Street Locations**
This 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., in December and construction began in late January. Completion is anticipated in April 2018.
- **Pavement Preservation - Asphalt Resurfacing at Various Street Locations** – This Pavement Preservation Program contract consists of asphalt milling and resurfacing throughout various locations in the City. Different millings depths and asphalt overlays will be performed depending upon the roadway conditions. This contract was awarded to The Lane Construction Corp, in December and construction is scheduled to begin on February 19th, with completion by April 2018.
- **Community Center Parking Lot** – Permitting has been approved by SWFWMD to convert the gravel and dirt portions of the parking area to pervious concrete. Anticipated contract bid is March 2018.
- **Traffic Committee** - The traffic committee discussed 12 resident requests and 2 internal traffic related issues during their most recent meeting.

Development

- **Site Infrastructure / Development Review Participation:**
Projects discussed / researched as part of DRC meetings – (3)
Site / Infrastructure plan sets reviewed – (2)

Public Services Division:

Streets Section

- Continued new installations and repair of concrete sidewalks (2525 SF).
- Continued pothole and asphalt repairs (8.02 tons installed).
- Staff continues right-of-way tree trimming Citywide:
 - Trimmed and hauled tree canopies for roadway clearance Citywide;
 - Trimmed 141 hardwood trees and palms (38.92 tons).



- Continued Traffic Sign & Post maintenance Citywide:
 - Manufactured (44) new signs, and replaced (27).
- Repaired utility cuts for the Water and Wastewater Divisions (9 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (80.9 tons hauled).
- Provided Special Event support –
 - Arts & Crafts
- Completed tree trimming in Amberlea subdivisions.
- Installed Military Banner
- Sending 2 Employees to Arborist Certification training.

Stormwater Section

- Commenced 1165 Curlew Drainage Installation
- Continued Arm Ditch mowing
- Continued ROW mowing
- Continued residential street sweeping activities:
 - Hauled 27.59 ton / 44 cubic yards of sweeping debris to the County landfill.
- Continued catch basin repairs Citywide (5).
- 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 was reviewed by Pinellas County and the co-permittees at a Q&A session held in January. Questions and comments posed during the Q&A session are being brought before FDEP for further clarification. 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 of Dunedin staff attended the February 1st class to provide the students with additional information on the City of Dunedin and deliverable expectations for the course.
- Discussed the ‘Rise Up’ game that was drafted in the USF CSPP course on Sea Level Rise with four USF professors. The desire is to create a scenario planning software to simulate the dynamics and uncertainty of responses to sea level rise.
- Various agencies across the Tampa Bay area have been contacted concerning the matter of derelict boats. This research will be taken into consideration in an effort to develop a reasonable solution for the boats found derelict, abandoned, or a threat to environmental safety within St. Joseph Sound.
- Attended the Edgewater Drive Advisory Committee January meeting to present the Stormwater Advisory Committee position paper on Boat Anchorage, Moorings, & Water Quality Effects in St. Joseph Sound.

- Attended the Tampa Bay Regional Planning Council (TBRPC) Stormwater Management Public Education and Training Committee quarterly meeting.
- Attended the TBRPC One Bay Resilient Communities Working Group meeting.
- The Stormwater equipment trailer wrap design is underway. The wrap will feature graphics and the message “Let Only Rain Down the Drain”.
- Lake and Wetland Management of Clearwater, Florida began aquatic plant management services across the City in early February.
- Issued a Stop Work Order for the Edgewater Arms construction project due to an illicit discharge of sediment entering into the City of Dunedin Marina. Corrective measures were taken by the contractor on at the Edgewater Arms construction site, and the Stop Work Order was released on February 7th. The contractor will be issued a fine by the City for the aforementioned illicit discharge.
- Currently reviewing the RFQ for Engineering, Architectural, & Miscellaneous Consulting Services RFQ submittals for Division 4 – Hydrogeological and Environmental Services.
- Reviewed two projects on the DRC platform concerning stormwater permitting through FDEP and SWFWMD, and provided input regarding the need for proper BMP’s during construction.
- Reviewed one project for Infrastructure Review to notify the developer of potential site contamination, permit requirements through FDEP and/or SWFWMD, and proper BMP’s.
- Attended one pre-construction meeting for the kick-off of the Marker 1 Marina project. The contractor was notified of the required proper BMP’s during construction.
- Looking forward:
 - Plan to attend the Florida Stormwater Association Board of Directors quarterly meeting.

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 Golf Club - Brick Sign lighting.
- Replaced Fire Administration storage room A/C unit.
- Performed bi-annual certification of exhaust hoods Citywide.
- Repaired outside lighting at St. Andrews Church.
- Replaced Golf Club northwest fence damaged during Hurricane Irma.



- Replaced feature pump for Kiwanis Spray Ground
- Replaced 12KW heat unit in Library rooftop A/C unit
- Repaired main sewer blockage on west side of the Community Center
- Installed electric for air compressor at Golf Club maintenance shed
- Re-keyed all doors at Highlander Little League Concession Area
- Repaired plumbing back-up in kitchen at the Golf Club

- Repaired Magna Grip engine exhaust at Fire Station 61
- Tented City Hall for termite treatment
- Replaced water filters on all ice machines Citywide
- Replaced exterior lighting controls at the Library
- Repaired A/C unit for MCC room at the Water Plant
- Met with PCSO K-9 Unit Sergeant for upcoming training scheduling in City buildings.



- Ran electrical conduit in MLK storage room for A/C controls upgrade
- Removed graffiti in the Marina Park restroom
- Repaired bay door for the Traffic Area
- Inspected all fire extinguishers Citywide
- Replaced door to Public Services mezzanine storage area
- Repaired leaking shower valves in Fire Station 60 restrooms
- Replaced Generator Automatic Transfer Switch at Fire Station 60
- Repaired electric service to the Monroe Street parking sign and painted top



- Repaired wash rack plumbing at Fleet Services
- Repaired electric to Parks maintenance shed downtown
- Repaired receptacles in kitchen at Old Bay Café Fish Market
- Responded to maintenance requests Citywide, as needed.

Solid Waste & Recycling Division:

- Solid Waste’s post-Irma activities:
 - Staff continues to work with Tetra-Tech representatives to coordinate accurate record keeping guidelines and submission of documents to insure the maximum reimbursement possible.
 - Smith Fence has completed repairing dumpster enclosures at various City facilities
- Christina Perez, Sustainability Program Coordinator, is working with Planning & Development to develop a Solar Incentive Ordinance that encourages residents to purchase solar panels for their home, and receive a monetary rebate from the City. The intent is for the rebate incentive to increase solar power generation in Dunedin and assist the City’s initiative for 100% renewable energy with the Sierra Clubs “Ready for 100” pledge.
- Served as staff liaison for the Committee on Environmental Quality (CEQ).
- As part of our ongoing Education & Outreach recycling campaign, staff placed poster sized A-Frames informing of 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. The posters are placed at the Community Center, Library, Municipal Building, and the Farmers Market.



- 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.
- On February 2nd Christina Perez attended the OneBay Resilient Communities Working Group where the following items were discussed: Living shorelines sustainability model, incorporating sea level rise into infrastructure planning, and the topic of developing a Regional Climate Action Committee similar to that of Southeast Florida.
- Christina will be hosting 2 upcoming Florida Friendly workshops both in conjunction with maintaining the City’s FGBC certification:
 - Saturday February 17th, from 9am - 10 am, at the Community Garden. This workshop will pertain to Rain Barrels, in order to assist residents in achieving a Florida Friendly Landscape for their homes.
 - Saturday March 10th, from 10am - 11:30 am, at the Dunedin Public Library. This workshop is an educational opportunity for attendees to learn how Solar Panels work, and why now is the best time to consider installation. For more information, visit the City’s website or call / email (727) 298-3215, ext. #1324, or Cperez@Dunedinfl.net.

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.336 Million Gallons
 - Influent Monthly Total Flow: 134.427 Million Gallons
 - Reclaimed Water Average Daily Flow: 2.452 Million Gallons
 - Reclaimed Water Monthly Total Flow: 76.002 Million Gallons
- **Maintenance and Repairs:**
 - Maintenance is working on replacing all Motor Control Center light fixtures with LED bulbs.
 - Outside Contractor, Performance Painting, Inc., completed painting seven buildings and tanks at the Wastewater Treatment Plant.
 - Maintenance completed installing new 110 Volt electrical conduit and 4-20ma signal cable in Fac#16, Master reuse station. Maintenance will be installing three new chlorine analyzers.
 - Maintenance cleaned both the East and West Chlorine Contact Chambers in Fac#9.
 - Maintenance replaced all Sodium Aluminate feed lines from both of the Alum tanks to the Alum pumps.
 - Maintenance installed a new 12” Flow Equalization Tank (FET) Rexa valve, new conduit, new wiring, and a new controller at Fac#4.

- TLC Diversified, an outside contractor, is onsite performing FET tank support bridge leg replacement and link seal replacement at Fac#3.

- **Compliance:**

- The December 2017 Monthly Discharge Monitoring report was submitted to FDEP utilizing the new EZDMR format; [No Issues].
- Annual Primary/Secondary drinking water sampling results reported to FDEP; [No Issues].

Collections Summary

- **Scheduled repairs:**

- CR # 1 Manhole repair.



- Lateral repair at 1370 Main St.



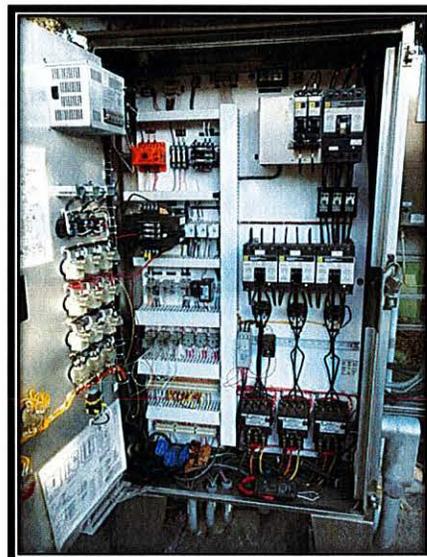
- Installed lateral liners (4) – Pasadena Dr., Milwaukee Ave., Windmoor Dr., and Robmar Rd.
- R/W cleanout installs / Mini scout inspections (19) – Chesterfield Dr.
- Archimedes St. - Lateral replacement across street



- Manhole inserts (4)
- Lateral repairs – Platon Ave.
- Contracted Manhole Rehab at WWTP



- Continued to respond to citizen blockage calls (24); and daily utility field locates of sewer / fiber optics.
- Vac / Cleaner Truck:
 - Cleaned: 14,444 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 2 Wet Wells (#'s: 38 and 40).
 - Cleaning mains in subdivisions of: Fairway, Spanish Trails, and Dunedin Ridge.
- TV Truck:
 - Televised: 10,006 LF, with 45 set-ups.
 - Televising mains in Fairway Estates.
 - Worked with Fleet to switch Harben Unit onto new truck.
 - Major cleaning of rear easements into LS #17 (heavy sand coming into lift station, found many infiltration points that we will follow up on in the next few weeks).
- Lift Stations:
 - LS # 10 - Installed “soft starters” on all 3 pumps to reduce / eliminate “water hammer” on force main along Wood St. (LS #10 – control panel pictured below)



- LS #20 – Installed spare replacement pump, and are currently making repairs to the pump that was removed.
- LS #42 – Made repairs to the valve pit header pipe.
- LS #20 – Communication problems – re-terminated all connections, and installed a dual Yagi antenna (a highly directional radio antenna).
- Repaired large compactor and shop air hose.
- Responded to SCADA alarms, with after-hour call outs.
- Continued preventative maintenance:
 - Exercising valves
 - Clean out check valves
 - Cleaned wet wells
 - Grounds keeping, etc.

Water Division:

Water Production

- **Production Numbers:**
 - Average Daily Potable Water Production: 3.59 Million Gallons
 - Monthly Potable Water Production: 111.15 Million Gallons
 - Annual YTD Potable Water Production: 111.15 Million Gallons
 - Annual YTD Rainfall: 4.74 Inches
 - Monthly Rainfall Total: 4.74 Inches
- **Maintenance:**
 - Operators continue normal Preventative Maintenance (PM) programs on plant equipment.
- **Noteworthy Events:**
 - Black & Veatch / Hazen & Sawyer continue pilot operations. Operators are assisting with data collection.
 - Two water plant operator positions are currently open.

Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 7% complete, with approximately 566 backflows tested for the calendar year. The large meter program is 36% complete, with 26 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 0 new hydrants, repaired 2, replaced 0, and flowed 20. During this time period, the Valve Program exercised 129 valves. For the year, the Valve Program has installed 0 new, replaced 1, repaired 0, and exercised 129 potable and reclaimed distribution valves.

Wellfield

- Southeast Drilling Inc., was on-site to re-install the pump for Well #4. City Staff worked with Keller Engineering to fabricate new parts in order to save costs. Well #4 is back in operation.
- Southeast Drilling Inc., replaced the motor at Well #5. Well #5 is now back in operation.
- Southeast Drilling Inc., replaced the motor at Well #85.
- The City is seeking bids to abandon Well #96. The abandonment of Well #96 is a condition in our recently renewed Water Use Permit (WUP).

HUMAN RESOURCES

- **Recruitment & Selection:**
 - Positions posted during the month of January: Senior Engineer, Human Resources Specialist
 - The Code Enforcement Inspector, Craftworker I, Library Assistant, Project Engineer, Public Information Coordinator, Solid Waste Driver/Loader and Water Plant Operator positions are in

the selection phase.

- Planner II (Planning & Development) and Sr. Engineer (Engineering) positions remain open until filled.
- Total Number of Applications received: 299
- Employees hired during January:
 - ✓ Elena Dimova, Librarian, January 5
 - ✓ Philip Gandolfo, Firefighter/EMT, January 10

- **Employee Benefits:**

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for January was \$411,850.13, which was a 20% increase over December's totals. The average weekly claims for January were \$82,370.03.
- Humana Vitality Wellness Program: Number and % Status of Participants, with Blue as the Starter level and Platinum as Highest level:

	<u>Employee Count</u>	<u>Participation Level %</u>
Platinum	14	33%
Gold	39	7%
Silver	62	11%
Bronze	77	19%
Blue	96	30%
Total Eligible Employees	288	100%

- **Family Medical Leave Act (FMLA):**

- Number of Employees with approved/pending FMLA: 14- (Regular - 1, Intermittent – 13, Pending 0).
- Number of new requests in January: 1.

- **Other (Non-WC, Modified Duty)**

- Number of employees currently working on a modified schedule (some restrictions) - 3.

- **Records Requests:** Number of Records Requests processed: 2.

- **DROP (Deferred Retirement Option Program):**

- Number of Employees in DROP: 9.
- Employees who entered DROP during January: 0.

- **Performance Management:**

- Number of Disciplinary Actions: 2.

- **Employment Separations (Regular Full- and/or Part-Time):**

- Number of Separations from employment: 4
- Water Plant Operator Mark Legg retired on January 16 with 16 years of City service

- **Risk Management:**

- Workers' Compensation:
 - ✓ Number of new workers' compensation claims: 6
 - ✓ Total current open workers' compensation claims: 3; 1 employees on light duty
 - ✓ Employees out of work: 0.
- Property/Liability/Motor Vehicle Claims:
 - ✓ New Property/Liability Claims: 2; total open cases = 14.
 - ✓ New Moving Vehicle Accidents: 2; total open cases = 6.

- Cases Closed During the Month:
 - ✓ Worker's Compensation: 2
 - ✓ Property Liability: 0
 - ✓ Motor Vehicle: 0
- **Safety:**
 - Safety Action Committee Meeting, January 11
 - Special Event Security Meeting Attended, January 29
- **Other:**
 - HR/Risk Department coordinated:
 - Employee New Year Party, completed on January 19
 - Risk Management: Quarterly Claims Review with Johns Eastern, January 18

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 18,838 followers)
- Managed Social and Digital Media (Facebook, Twitter, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 708 subscribers • 168,634 views
- Granicus PEAK agenda management product research and planning.
- City Department Head and City Commission planning session.
- Toured the History Museum and filmed for upcoming Spotlight segment.
- Pre-production for the Mardi Gras Parade
- Viewed demos for several ADA compliance products.
- Budget kick-off session with City staff.
- Assisted with Granicus's eComment implementation.
- eComment promotion via newspaper, email and social media.
- Give Me Shelter PR assistance.
- Citizens Academy preparation.
- New Monroe Street Parking Garage outreach to social media, newspapers and website.
- Fire Trainer of the Year PR and outreach.
- Trail Town PR coordination with Florida Dept. of Environmental Protection.
- Coordination of hiring for new Public Information Coordinator position.
- Community relations and assistance with visitors to City Hall
- SeeClickFix response coordination
- Coordination of upcoming Spotlight segments Spring Training, Business Incubator, Economic Development and the Fenway.
- Continue to work with Tampa Bay Markets for social media outreach & promotion of the Downtown Market.
- Coordination of photography for City website and citywide requests
- Staff Liaison for Public Relations Action Advisory Committee and Visit Dunedin.
- Social Media Archiving.
- City website follow-up and troubleshooting
- Coordinated web updates
- Assisted media outlets

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

- January Spotlight on Dunedin: Mardi Gras Promo, Hammock Invasive Plant Removal and MLK Day Celebration.
- Granicus update and troubleshooting.
- Mardi Gras pre-production.
- 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.
- Worked on Library new homepage changes and design widget.
- 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

- With prep work for FY17 end completed, began working on City's Annual Financial Report.
- Worked on conversion to and training for the ERP software system
- Completed and sent IRS form 1099 to applicable city vendors and created and transmitted 1099 file to the IRS.

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- N/A

SCHEDULED FOR CITY COMMISSION DISCUSSION

- Bid # 18-1095 titled "Grounds Maintenance Services" is agendized for the February 20, 2018 meeting.
- Bid 18-1098 titled "Sodium Hypochlorite & Sodium Bisulfite" is agendized for the February 20, 2018 meeting.
- Bid 18-1099 titled "Dunedin WWTP Flow Equalization Tank Repair & Rehabilitation" is agendized for the February 6, 2018 meeting.

UNDER EVALUATION

- Submittals for RFQ 18-1096 titled "Engineering, Architectural & Miscellaneous Consultant Services" were submitted on Tuesday, January 16, 2018.

ACTIVE ON THE STREET

- Submittals for Bid 18-1097 titled "Dunedin Water Treatment Plant Reroof Project" are due at 2:00 pm Tuesday, February 6, 2018.
- Submittals for Bid 18-1100 titled "Denite Filter Rehabilitation Project" are due at 2:00 pm Tuesday, February 20, 2018.
- Submittals for RFP 18-1101 titled "Financial Advisor Services" are due at 2:00 pm Tuesday, February 20, 2018.

UNDER DEVELOPMENT

- RFQ for architectural services required for improvements to the Toronto Blue Jays spring training facilities.
- RFQ for a design criteria package for the new EOC Building.

CONTRACT AWARD EXCEEDING AWARD AMOUNT BY 10% OR MORE

- Bid 17-1084 was titled “Dunedin Marina Fishing Pier Rehabilitation.” The contract amount was \$ 140,000. The contract was awarded to Stamper Construction in July 2017. The final contract amount was \$162,328, an increase of 15.9%. The additional work included connecting the fishing dock to the day dock and re-decking the day dock to match the new decking on the fishing dock.

BUDGET

- 3 CRF Payoffs totaling \$3,550.30
- 2 New CRF Accounts \$3,054.30 in new revenue
- 1 Budget Transfer processed for January
- Completed audit of active projects, closing 45 projects.
- Prepared FY 2017 CRF receivable liability
- Completed and distributed monthly Investment Report for month end Nov.
- Completed monthly CRF reconciliation
- Coordinated with Public Services Director and Pinellas County on removal of streetlights on City accounts (ongoing)
- Attended Tyler Implementation Training (5 days)
- Preparation for carry-forward Budget Amendment
- Prepared and distributed first draft of FY 2019 Business Plan and FY18 Q1 Report on FY 2018 Initiatives Jan. 16
- Attended Board of Finance meeting Jan. 17
- Attended City Commission Strategic Planning Session Jan. 18
- Met with Public Works staff and consultant on Solid Waste Fund sustainability modeling Jan. 19
- Prepared for and held Citywide Budget Kickoff Meeting Jan. 30

PLANNING AND DEVELOPMENT DEPARTMENT

Building Department

MONTH: JANUARY 2018

PERMITS		
Total Permits Issued		491
Total Permit Fees Collected		\$139,587.00
Total Valuation of Construction		\$8,191,258.00
Permits by Group:		
	NUMBER	VALUATION
Building Permit	269	\$7,143,199.00
Electrical Permit	23	\$98,676.00
Fence Permit	41	\$53,566.00
Gas Permit	6	\$7,799.00
Mechanical Permit	89	\$649,131.00
Plumbing Permit	57	\$105,560.00
Sign Permit	4	\$10,430.00
Tent Permit	2	\$200.00
New Construction by Building Type:		
	NUMBER	VALUATION
New Single Family Residences	21	\$3,825,881.00
New Two-Family Residences	0	\$0.00
New Multi-Family Residential Buildings	0	\$0.00
New Mobile Homes	0	\$0.00
New Commercial Buildings	0	\$0.00
New Mixed-Use Buildings (Commercial & Residential)	0	\$0.00
New Accessory Buildings	3	\$47,347.00
BUILDING INSPECTIONS		
Building, Electrical, Gas, Mechanical, Plumbing:	NUMBER	
TOTAL		1,224
LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	FEES
Business Taxes	154	\$3,132.65

Planning Department

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

- Second Reading of Ordinance 17-33 for Application LUP 17-56.00: Request for change of existing land use from Institutional “I” (Pinellas County) land use designation to Commercial General “CG” for business operation of new owner. The property is located at 1251 San Christopher Drive (former Knights of Columbus facility).

Local Planning Agency

- Application ZO 17-64: Request for zoning designation change from Downtown Residential (DR) to Downtown Core (DC) for the purpose of expansion of a family business adjacent to this property and utilize for an administrative office and storage facility. Property located at 1018 Bass Boulevard. Application was denied.

Code Enforcement

- The January Code Enforcement Board heard 5 Old Business and 15 New Business cases, and accepted 11 Affidavits of Compliance. The board heard three fine reconsideration requests, and gave approval to the City Attorney to initiate foreclosure proceedings on one property.
- The Code Enforcement Board collected \$86,170.70 in unpaid fines and fees in January.
- City Commission authorized the acceptance of a \$50,000.00 settlement offer received from Federal National Mortgage for fines owed in connection with Code Enforcement Lien at 1658 Summit Way.

Development Project Update 2-9-18

Current Projects - City Commission Review			LPA	CC 1st	CC 2nd	Apvd	under const.
Aberdeen Oaks	1441-1461 Virginia St	20 single-family home subdivis	√	√	√	√	Yes
Americourt	418 Grant St	12 townhomes	12/13/17	2/22/18	3/1/18		
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 approved</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- <i>revised; anne</i>	√	√	√	√	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	4/5/18	TBD		
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

Current Projects - Staff Only Review Only			Comments	under const.
536 Bay St	536 Bay St	2 SF homes		Yes
Faith United Church	1650 Pinehurst	1100 sf addition		Yes
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, <i>but never built</i>	<i>permit under review</i>	No
Sheriff admin building	2496 Bayshore Blvd	renovating former WF admin building	<i>infrastructure under review</i>	Yes

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

Potential Future Projects - Staff Only Review Only			Comments
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	
438 Grant St	438 Grant St	4 townhomes	
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: February 1, 2018
Re: Monthly Report for January 2018

Fire Prevention Division:

Fire Prevention worked with the Dunedin Building Department to ensure the timely opening of the Douglas Street parking garage. All life safety systems were tested and fully functional. This was a unique challenge to accomplish since the retail and residential components of the project are still under construction. The successful partnership between the developer, city inspectors and the fire department ensured that the parking garage was able to be utilized as soon as possible.

Fire Marshal Michael Handoga participated in the 2018 Senior Fair at the Hale center providing information to the attendees on fire extinguishers, smoke alarms and hurricane preparedness. This is a well received event that allows the public to interact and ask questions about the emergency services provided by Dunedin.

Fire Inspector Danny Castillo attended a 16 hour course that was provided by St. Petersburg College on effective strategies for communicating with people who are deaf or hard of hearing and other with access and functional needs. Inspector Castillo who is proficient in sign language will train firefighters on the skills that he learned from the class.

New projects completed:

- Douglas St. Parking Garage
- The Inn Lounge – Interior Renovations – 300 Causeway Blvd

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.
- 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 – 94	Fire Investigations – 3
Re-inspections - 3	Event Inspections - 5
Fire extinguisher training – 0	Fire Safety presentations – 1
Plans Reviewed – 25	Public Education Contacts – 400
Construction Inspections – 20	Station Tours -- 1
Final Inspections/BTR – 9	Hurricane Awareness presentation – 0
Meetings / Consultations – 20	Home Safety Checks/Smoke Alarm Install – 0
Referrals / Complaints - 2	

Training and Safety Division:

- Began annual SCBA and respirator fit testing for all of FD staff.
- Attended Pinellas County EMS CME steering meeting.
- Attended Safety Action Committee meeting.
- Attended Executive Staff meeting.
- Trained/Orientation new firefighter 40 hours.
- Continued annual firefighter swim evaluation.
- Attended and provided training at our Quarterly Officers meeting.
- Received the Florida Fire Service Instructor of the Year Award at Fire Rescue East Conference.
- Voted in as the Co-Chair of the Training Section of the Florida Fire Chiefs Association.
- Instructed 5 days of inter-agency training drills at SPC.
- Began planning for February Live Fire training.

Total non-EMS related training hours: 1623

Operations:

<u>Type of Incident</u>	<u>Month of Jan</u>	<u>Year to Date</u>	<u>Emer Resp by Unit</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	551	551	<u>EMS</u>		
Rescue Incident Response	51	51	<u>Station 60's Area</u>		
Fire Alarm	32	32	E60	181	4:29
Fire Incident Response	17	17	E61	13	5:54
Structure Fire Response	19	19	E62	9	6:07
Special	2	2	R48 (CFD)	2	5:22
Water Rescue Response	3	3	PM45 (CFD)	2	7:17
Major Incident Response	0	0	E51 (CFD)	1	7:18
Support Incident (Fire)	5	5	E48 (CFD)	1	8:36
Unconfirmed Structure Fire	6	6	<u>Station 61's Area</u>		
Fire Incident Response Special	5	5	E61	68	5:18
Air Transport Incident	2	2	E60	4	7:20
Trauma Alert	3	3	E62	4	7:11
Support Incident (DC)	3	3	E66 (PHFD)	3	5:29
Medical Incident Special	3	3	<u>Station 62's Area</u>		
Support Incident (Medical)	2	2	E62	91	5:01
HazMat Invest	0	0	E60	8	6:29
Moveup - Coverage	1	1	E65 (PHFD)	7	6:48
Hospital Landing Zone	0	0	E50 (CFD)	6	5:26
Rescue Incident Special	0	0	S65 (PHFD)	1	4:14
MVC Possible Extrication	2	2	P65 (PHFD)	1	7:25
Brush Fire Incident Response	0	0	E48 (CFD)	1	8:01
Storm Structure Damage - No Inj	0	0	E61	1	3:03
Fire Alarm - Storm Mode	0	0	<u>FIRE</u>		
Transformer/Pole Fire	0	0	<u>Station 60's Area</u>		
Tree Fire	0	0	T60	7	6:44
Extrication (Vehicle)	1	1	E60	2	6:22
Code H	0	0	U60	2	7:23
Cardiac Arrest Response	5	5	E61	1	6:09
Extrication	<u>1</u>	<u>1</u>	<u>Station 61's Area</u>		
Totals	714	714	E61	11	5:19
			<u>Station 62's Area</u>		
			E62	5	6:09
			E66 (PHFD)	1	7:02
			E50 (CFD)	1	5:50

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



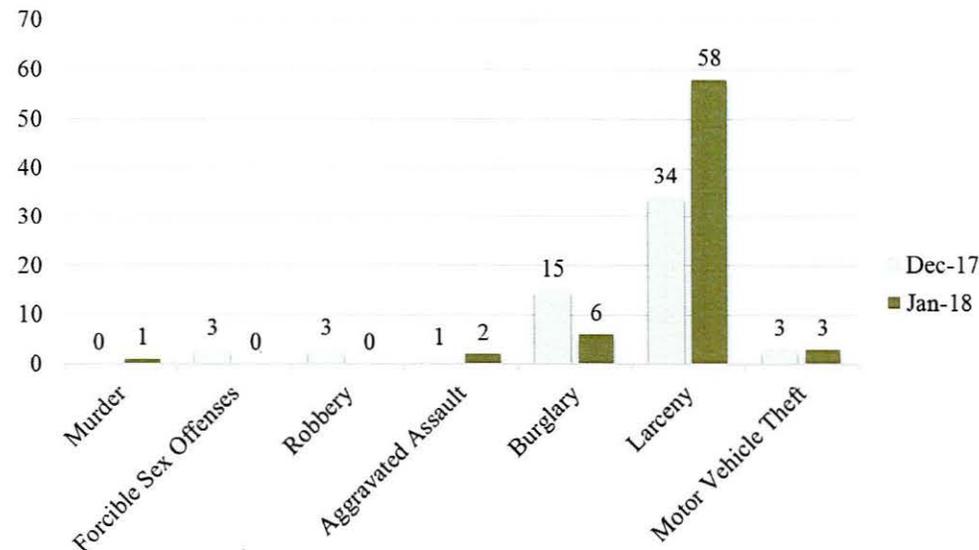
STRATEGIC PLANNING BUREAU

DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

January 2018

UCR Part I Crime Category	December 2017	January 2018	January 2017 YTD	January 2018 YTD
Murder	0	1	0	1
Forcible Sex Offenses	3	0	0	0
Robbery	3	0	3	0
Aggravated Assault	1	2	3	2
Burglary	15	6	11	6
Larceny	34	58	52	58
Motor Vehicle Theft	3	3	2	3
GRAND TOTAL	59	70	71	70



Arrests

January 2018

There were a total of **61** people arrested in the City of Dunedin during the month of January resulting in the following charges:

ARREST TYPE AND DESCRIPTION	TOTAL
Felony	40
Battery- 65 Or Older	1
Burglary-Conveyance	8
Burglary-Conveyance (No Entry)	6
Burglary-Residential	1
Burglary-Structure	2
Dealing In Stolen Property	1
False Verification Of Ownership	1
Grand Theft - Other	1
Lewd/Lascivious Exhibition	2
Possession Of Controlled Substance	9
Possession Of Firearm/Ammo By Felon	1
Principal In First Degree	1
Resist LEO With Violence	1
Sale Of Controlled Substance	2
Utter Forged/Counterfeit Bill Checks, Drafts, Or Notes	2
Violation Of Probation/Community Control-Adult	1
Misdemeanor	26
Battery	1
Battery - Domestic Related	9
Carrying Concealed Weapon	1
Contractor License Violation	1
Disorderly Intoxication	1
False Name Or ID By Person Arrest	1
Loitering/Prowling	1
Possession Of Certain Drugs Without Prescription Unlawful	1
Possession Of Controlled Substance	2
Possession Of Drug Paraphernalia	1
Resist/Obstruct LEO Without Violence	3
Spouse Battery	1
Trespass On School Grounds	1
Violation Of Domestic Pretrial Release	1
Violation Of Probation/Community Control-Adult	1

ARREST TYPE AND DESCRIPTION	TOTAL
Warrant	9
Failure To Appear	4
Violation Of Probation/Community Control-Adult	3
Warrant Arrest	2
Traffic Felony	2
Driver's License Suspended/Revoked	2
Traffic Misdemeanor	20
Driver's License Suspended/Revoked	4
Driving Under The Influence	13
Refusal Submit To Test-Intoxicated	3
Grand Total	97

*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 **2,943** events in the City of Dunedin during the month of January resulting in **4,919** 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 January.

**CAD data is filtered by problem type.*

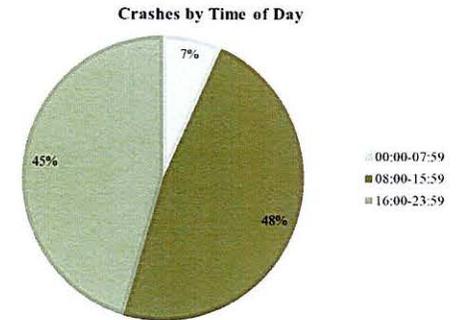
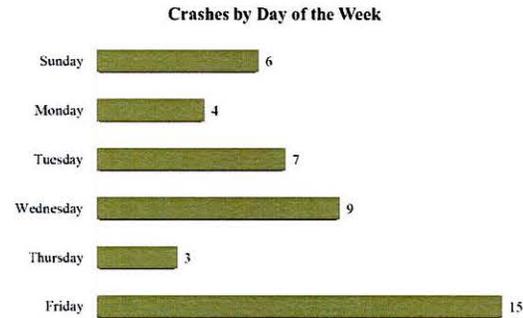
January 2018

DEPUTY ACTIVITY	TOTAL
Traffic Stop	932
Special Detail	148
Directed Patrol	140
Information / Other	120
Assist Citizen	105
Suspicious Person	99
House Check	84
Building Check Business	64
Suspicious Vehicle	64
Alarm	58
Contact	53
Accident	52
Supplement	51
Traffic Control	48
Transport Prisoner	46
Surveillance	46
Burglary - Not In Progress	42
Vehicle Abandoned / Illegally Parked	40
Fraud/Forgery - Not In Progress	39
Traffic Violation	37
Trespass	33
Lost/Found/Abandoned Property	31
Assist Motorist	30
Domestic - In Progress	30
Operation Medicine Cabinet	29

Crash & Citation Analysis

There were a total of **44** crashes in the City of Dunedin during January 2018.*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	4
Main St / Skinner Blvd	2
CR 1 / Main St	2
Solon Ave / Belcher Rd	1
Main St / Creek Park Drive	1
Edgewater Drive / Union St	1
1785 Main St	1
1645 Main St	1
1911 Leafland Ave	1
Causeway Blvd / Gary Circle	1



There were a total of **896** citations and warnings issued in the City of Dunedin during January 2018.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
Republic Drive & US Highway 19 N	7
Bayshore Blvd & Curlew Rd	5
Keene Rd & Main St	5
Main St & Belcher Rd	4
Main St & Patricia Ave	4
62 Causeway Blvd	3
708 Wilkie St	3
Roanoke St & Highland Ave	3
Solon Ave & Dinnerbell Ln E	3
Curlew Rd & Fisher Rd	3

