

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

## *Administrative*

October 8, 2018

This <sup>Up</sup>date will refer to the events since the date of the last <sup>Up</sup>date of September 10th, 2018.

## **CRA/ECONOMIC & HOUSING DEVELOPMENT**

### **Achieva Way**

- Staff continues to work with Achieva to assist with the process of renaming Virginia Street to Achieva Way, per development agreement.
- A Resolution has been drafted and Achieva Way staff will be gathering a petition from area businesses requesting support.

### **Conferences:**

- The Director will be making a presentation at the FRA conference in October of “Special Events in the CRA.”

### **Downtown East End Plan (DEEP)**

- City Hall RFQ will be discussed at the October 18, 2018 City Commission meeting.
- Gateway - Staff is preparing a critical path schedule and next steps regarding the sale of City owned Gateway parcels to the developer for a unified plan.

### **Patricia Corridor**

- Staff is working on design plan for improvements on Patricia Corridor.

### **CRA**

- CRA will meet on October 18<sup>th</sup> and the topics to be discussed included: Tampa Bay Markets, Arts and Crafts Agreement, Megacycle, and Dunedin Station Agreement.
- Staff is meeting with the CRA 30<sup>th</sup> Anniversary planning team to discuss the details on the event. The date is confirmed for 2/16/2019 from 9am to 2pm.
- CRAAC meeting was held on September 19, the agenda included: FY2019 Budget, The Grant Street project, reducing speed limit on Douglas Avenue, Megacycle, Wayfinding, and Downtown Landscaping report.

### **Housing**

- Homebuyers Workshop is scheduled for Saturday, November 3<sup>rd</sup> at the Hale Center.
- RFQ for an Affordable Housing Assessment is planned to go out next month.
- Staff participated in the Ribbon Cutting of the joint venture Aristotle Habitat Humanity project on September 24<sup>th</sup>.
- Staff is working with Planning Department on preparing the Housing Elements section of the Comprehensive Plan.
- Staff is exploring two new potential affordable housing projects.
- Staff attended the HEART awards – Eco-Village was nominated for the Public-Private partnership Award.

### **Skinner Blvd Road Project**

- A Resolution requesting application for a \$1,000,000 (\$1M) Forward Pinellas Grant for a Complete Streets project will go before the City Commission on October 16<sup>th</sup>.
- Additional Public meetings are being scheduled.

## Wayfinding

- Staff is working with George F. Young on a Downtown Wayfinding program.
- City Commission approved the new Wayfinding design and staff will initiate the procurement process.
- City Attorney will seek a Trademark on the new Wayfinding design.
- Staff is meeting with FDOT on October 4<sup>th</sup> to get final approval on Wayfinding plan.



## Business Recruitment

- Staff will be working on exploring a boutique market for the Gateway property.
- The Florida Business Incubator continues to grow and made a presentation before the City Commission on September 18<sup>th</sup> with members of the Incubator speaking.
- Staff is exploring a new business concept called Nickle Ride.



## Marketing

- Staff is working on producing video vignettes for marketing purposes.
- Staff has assembled “Pitch Packets” for recruiting new businesses.

## Downtown Projects

- Staff met with an architect to discuss possible enhancements to the John R. Lawrence Pioneer Park.
- Staff is working with a contractor and the Museum on improvements to the Box Car.

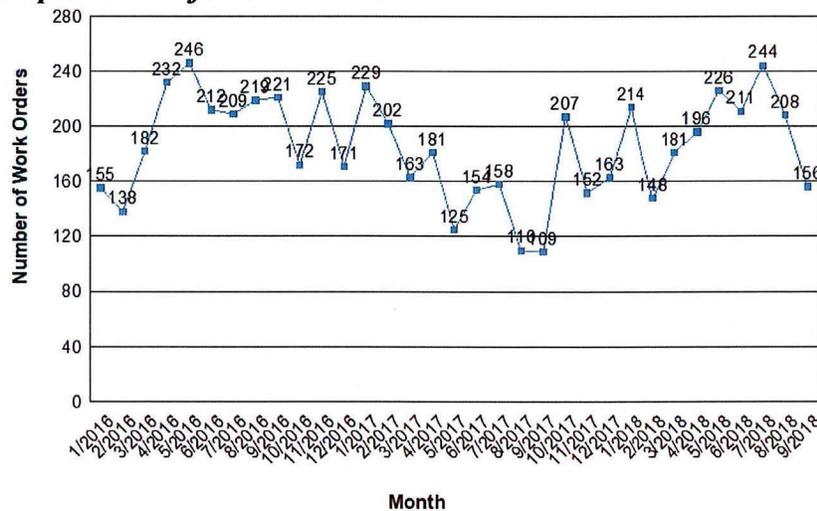
## INFORMATION TECHNOLOGY DEPARTMENT:

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

Monthly Ticket Counts	
Tickets Created	156
Resolved Tickets	136
Open Tickets	125
Malware Tickets	1

Tickets by Priority	
Critical Tickets	9
High Priority Tickets	36
Low Priority Tickets	111
Project Tickets	0

### IT Services Help Desk Requests YTD for 2016-2018:



- During the month of September 2018, IT Services received 156 new on-line help desk support tickets. IT Services is averaging approximately 198 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, cashiering and a citizen self-service portal. 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 & Document Mgt.	October, 2017	February, 2019
Phase 2 -	ExecuTime Time & Attendance	November, 2017	July, 2018
Phase 3 -	EnerGov (Permits/Buildings/Citizen) and A/R & Collections	June, 2018	May, 2019
Phase 4 -	MUNIS Payroll/HR (Migrate from SunGard)	October, 2018	July, 2019
Phase 5 -	MUNIS Works Orders, Fleet & Facilities Management	April, 2019	January, 2020
Phase 6 -	MUNIS Utility Billing	April, 2019	January, 2020
Estimated ERP Project Completion Date		January, 2020	

Phase 1 of the ERP solution started in October 2017 and is anticipated to go live in February 2019. The City's Finance Department has completed the analysis design and setup. Conversion of all data files will be worked on this summer and Power User training will begin in October 2018.

Phase 2 of the ERP solution started in November of 2017 and is anticipated to go live in September of 2018. Staff from various departments involved in the test pilot group are simultaneously working on both the new and old time keeping systems.

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

- **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.
- **Computer Equipment Replacements** – The City has adopted a five year cyclical replacement for its desktop computers, laptops and network devices. The IT Services staff are in the process of replacing sixty such devices as part of this program. Included in this replacement program are ten fully rugged Panasonic model CF-20 laptops for the City's fire vehicles. These mobile devices allow the City Fire vehicles to be connected to the County's 911 service.
- **Network Administrator Vacancy** – The IT Department currently has a vacancy position for a *Network Administrator*. The responsibilities for the selected candidate includes the ability and knowledge for maintaining computer infrastructures with emphasis on networking, on-site servers, and software-network interactions. Those candidates with experience in the administration of *Microsoft Server 2012/2016*, *Microsoft Exchange Server*, *Microsoft Outlook* for email/calendaring, and Avaya Phone Systems are highly preferred. Interested parties are encouraged to review City job posting #15298-93.
- **Sr. IT Technician** – The IT Department will begin a search to fill the upcoming vacancy position of *Sr. IT Technician*. The responsibilities for the selected candidate includes expertise in Windows 10 desktop imaging, Tier 1 help desk support calls and resolutions regarding hardware and software issues as well as providing friendly, patient and knowledgeable end-user customer service.
- **Fiber Optics Cabling Planning** – The IT Department in collaboration with local vendors are reviewing the installation of additional City-owned fiber optics cabling. The additional



fiber data cabling will provide network access to the proposed Emergency Operations Center (EOC) to be located next to Fire Station 62 on Belcher Road.

- **Security Camera Systems & Upgrades** – The IT Department in collaboration with local vendors are reviewing the installation of new security surveillance camera recording systems in the City Fleet Services Building, Planning & Development public space and an upgrade to the City Hall recording system.
- **Network Switch Upgrades** – The IT Department will be upgrading about a dozen network switches throughout the City to replace devices determined by the device manufacturer to be vulnerable to power failure. There is no cost to the City for the equipment upgrades as they are under warranty. The replacement if the equipment will be scheduled during the weekends to minimize the impact on the City staff.
- **Parks & Recreation Software Review** – The City’s Parks & Rec Department currently uses a program called RecTrac for its Parks & Rec room reservation scheduling system. Since the City is implementing a new Tyler Technologies ERP system as indicated above, the Parks and IT Department staffs have determined that a review of Tyler’s reservation scheduler software for Parks & Recreation was warranted as it would be an integrated system into the Tyler financial module and it is a web-based system.

## **DUNEDIN PUBLIC LIBRARY**

- Notary Service at Library - 15 stamps
- Delivered 65 items to 12 users of Homebound Delivery Service
- Dunedin Youth Volunteers donated 161 hours
- Adult Volunteers donated 183 hours of their time
- 335 patrons utilized the study rooms
- 377 seed packets checked out
- E-books checked out - 1884
- E-audiobooks checked out - 893
- 146 DVDs/CDs cleaned and put back into collection
- 1 exams proctored
- 522 people visited the Branch Library at the Community Center for the month
- Webinars: OCLC connexion, OCLC Interlibrary Loan, Creative Ways to Promote e-collection, Musical storytime, Halloween ideas, SIRSI, Graphic Novel & Story time ideas
- Staff attended the following meetings: Commission meetings, weekly City Department Head meeting, weekly Library Management Team meetings, County Library Director meeting, library materials planning budget, Staff attended the Garrison Jones Elementary and Curtis Fundamental School Advisory Committee meetings
- Donated 1 box of books to Mease Behavioral Care
- Worked on Library portion of Dunedin Citizen’s Academy
- Hosted Florida Business Incubator Meeting
- Prepared for launch of new service, Hoopla
- All staff watched Executime training video
- 4 staff members attended Bouchercon – Mystery Conference in St. Petersburg
- Staff meeting with cooperative IT staff on SIRSI
- Hosted bilingual storytime with parents from Dunedin Elementary School
- Hosted Coffee with Cops – information session and Q & A with Dunedin Community Police Officers
- 167 new registered card borrowers for the month
- Friends of the Library hosted Pop-Up Book Sale

- Library Foundation met and approved purchase of new book drop

### STATISTICS

Door Count	24,907
Total Transactions	79,797
Average Circulation Per Hour	145.61
Adult & Youth Programs	107
Program Attendance	2039
Internet Usage (adult & Youth)	2908
Wireless Usage	1705
AWE Early Literacy Station Users	321
Items Added to Collection	859

## **PUBLIC WORKS AND UTILITIES DEPARTMENT:**

### **Engineering Division:**

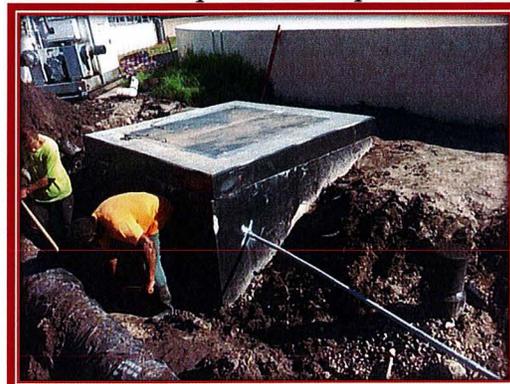
#### **Utilities Section**

- **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 reached Substantial Completion and final punch list items are being completed.
- The installation of the RAS flow meter, vault and piping has been completed. An overnight plant shutdown, from Thursday (9/6) to Friday (9/7), was executed to install a permanent bypass line. Final installation of the flow meter and vault was completed on September 14<sup>th</sup>.



- **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 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.
- SGS Contracting Services was awarded the contract in the amount of \$697,400 on April 19<sup>th</sup>.
- The Pre-Con meeting was held on May 29<sup>th</sup>; due to long lead times for the valves and actuators, the “NTP” was issued for August 20<sup>th</sup>; with project completion anticipated before June 12, 2019.
- A meeting with the Contractor to review work activities and schedule was held on October 4<sup>th</sup>.



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

- The Water Treatment Plant (WTP) Refurbishment Project will rehabilitate / replace the existing 9.5 MGD treatment plant and ensure the ongoing production of high quality potable water to the City of Dunedin’s residents and customers. This is a Progressive Design-Build project which consists of two phases. Phase I, includes pilot testing and detailed design to 90% in order to establish a Guaranteed Maximum Price (GMP) for construction. Phase II, includes completing detailed design, construction, commissioning and turnover to the City.
- Phase I detailed design is currently underway; the City has completed review of the 60% design package. The 60% design review meeting with Black & Veatch, Hazen, Tetra Tech, and City staff was held on September 28<sup>th</sup>.
- The 90% design package is expected in the beginning of November, which will be reviewed by the City and the City’s value engineering consultant, Tetra Tech. Once review is completed, the City will receive the GMP, which will be brought before the Commission for construction award.

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

- These Emergency Diesel Pumps will automatically turn on in the event of a power outage, thus minimizing the need for wastewater staff to physically access the stations to respond to an emergency power outage. In addition, the back-up pumps are designed to handle above normal flows to the stations during inclement weather, in an effort to minimize SSO’s.
- The City’s consultant has submitted the 100% Design Drawings and Specifications for the project which are currently being reviewed by Wastewater and Engineering staff. It is anticipated the project (estimated at \$380,000) will be advertised for Bid in October.

- **Edgewater Drive Sanitary Sewer Replacement and Crosswalk RRFB Project –**

- This project consists of the removal of existing 8” vitrified clay sanitary sewer pipe (VCP) and replacement with 8” PVC pipe, the removal and replacement of one manhole, installation of a crosswalk with signage and rectangular rapid flashing beacons (RRFB’s), and associated restoration work. This project will improve water quality, and decrease Inflow/Infiltration into the sanitary sewer collection system.
- The Project was awarded to Rowland Inc., on July 24<sup>th</sup>. The Pre-Construction meeting was held on September 6<sup>th</sup>, and construction commenced on September 17<sup>th</sup>. All work has been completed with the exception to the RRFB’s, which will be installed in October.



- **Wastewater Treatment Plant SCADA System Upgrades –**
  - The City of Dunedin intends to upgrade its existing PLC's and InTouch application in the Advanced Wastewater Treatment Facility AWWTF and Collections system. The scope of work includes: supply materials, install, test, and commission existing Local and Remote Telemetry Units, PLC's, network equipment, power supplies, terminal blocks, wire, wire ways, surge suppression, cellular communication modems, miscellaneous mounting hardware, & computers.
  - The project was advertised as a time and materials contract on August 24<sup>th</sup>. The pre-bid meeting was held on October 4<sup>th</sup>, and bid opening will be on October 23<sup>rd</sup>. Award of the contract is expected in November, with construction commencing by January 2019.

**Roadway Section**

- **Albert Street Crosswalk –** This Edgewater Dr. crossing is being retro-fitted with RRFB's (see above).
- **Traffic Committee -** The Traffic Committee discussed 8 resident requests and 2 internal traffic related issues during their most recent meeting.
- **Pavement Preservation –** The 2018 annual paving contract was bid on August 31<sup>st</sup> with bid opening October 2<sup>nd</sup>. Reference checks are presently being performed by Engineering. This project is expected to come before the Commission for award within the next month.
- **Community Center Pervious Concrete Parking Lot Improvements –**
  - Project consists of the removal and disposal of existing granite chips, geoweb, and subsurface material in the existing parking lot on the east side of the Community Center; and subsequent replacement with pervious concrete. This project will improve storm water quality and reduce maintenance responsibilities associated with the existing gravel parking spaces.
  - A SWFWMD Permit Exemption was issued for the installation of a base of 12" washed FDOT #57 stone and filter fabric under 6" of Pervious Concrete.
  - The Bid Opening occurred on September 4<sup>th</sup> with bids received from two contractors. The Parks & Recreation Department has decided to cancel the bid and re-appropriate funds at this time.

## Drainage / Interdepartmental Support

- **Interdepartmental Support:**

- **Marina Sediment Removal Project** – The City Commission approved an authorization request for \$62,430 on August 21<sup>st</sup> for a natural resources survey (complete), bathymetric survey (complete), and geotechnical data collection (by mid-November) in order to complete Phase 1 of the project, and finalize permitting. With these results, the consultant can then move forward with the design in Phase 2, if it is confirmed that sediment depths warrant removal.
- **Marina Boat Ramp Replacement** – The concrete boat ramp to the Sound has been damaged by wave erosion and needs to be replaced. Staff submitted a request for formal exemption verification from the Florida Department of Environmental Protection (FDEP) that removal and replacement with a boat ramp of similar size and footprint is exempt from permitting. Final plans for a smaller ramp are currently being prepared for bid.
- **Idlewild Ditch Project** – The City Commission approved an authorization request for \$49,996 on August 21<sup>st</sup> for the Idlewild Ditch Project, which will address erosion and sediment issues affecting adjacent properties, and the City maintained ditch system. The consultant (ADA) has completed the site survey in September, and is in the preliminary calculations and design phase.

## Development

- **Site Infrastructure / Development Review Participation:**

- Projects discussed / researched as part of DRC meetings – (2)
- Site / Infrastructure plan sets reviewed – (2)

## Public Services Division:

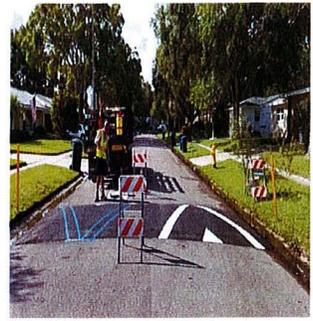
### Streets Section

- Continued new installations and repair of concrete sidewalks (1729 SF).
- Continued pothole and asphalt repairs (20 tons installed).
- Performed daily Red Tide fish kill clean up



- Setup and participated in the Dunedin Citizen Academy





- 3 employees were sent to Pinellas County Landscape BMP training.
- Replace speed hump on Overcash Drive
- Hung up Special Event banners at the Trail
- Hung Military Banners over Broadway
- Staff continued right-of-way tree trimming Citywide:
  - Trimmed and hauled tree canopies for roadway clearance Citywide;
  - Trimmed 132 hardwood trees and palms (25.4 tons).
  - Completed Pleasant Grove and Started Dunedin Isles subdivision
- Installed (90) new traffic delineators on Garrison Road
- Continued Traffic Sign & Post maintenance Citywide:
  - Manufactured (110) new signs, and replaced (27)
- Repaired utility cuts for the Water and Wastewater Divisions (15 Repairs).
- Installed traffic counter on Baywood Dr. E
- Provided Special Event support for the City of Dunedin Pipe Band Celebration
- Continued hauling concrete and asphalt to the recycling plant, as needed (96 tons hauled).

### **Stormwater Section**

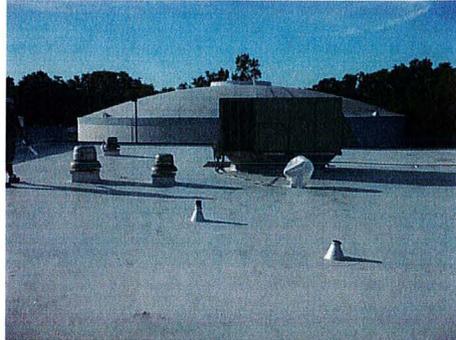
- Cleaned 1516 linear feet of stormwater piping
- Regraded east end of Jacaranda Street
- Performed daily Red Tide fish kill clean up (see photo above)
- Setup and participated in the Dunedin Citizen Academy (see photos above)
- Continued slope ditch mowing
- Continued ROW mowing
- Continued residential street sweeping activities:
  - Hauled 7.8 tons / 10 cubic yards of sweeping debris to the County landfill.
  - Hauled 15.5 tons / 12 cubic yards of catch basin debris to the County landfill.
- Continued catch basin repairs Citywide (3).
- Continued ditch maintenance Citywide.
- Continued stormwater pipe maintenance and repairs Citywide.

### **Stormwater Program Coordinator**

- Presented and participated in the Public Services Citizen's Academy. The Stormwater discussion focused on water quality and debris analysis, proactive measures the City of Dunedin performs, various maintenance activities, and ongoing and upcoming CIP projects.
- Attended the Tampa Bay Regional Planning Council (TBRPC) quarterly Stormwater Education meeting.
- Attended the Committee on Environmental Quality (CEQ) September meeting.
- Attended one kick-off meeting for the Idlewild Ditch project.
- Reviewed three projects for DRC concerning stormwater permitting through FDEP and the SWFWMD. Advised developers regarding the need for proper BMP's during construction.
- Looking forward:
  - Plan to attend the Stormwater Advisory Committee (SAC) quarterly MS4 meeting.
  - Plan to attend the monthly CEQ Quality October meeting.
  - Plan to attend the Pinellas County TMDL meeting.
  - Plan to attend the Curlew Creek Watershed Management Plan progress meeting.
  - Plan to attend the Boat Anchorage Citizen Committee input meeting.

## **Facilities Section**

- Performed FDEP Aboveground Storage Tank (AST) diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- Replaced approximately 400 HVAC filters Citywide.
- Returned / shipped parking meters to suppliers
- Replaced various flags and ropes at Facilities Citywide
- Began Monroe Street Parking Garage CCTV project
- Repaired Solid Waste A/C
- Continued roof replacement project at the Water Administration Building



- Repaired exit and emergency lighting Citywide
- Performed HVAC duct sanitization at City Hall, Municipal Services, and Louden Ave facilities
- Performed PM inspections on fire extinguishers Citywide
- Replaced A/C unit for the Fisher Little League Concession
- Repaired leaking Ladies Room faucet at the Municipal Services Building
- Performed quarterly PM service on all Magna-Grip exhaust systems, in all Fire Stations Citywide
- Repaired A/C unit for City Clerk Office
- Repaired flush valves in both restrooms at Middle School
- Repaired door to Skate Park at MLK Center
- Installed new electric service to all rooftop A/C units at the Water Administration Building
- Setup and hosted the Citizen Academy event at Public Services



- Setup and hosted the Chamber After Hours event at Public Services
- Repaired N.E. Bay Door at Parks Storage Facility on Ed Eckert Drive
- Repaired 1<sup>st</sup> floor rooftop A/C unit at the Louden Ave Building
- Setup and worked the Starlight Concert Special Event
- Repaired water fountain at City Hall
- Replaced ice machine at Fire Station 62
- Responded to maintenance requests Citywide, as needed.

## **Solid Waste & Recycling Division:**

- Staff attended Pinellas Partners in Recycling (PPR) establishing resources and partnerships with City/County staff and private and non-profit organizations within the County who collaborate on various recycling agendas.
- Staff attended the monthly Principals' meeting early in the month to make connections with local school representatives for future partnerships. SW connected the DHS principal with Pinellas County SW to provide volunteers for the hazardous waste collection events, for ROJTC and students looking to fulfill their Bright Futures requirements. Also raised community awareness that the SW Division is available for outreach events. SW will be visiting more schools this year for the "Great American Teach In".
- Following a successful partnership between the City and Keep Pinellas Beautiful, on a Causeway Clean-Up event held on August 18<sup>th</sup>, Laura Barron and Jorie Peterson toured the Keep Pinellas Beautiful office, and met with their Executive Director to explore other possible partnerships, including recycling and litter awareness outreach. KPB provided buckets, gloves, bags and scales...the clean-up numbers were impressive: 231 volunteers removed 318 pounds of trash! *Check it out on Dunedin TV!*
- 10/2/18 was the Solid Waste/Fleet/Fire/Community Garden Citizen's Academy night! Students were given an overview of budget and operations, then shown some garbage trucks and got goodie bags 😊
- Commercial recycling liaison:
  - Laura Barron met with the Waste Pro Rep and Board Members at Piper's Glen to implement recycling. The information provided was taken to their Board for approval. They have been fighting opposition from the community for years, but finally got a program in place !!!
  - **\*\*\*UPDATE\*\*\*** on Douglas Arms after coordination last month; they entered into a contract with Waste Pro and they are much happier.
  - Laura also met with the Waste Pro Rep and Board President and members at EcoVillage to discuss solutions to some collections issues they are having with their recycling provider.
    - These visits generally include discussing specific material / volume details of their refuse stream to determine levels of recycling, and space availability for containers / truck access.
- Staff's outreach campaign to combat recycling contamination at the curb and drop-off sites continues: Laura delivered a mini-media campaign to the Community Relations Department for a series of contamination related posts on social media, to run for a period of time. The post contains a mix of general information, as well as content targeting specific contaminants in the single stream program. The Community Relations Department is now finalizing "the look" of the posts.
- Upcoming Outreach Events:
  - 10/10/18 Safe Walk to School Day - Staff will be at San Jose Elementary and the Library for Curtis Elementary with a Garbage Truck and Safety Education Materials.
  - 11/14/18 The Great American Teach In - Staff will be at San Jose Elementary, Dunedin Elementary & Curtis Elementary with a Garbage Truck, Safety and Recycling Education Materials.
  - 1/19/19 Rain Barrel Workshop - partnership with UF Extension Services at the Dunedin Community Garden @ Eagle Scout Park 1040 Virginia Street.
  - 2/9/19 Shred Fest Event - partnership with Achieva, Corporate Campus 1659 Virginia Street.
  - 4/12/19 DFAC Family Fun Night-Recycling outreach at Dunedin Fine Arts, 1143 Michigan Blvd.

## **Wastewater Division:**

### **Plant Summary**

- **Wastewater Treatment flows:**

○ Influent Average Daily Flow:	5.188 Million Gallons
○ Influent Monthly Total Flow:	155.644 Million Gallons
○ Reclaimed Water Average Daily Flow:	2.505 Million Gallons
○ Reclaimed Water Monthly Total Flow:	75.143 Million Gallons
○ Final Effluent Average Daily Flow:	2.643 Million Gallons
○ Final Effluent Monthly Total Flow:	79.277 Million Gallons

- **Maintenance and Repairs:**

- Contractor, Odyssey Manufacturing, Inc., is onsite, working on Fac#14b, Chemical Bay Storage; new feed systems are online; Odyssey is working on final punch list items.
- Commercial Fence Contractors, Inc., completed project of replacing all 8' tall wooden fencing at the Belcher Road Potable/Reuse Pump Station, and at the Jerry Lake Potable/Reuse Pump Station areas.
- Stamper Construction, Inc., completed project for concrete work at Fac#4, Headworks Valve Pit Restoration for proper drainage.
- Contractor, Rowland Construction, Inc., installed new RAS flow meter, bypass piping, and new concrete vault at Fac#7.
- Contractor, Central Florida Controls programmed/calibrated the new RAS flow meter at Fac#7.
- Maintenance installed a new Hach SC 200 millivolt probe at the final de-chlor outfall at Fac#11.
- Maintenance performed annual cleaning of the South Sodium Aluminate Tank at Fac#14.

- **Compliance:**

- August 2018 Discharge Monitoring report was submitted to FDEP via EZDMR format; [No Issues].

**Collections Summary**

- **Scheduled repairs:**

- Chase Ct. – Completed installation of 3” force main and 6 shut off / tie-in valves.



- R/W cleanout installs / Mini scout inspection (14) – Redwood Cir., Windwood Dr., & Brady Dr.
- Lateral liner installs (1) – Redwood Circle.
- Lateral repairs / replaced (3) – Cedarwood Ave., Broadway, and MacArthur Ct.
- Manhole cover replacements (2) – Dinner Bell Ln., and Platon Dr. (I/I)
- Mini-scout lateral inspections (11)
- Continued response to citizen blockage calls (21) & daily field locates of sewer / fiber optics.

- **Vac / Cleaner Truck:**

- Continued cleaning mains in LS #1 Area, especially along Edgewater Dr. (Alt 19), from Union St. to Albert St., while road closed down at Albert St. / Edgewater Dr.



- Monthly cleaning out of backwash basin at the Water Plant. (1<sup>st</sup> Wed of Month)
- Worked on time dated trouble spot cleaning – Curlew / LS #15
- Total cleaned: 7,750 LF of main lines
- TV Truck:
  - Installed sectional liner at Belcher Site – from fence installation damages (Heavy Infiltration)
  - Changed out 2 ring & covers on Baywood Dr. N., and Dinner Bell Ln. E. (inflow sources)
  - Field inspections around LS #20 Area for possible point sources of inflow. Installed 2 flood domes in low lying areas, where water accumulates.
  - Cleaned out debris from Greenbrier drying bed and hauled to landfill.
  - Continued working with CUES on new software, and replacement equipment (camera, mini-scout, and cable) on order.
  - Total televised: 2,403 LF, with 12 set ups.
- Lift Stations:
  - Installed new upgraded pumps & panel control at E-One pump station for Causeway Bathrooms.
  - LS #6 check valve and 4” force main repaired - right outside of lift station wall.



- Changed out emergency generator receptacles for LS #26, 37, and 38. Tested with generator.
- LS #3 – repaired pump, changed out impeller and wear ring.
- LS #30 – pulled pump (rags).
- Reviewed specs for upcoming PLC / SCADA replacement, and met with Engineering to review.
- Responded to SCADA alarms, with **after-hour** call outs – Power outages at different times LS #32 and #15 – (during lightning storms).
- Worked on updating SOP’s for large and small generator hook-ups, along with Float to Transducer installs, to include screen changes in SCADA.
- 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: 3.61 Million Gallons
  - Monthly Potable Water Production: 108.27 Million Gallons
  - Annual YTD Potable Water Production: 1024.40 Million Gallons
  - Annual YTD Rainfall: 38.28 Inches
  - Monthly Rainfall Total: 6.16 Inches
- **Maintenance:**
  - Operators continue normal PM program on plant equipment.

- **Noteworthy Events:**
  - Continued hiring process for vacant Operator and Maintenance Mechanic positions.

**Water Distribution**

- **Maintenance and Repair** – The annual backflow testing program is 83% complete, with approximately 6,974 backflows tested for the calendar year. The large meter program is 100% complete, with 88 large meters tested for the fiscal year. This year, the Hydrant Program has installed 0 new hydrants, repaired 8, replaced 2, painted 199, and flow tested 242. During this time period, the Valve Program exercised 65 valves. For the year; installed 2 new, replaced 1, repaired 2, and exercised 1,099 potable and reclaimed distribution valves.

**Wellfield**

- Diversified Drilling Corporation is the contractor selected to redesign the vertical turbine configuration at Well 4, converting it to a submersible pump configuration. In addition, Diversified Drilling will replace faulty check valves at Wells #30, 85, and 91.
- The City responded to a Request for Additional Information (RAI) from the Southwest Florida Water Management District (SWFWMD) regarding the submitted 2017 Annual Wellfield report on July 20, 2018. Supplemental to that response, a Water Use Permit (WUP) Letter Modification was submitted to SWFWMD on August 18, 2018. The Letter Modification was approved on September 12, 2018.

**PLANNING AND DEVELOPMENT DEPARTMENT**

**Building Department**

MANAGER'S UPDATE  
PLANNING & DEVELOPMENT DEPARTMENT - BUILDING DIVISION

MONTH: SEPTEMBER 2018

PERMITS		
Total Permits Issued		403
Total Permit Fees Collected		\$132,669.00
Total Valuation of Construction		\$7,747,504.00
Permits by Group:		
	NUMBER	VALUATION
Building Permit	192	\$6,520,087.00
Electrical Permit	66	\$587,980.00
Fence Permit	24	\$116,153.00
Gas Permit	7	\$30,394.00
Mechanical Permit	76	\$417,182.00
Plumbing Permit	36	\$68,308.00
Sign Permit	0	\$0.00
Tent Permit	2	\$1,000.00
New Construction by Building Type:		
	NUMBER	VALUATION
New Single Family Residences	16	\$3,328,147.00
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

BUILDING INSPECTIONS	
Building, Electrical, Gas, Mechanical, Plumbing:	NUMBER
<b>TOTAL</b>	<b>986</b>

LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	FEES
Business Taxes	904	\$47,444.20

### ***Code Enforcement***

- The August Code Enforcement Board heard 2 Old Business and 16 New Business cases, and accepted 6 Affidavits of Compliance. The board heard 3 fine reconsideration requests, and authorized the City Attorney to begin foreclosure proceedings on 3 properties.
- At the September 6 City Commission meeting, member Bill Motley was recognized by members of his board for the positive impact he makes while representing the DCEB.
- City Commission accepted settlement offers on existing code liens presented by City Attorney for the following properties:
  - 921 Parkwood Drive, \$30,000
  - 1345 Winding Brook Way, \$9,200
  - 1111 E Lotus Drive, \$6,400
- The Code Enforcement Board collected \$18,900 in unpaid fines and fees in September.

### ***Planning Department***

*The City Commission held public hearings in **September** for the following:*

- Approved on second reading Ordinance 18-25, Sign Code updates.
- Approved on first reading Ordinance 18-28 Historic Preservation Ordinance.

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

- Recommended approval of Application DR-LDO18-14: The Broadway (990 Broadway) – Design review of a proposed townhome project for two 4-unit buildings and 8 townhomes.

## **PARKS & RECREATION**

### **Parks & Recreation Administration:**

- Obtained additional research and prepared for the follow-up workshop on the Land Dedication Ordinance (LDO).
- Finalizing the Veteran Friendly or Veteran Owned businesses recognition program established by the Veteran's Advisory Committee.
- Met with Engineering staff to finalize the plans for the Fern Trail boardwalk.
- Met with Engineering staff regarding the lift station project at the entrance to Hammock Park.
- Continuing to explore a replacement location for a dog park and drafting of any necessary agreements.
- Continued work on the design and options for the replacement ramp at the Marina Beach and sailboat launching facilities.
- Working with the Florida Recreation and Park Association to host the annual State-wide Parks Management Institute to be held in January.
- Began discussions with the Parks & Recreation Advisory Committee to gain their recommendation regarding use of golf carts in Highlander Park.
- Met with the City Attorney to discuss the City's ability to regulate boats in St. Joseph Sound. A meeting with 6 advisory committees has been scheduled for October 22 to discuss the issue and potential ordinances.
- Finalizing plans for the Parks & Recreation activities for the 4 weeks of the Citizen's Academy and the various aspects of our department's operations.
- Attended the meeting regarding the implementation of the Peak Agenda management system.
- Working with Engineering and the Harbormaster to develop a long-range capital plan for the marina.

### **Marketing:**

- Continued planning and preparing presentations for Citizens' Academy.
- Distributed the monthly Community Event Calendars in print and online.

- Continued to oversee Department webpages, including edit content, populate new information, maintenance and troubleshooting.
- Designed and printed numerous posters, postcards and flyers for upcoming programs and special events.
- Continued to promote LiveWell Dunedin with social media ads, print materials, banner and tablecloth.
- Continued to monitor and promote Department events and programs on the City website and social media.

#### **Special Events:**

- Dunedin Tap Dance Festival had approximately 150 people in attendance.
- Troop 10 Recruitment Night was held on Saturday, September 8 with 7 new scouts beginning the program. This makes for 16 active scouts and 20 registered.
- Held Special Event Production Meetings for upcoming events: Wines the Blues, Downtown Trick or Treating, Taoist Tai Chi Grand Opening and Walt's Stone Crab Festival.
- Paint the Town Plaid was a tremendous success with approximately 1,100 in attendance to celebrate Dunedin Pipe Band's Grade 2 Band World Piping Championship.

#### **Recreation:**

- **Community Center:**
- The Community Center had a total of 20 rentals that brought in 670 guests. This included City and Community meetings, baby showers, a children's beauty pageant and birthday parties.
- The Homeschoolers of Pinellas began their fall classes. The classes used a majority of the Center's room space. This program has more than 40 families, making their max capacity of 85 families. The use of this program continues to see increases each semester.
- Dunedin Junior Falcons have begun using a room each Monday for their video review on the games played the previous week. Coaches and players do a recap on games with 15 people watching.
- Fencing began their September Beginner's Program, a 10-week program offering lessons to participants ages 8 and up. Ten fencers partake in this program.
- The Friday night Starlight Concerts in Highlander Park were another success, with a different band performing every Friday showcasing their music skills. These concerts brought 300-500 in attendance for each show.
- Employees continued planning for the upcoming Halloween Happenings and all other special events that will be taking place in the next few months.
- **Fitness Center:**
  - Fitness Center visits and group exercise attendance totaled 2,465 for the month of September.
  - Fitness/GEX class drop-in attendance: 55
  - Chair massage performed 130 minutes of massage in the month of September.
  - Held a 6-session Fibromyalgia Yoga Workshop at the Community Center.
  - Made preparations for the Fitness Marathon to be held in John R. Lawrence Pioneer Park in October.
- **Athletics:**
  - Over 70 participants for tennis classes for September.
  - Over 150 rentals for September.
  - Twelve softball teams registered.
  - Cross Country had 22 participants.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
  - September 14-Staff hosted Parent's Night Out; youth ages 7-12 years enjoyed decorating cars, games and treats for an epic drive-in movie on the big screen.
  - Staff completed Bloodborne Pathogens training per new Before/After School Program licensing requirements.

- September 20-Youth Advisory meetings resumed; nine members returning, two positions sent to Commission for appointment approval. Members to vote in new Chair, Vice Chair and Secretary during future meeting.
- Staff finalized 2018-19 contract renewal and budget with JWB and Pinellas County School Board regarding Promise Time initiative at Dunedin and San Jose Elementary Schools. Promise Time is a program that extends the school day and offers children free tutoring and enrichment activities in order to boost their academic success.
- Girl Scout Troop #902 conducted weekly meetings at the center.
- Staff focused on preparing and planning for programming/events including Citizen's Academy, Chefs on the Go, Holiday Camps, Halloween Happenings, Boat Parade, and Intergenerational Week.
- Purchase order submitted to complete Stirling Skate Park repairs.
- Staff began utilizing new ExecuTime time keeping system.
- High School Boys Basketball League continued Thursday evenings with 6 teams in league.
- **Hale Activity Center:**
  - Held 47 adult classes and programs with a participation of 1,821.
  - The Center was host to the County's Alternate 19 Visioning Session with an attendance of 200.
  - Luncheon was sponsored by Dedicated Care of Clearwater and had an attendance of 35.
  - Three meetings were held with an attendance of 35.
  - Three rentals were held with an attendance of 420.
  - Volunteer Appreciation Breakfast was held with an attendance of 26.
  - Total attendance for the month of September was 2,547.
  - Staff continued with planning and preparations for the Halloween Happenings event.
- **Highlander Pool**
  - The pool's special event "Float in Movie" was very successful with 97 participants. Already planning for the next one next year!
  - Dunedin High School had two swim meets in September. The pool closes October 1; however, the team will continue practices through October.
  - Staff continued to work on the planning stages of scenes for the Haunted Hayride.
  - Staff planned and prepped for the pool's portion of the Citizen's Academy.
  - Pool/sprayground maintenance schedule was planned and almost completed; receiving quotes for large repair work.

**Parks:**

- Installed a Memorial Rock Garden at the Hammock.
- Prepared the Community Center for painting.
- Expanded the parking lot at Weaver Park.
- Removed debris from trails throughout Hammock Park.
- Mulched the MLK Center playground.
- Filled washouts along/around Sail Honeymoon on the Causeway.
- Provided logistical support for a variety of events and rentals, including Starlight Concerts, Paint the Town Plaid and Float In Movie.
- Received training in special event processes and procedures.
- Completed monthly safety checks of parks, playgrounds and parking lots.

**Marina:**

- Marina's boat ramp users for September:
  - Resident: 62
  - Non-Resident: 19
  - Annual Ramp Decals: 6
  - Transient "visiting" Boaters: 16

- There are no derelict boats to report; however, one of the anchored boats did break its anchorage and drifted into another anchored boat causing some damage.
- A seagrass survey has been completed as part of the preliminary work for the dredge project.

## **COMMUNITY RELATIONS**

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

- City of Dunedin Facebook page grew to 20,611 followers in Sept. 2018.
- Managed Social and Digital Media (Facebook, Twitter, Instagram, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 855 subscribers • 202,200 views
- Your City @ Work September edition newsletter.
- World Champion City of Dunedin celebration and FB live coverage.
- Alt. 19 detour outreach material distribution and assistance.
- Staff Halloween outreach material.
- Citizen Academy outreach, class assistance and photo/video.
- CRA 30<sup>th</sup> Anniversary planning meeting.
- Chamber after hours at Public Works.
- Red Tide updates with Pinellas County, Fish & Wildlife Commission and Visit St. Pete Clearwater.
- Dunedin International Film Festival meeting.
- Web training courses for ADA compliant websites.
- PEAK Agenda Management assistance with City Clerks' office.
- Sustainability outreach campaign development.
- Planning & Development comp plan outreach planning.
- Live Well outreach campaign.
- Pinellas County Quarterly PIO meeting.
- City Clerk interviews.
- Economic Development Housing Fair development of outreach material.
- Replaced battery back-ups in DTV control room.
- Streaming Video production gear ordered and received.
- SeeClickFix response coordination.
- Coordination of photography for City website and citywide requests.
- Staff Liaison for Public Relations Action Advisory Committee and Visit Dunedin.
- Community relations assistance with visitors to City Hall
- Social Media Archiving management.
- City website follow-up and troubleshooting
- Assisted media outlets

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

- September Spotlight on Dunedin: Habitat for Humanity in Dunedin, Fenway update, Alt. 19 Detour update, Red Tide update, Dunedin Library update and World Champion Dunedin Pipe Band celebration.
- Produced all video content for Dunedin TV, City website, Facebook and YouTube.
- Upload and maintenance of Granicus (video on demand). Assist City Clerks' office with video on demand uploads.
- Coverage of City Commission meetings, 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.
- Intranet planning and development.
- New widget platform via Vision.
- Training course with WebAIM for ADA compliance.
- Created new images and graphics for web homepage.
- Website overview and analysis.
- Digital photo editing.
- E-notification distribution and management.

## **FINANCE**

- At the request of the Board of Finance, the Monthly Investment Report was modified to include sections for reporting accrued interest and show that current investment metrics are in compliance with the City's investment policy. Through careful planning and the use of MS Excel macros to automate data manipulation, the complex additions to the report result in almost no addition report preparation time. The accrued section was designed with an input sectioned built to pull data directly from the Accrued J/E. The new policy compliance section uses data already input into the report from other areas. Compliance section uses formula logic to clearly indicate compliance or violation of each investment policy mandate.
- Began 2018 fiscal year end closing scheduling, preparation and audit planning.
- Assisted Utility Department by creating an Excel end user application that automated all of the complex calculation needed to accurately make a prorated adjustment to customer's accounts that incorporate weighted shares (based on meter read start and end dates) of old rate and new rate tables.
- Staff attended training for: Government Accounting Standards updates, pension reporting and fraud detection techniques.
- Finalized the Chart of Accounts in the new Tyler Munis software. Began process of linking old H-T-E balances to the Tyler accounts.
- Presented Blue Jays Taxable Spring Training Facility Improvement Bonds Series 2018A, Refunding Bonds Series 2018B, and the State Sales Tax Revenue Bonds Series 2018 to the Commission for approval.
- Presented the City's revised Debt Management Policy to the Commission for approval.

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

### **RECENTLY AWARDED:**

- Bid 18-1111 is titled "Dunedin Public Library Restroom Renovations." This item was awarded at the September 18, 2018 City Commission meeting.
- Bid 18-1112 is titled "Removal and Disposal of Sludge." This item was awarded at the September 18, 2018 City Commission meeting.

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

- Submittals for RFQ 18-1107 titled "Architectural Services for an EOC/Fire Training Center" were accepted until 2:00 pm Wednesday, May 30, 2018. This item is scheduled for City Commission discussion on October 16, 2018.
- Bid 18-1114 is titled "Janitorial Services." Bids are due at 2:00 pm Tuesday, September 11, 2018. This item is scheduled for City Commission discussion on October 16, 2018.
- Bid 18-1115 is titled "Mill & Overlay on Various Streets in Dunedin, FL." Bids were accepted until 2:00 pm Tuesday, October 2, 2018. This item is scheduled for City Commission discussion on October 30, 2018.

## UNDER EVALUATION:

- Submittals in response to RFQ 18-1110 titled “Toronto Blue Jays Spring Training Facilities Improvements Project – CMAR Services” were accepted until 2:00 pm Monday, June 25, 2018. The Evaluation Committee ranked the construction firms and the City is negotiating with the top ranked firm.
- Bid 18-1113 is titled “Dunedin Community Center Pervious Concrete Parking Lot Improvements Project.” Bids were due at 2:00 pm Tuesday, September 4, 2018. The responses are being evaluated.

## ACTIVE ON THE STREET:

- Bid 18-1116 is titled “City of Dunedin WWTP SCADA System Upgrades.” Bids are due at 2:00 pm Tuesday, October 23, 2018.

## UNDER DEVELOPMENT:

RFQ for architectural services required for the design of a municipal services complex.

## **BUDGET**

- Prepared handout materials for an overview of the Finance Department for Citizen’s Academy and participated in a 10-minute presentation with Director of Finance Les Tyler and Accounting Manager Kathy Oster.
- Presented Tentative Budget and Millage Rate to Commission for Adoption with Accounting Manager Kathy Oster.

### **September 2018 CRF:**

September early CRF payoffs: 3 totaling \$1,510.19

September new CRF loans: 1 at \$1,828.97

September CRF paid at install: None

### **FY18 Year-End CRF:**

Early CRF Payoffs: \$37,371.31

CRF New Loans: \$56,398.24

CRF Paid at Install: \$12,715.88

## **HUMAN RESOURCES**

- Recruitment & Selection:
  - Positions posted during the month of September: Senior Public Works Designer, Building Inspector Level I-IV, Library Aide, Water Plant Operator, Parks Maintenance Worker I, Senior IT Network Administrator, and Senior IT Services Technician.
  - The Budget Manager, and Solid Waste Driver/Loader, Water Maintenance Mechanic and ITS Network Administrator positions are open until filled.
  - The Water Plant Operator and Park Attendant positions are in the selection phase.
  - The Lifeguard I & Recreation Leader positions are seasonal and open until filled.
  - The Firefighter/Paramedic position is posted year round.
  - Total Number of Applications received: 232
  - Employees hired during September:
    - ✓ Yulitza Perry, Planning and Development Technician, September 5
    - ✓ Therosanie (Terri) Kearnes, Human Resources and Risk Manager, September 12
    - ✓ Chase Garitson, Firefighter EMT, September 19
    - ✓ Derek Pollitt, Public Services Maintenance Worker I, September 26
  - Promotions during September:
    - ✓ John Short, Wastewater Collection Technician, September 19
    - ✓ Thomas Serridge III, Parks Maintenance Worker II, September 26

- Transfers during September:
  - ✓ Dalton Martin, Water Service Worker, September 26

- **Employee Benefits:**

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for September was \$397,256.85 which was a 122% increase over August's totals. The average weekly claims for September were \$79,451.37.
- Humana GO 365 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>
<b>Platinum</b>	90	33%
<b>Gold</b>	21	7%
<b>Silver</b>	44	11%
<b>Bronze</b>	63	19%
<b>Blue</b>	67	30%
<b>Total Eligible Employees</b>	285	100%

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

- Number of Employees with approved/pending FMLA: 16- (Regular-8, Intermittent-8, Pending-0).
- Number of new requests in September: 3.

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

- Number of employees currently working on a modified schedule (some restrictions) – 0.

- **Records Requests:** Number of Records Requests processed: 0.

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

- Number of Employees in DROP: 11.
- Employees who entered DROP during September: 0

- **Performance Management:**

- Number of Disciplinary Actions: 0.

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

- Number of Separations from employment: 1

- **Risk Management:**

- Workers' Compensation:

- ✓ Number of new workers' compensation claims: 7
- ✓ Total current open workers' compensation claims: 8
- ✓ Employees on light duty: 1
- ✓ Employees out of work: 0.

- Property/Liability/Motor Vehicle Claims:

- ✓ New Property/Liability Claims: 2; total open cases = 13.
- ✓ New Moving Vehicle Accidents: 1; total open cases = 2

- Cases Closed During the Month:

- ✓ Worker's Compensation Claims: 2
- ✓ Property/Liability Claims: 3
- ✓ Moving Vehicle Accidents: 1

- Subrogation Recovery by The City: (the process by which the City collects money from the party at fault (or their insurance company) in order to **recover** funds that have already been paid) = \$662.03

- **Safety:**

- 85 City of Dunedin employees completed 118 online safety training courses during the month of September.
- The Quarterly Safety Action Committee Meeting was held on September 13<sup>th</sup>.

## Development Project Update 10-4-18

<b>Current Projects - City Commission Review</b>			<b>LPA</b>	<b>CC 1st</b>	<b>CC 2nd</b>	<b>under const</b>	<b>% comp</b>
Aberdeen Oaks	1441-1461 Virginia St	20 single-family home subdivis	√	√	√	Yes	45%
Arcadia	265 Causeway Blvd	16 4-story condos	√	√	√	Yes	5%
Artisan Apartments	940-966 Douglas Ave	Retail, apartments & parking g:	√	√	√	Yes	95%
The Broadway	990 Broadway	8 townhome units	9/12/18	TBD	TBD		
Chesapeake Apartments	2307 Cumberland Cir	44 apts (add. to existing)	√	√	√	Yes	65%
Courtyard on Main- <i>amended</i>	Main/Douglas/Monroe	18 condos; retail;parking gar.	10/10/18	10/18/18	11/1/18		
Douglas Place	523 Douglas Ave	8 townhome units	√	√	√	Yes	85%
Hampton Inn - Causeway	2621/2641 Michael Pl	90-room hotel with restaurant	√	√	√	Yes	35%
Dunedin Commons	375 Patricia Ave	mixed-use (retail, TH, apts); D	√	√	√	Yes	85%
Dunedin Cove	93 Lexington Ave	20 single-family homes	√	√	√	Yes	20%
Gramercy Ct Ph II	Howard Ave	18 townhomes - phase II	√	√	√	Yes	20%
Grant St B&B	418 Grant St	22-unit vacation rentals	10/10/18	11/1/18	11/8/18		
Highland Ridge TH	949 Highland	13 townhomes	√	√	√	Yes	75%
Oak Bend Townhomes	801 Main St	32 townhomes	√	√	√	No	0%
Pura Vida (now Mira Vista)	1413 Bayshore Blvd	7 townhomes replacing bungal	√	<i>infrastructure under review</i>		No	0%
San Christopher Villas	1501 San Christopher Dr	12 villas	√	√	√	Yes	5%
Sea Palms	2624 Paula Dr N	8 townhomes	√	<i>infrastructure approved</i>		No	0%
Surgcenter Dunedin	980 Milwaukee (Gateway)	7600 sf surgery center	5/23/18	6/7/18	6/21/18	No	20%

<b>Current Projects - Staff Only Review Only</b>			<b>Comments</b>	<b>under const</b>	<b>% comp</b>
536 Bay St	536 Bay St	2 SF homes		Yes	75%
Carriage House	1040 Broadway	convert to event venue		No	0%
Faith United Church	1650 Pinehurst	1100 sf addition		Yes	25%
James St. Cottages	603 Scotland	SF property to 4 (Glencairn-style) cottages		Yes	80%
Marker One Marina	343 Causeway Blvd	complete Phase II		Yes	30%
McDonalds	2618 Bayshore Blvd	renovation, add extra drive-thru lane	<i>permit under review</i>	No	0%
Retail strip center	1440 Main St	demo bldg, replace w/retail bldg (pizza & urgent care)	<i>permit under review</i>	No	0%
San Ruffino TH	1340 Bayshore Blvd	finish 7 townhomes previously approved, but never built	<i>permit under review</i>	No	0%
Whiskey Cartel	1600 Main St	fully C.O.'ed, but not open		Comp.	100%

<b>Potential Future Projects - City Commission Review</b>			<b>Comments</b>
491 Causeway	491 Causeway	34 unit vacation rental; or potential property assembly for larger hotel	
521 Howell St	521 Howell St	5 condos	
424 James St	424 James St	3 townhomes: rezone to PRD, design review	
Union Street Townhomes	1180 Union St	36 (market price) townhome development	

<b>Potential Future Projects - Staff Only Review Only</b>			<b>Comments</b>
351 Albert St	351 Albert St	3 townhomes	
630-643 Athens St	630-643 Athens St	4 single-family homes with shared drive	
227 & 229 Hancock St	227 & 229 Hancock St	keep SF home and add duplex	
962 Highland Ave	962 Highland Ave	4-unit apt building/vacation rental	
Floridays	971 Howard	3 vacation cottages	
1385 Lady Marion	1385 Lady Marion	private warehouse (BAA for cond. use)	
Soggy Bottom Brewery	662 Main St	expand outdoor dining, create additional parking (BAA for cond. use)	



Fire Department Administration  
MEMORANDUM

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**To:** Jennifer Bramley, City Manager  
**Thru:** Doug Hutchens, Deputy City Manager  
**From:** Jeffrey Parks, Fire Chief  
**Date:** October 2, 2018  
**Re:** Monthly Report for September 2018

**Fire Prevention Division:**

New projects completed:

- Paws & Claws – 812 Louden Ave.

Current projects:

- Artisan Lofts – 638 Douglas Ave – Commercial Units
- Fenway, 453 Edgewater - remodel
- Dunedin Commons Apt. – 375 Patricia
- Arcadia Luxury Condo – 265 Causeway Blvd
- Gramercy Court Townhomes – Highland Ave
- Townhomes at Highland Ridge – Highland Ave.
- Jensen Brothers Seafood expansion – 907 Douglas Ave
- Chesapeake Apartments – 2307 Cumberland Cir.
- Marker 1 – 343 Causeway Blvd – Expansion Project
- Hampton Inn – 2641 Michael Place – New Hotel
- The Rusty Lion – 925 Broadway
- The Courtyard on Main – Main St – New mixed use project
- Mira Vista Townhomes – 1413 Bayshore Blvd
- Gateway Surgery Center – 980 Milwaukee Ave
- Dunedin House of Beer – 324 Monroe St – Interior Renovation
- Dunedin Stadium – Douglas – Renovation

**Fire Prevention Staff Activities:**

Inspections – 54

Re-inspections - 3

Fire extinguisher training – 0

Plans Reviewed – 29

Construction Inspections – 39

Final Inspections/BTR – 24

Meetings / Consultations – 25

Referrals / Complaints – 3

Fire Investigations – 0

Event Inspections - 1

Fire Safety presentations – 1

Public Education Contacts – 60

Station Tours – 1

Hurricane Awareness presentation – 0

Home Safety Checks/Smoke Alarm Install – 1

## **Training and Safety Division:**

### **Training Officer Highlights**

- Prepared training reports for the month of August.
- Provided orientation to new hire.
- Attended Pinellas County EMS CME Steering Group Meeting.
- Attended city's Safety Action Committee meeting.
- Began annual respirator fit testing on department firefighters.
- Attended Emergency Pediatric Care recertification course.
- Participated in city/union labor negotiations.
- Provided new firefighter pre-employment swim testing and orientation training.
- Attended EOC design meeting.
- Continued planning for Q4 and for the month of October.

### **September Training Hour Totals**

Total non-EMS related training hours: 1329

Total EMS related training hours: 251.5

### **Assigned Training for September**

Emergency Pediatric Care classroom recertification course – 8 hours  
Motorola Bluetooth Wireless Headset training – 30 min online and 30 min practical  
Quarterly Officers Meeting (4 hours)  
Continued Quarterly Training Assignments (pre-plans, driving, NFPA 1410 Drills, fire hydrant checks)

### **Third Quarter Training Assignments**

#### **EMS Training (as assigned per firefighter)**

July – Protocol Updates online – 2 hours

August and September – EMS Continuing Education EPC Course - 8 hours

#### **Non EMS Training (as assigned per firefighter)**

#### **ISO Company Performance Standards Training**

-Drill #17 Overhead Door Forcible Entry

-Drill #22 Conventional Forcible Entry

-NFPA 1001 Ground Ladders

-NFPA 1001 Loss Control

#### **ISO Individual Performance Standards**

-#7 Air Management ROAM

#### **ISO Driver Performance Standards**

-Drill #5 Foam Lines

-Drill #6 Roof Rescue Aerial Ladder

-Fleet Programs Emergency Vehicle Characteristics

#### **ISO Facility Training**

-none

#### **Non-ISO Facility site training**

-Interagency Marine Training

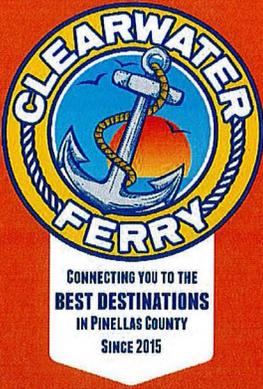
-Interagency Emergency Vehicle Operator Training

**ISO Hazardous Materials Training**  
 -Fuel Transportation Emergencies  
**ISO Officer Training**  
 -NFPA 1021 Incident Scene Communications  
 -NFPA 1021 Information Management

**Operations:**

<u>Type of Incident</u>	<u>Month of Sep</u>	<u>Year to Date</u>	<u>Emer Resp by Unit</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	483	4580	<b><u>EMS</u></b>		
Rescue Incident Response	53	487	<u>Station 60's Area</u>		
Fire Alarm	37	301	E60	149	4:42
Fire Incident Response	10	139	E62	13	5:09
Structure Fire Response	9	131	E61	10	6:51
Special	5	115	E51 (CFD)	4	6:29
Cardiac Arrest Response	6	57	E50 (CFD)	1	6:36
Water Rescue Response	7	52	<u>Station 61's Area</u>		
Major Incident Response	6	34	E61	60	5:38
Support incident (Fire)	1	26	E66 (PHFD)	7	4:59
Unconfirmed Structure Fire	4	34	E60	1	5:25
Fire Incident Response Special	3	49	E62	1	4:55
Air Transport Incident	0	12	<u>Station 62's Area</u>		
Trauma Alert	5	43	E62	106	5:09
Support Incident (DC)	2	14	E50 (CFD)	7	5:53
Medical Incident Special	1	17	E65 (PHFD)	4	5:36
Support Incident (Medical)	3	25	E60	3	8:10
HazMat Invest	0	2	E61	2	7:46
Moveup - Coverage	0	9	S65 (PHFD)	1	5:29
Special Event	0	6	<b><u>FIRE</u></b>		
Hospital Landing Zone	0	3	<u>Station 60's Area</u>		
MVC Possible Extrication	1	15	U60	11	5:50
Brush Fire Incident Response	0	3	T60	3	6:37
Extrication	0	2	E60	3	6:02
Technical Rescue	0	1	E62	1	4:50
Extrication (Vehicle)	0	1	E51 (CFD)	1	6:57
Rescue Incident Special	1	2	<u>Station 61's Area</u>		
Code H	0	2	E61	7	6:25
Totals	637	6162	<u>Station 62's Area</u>		
			E62	2	5:09
			E60	1	6:44
			E65 (PHFD)	1	4:32

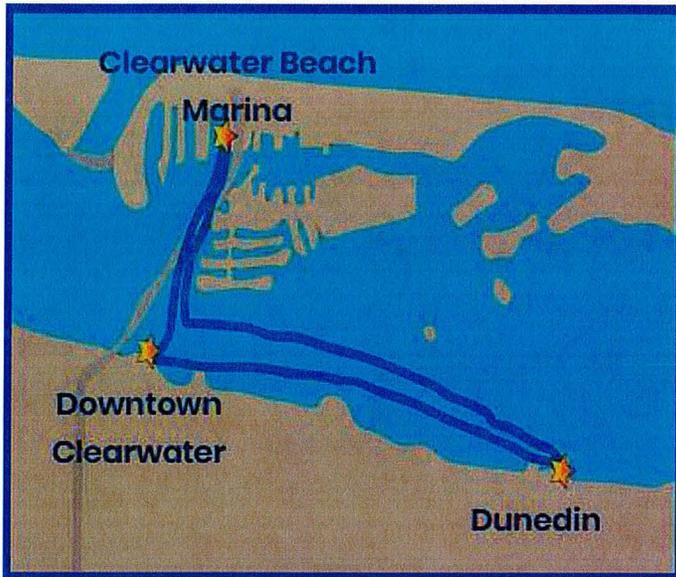
33 of the above calls were handled by units other than DFD.



# MONTHLY RIDERSHIP REPORT

Prepared by Clearwater Ferry Services for the City of Dunedin.

For any questions or to request a copy of this report, please email [Camille@ClearwaterFerry.com](mailto:Camille@ClearwaterFerry.com)



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

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

## SEPTEMBER 2018

- Number of Days of Operation of Blue Line with service to Dunedin: **14 days**
- Total Ridership on Blue Line with service to Dunedin: **777 passengers**
- Average daily Ridership on Blue Line with service to Dunedin: **over 55 guests**
- Passengers originating in Dunedin = 34% // Passengers originating in Clearwater = 66%

## 2018 YEAR TO DATE

39 Days

3,115 Passengers

80 Guests  
Daily Average

## CONNECT WITH US

[www.ClearwaterFerry.com](http://www.ClearwaterFerry.com)  
or Download our FREE Clearwater Ferry App  
Available on the App Store & Google Play

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@ClearwaterFerry on  
@ClearwaterFerry on





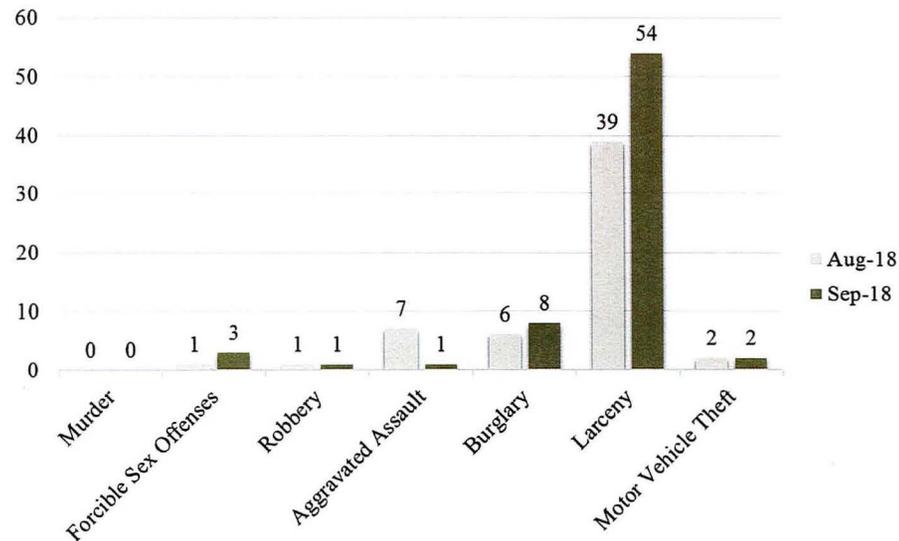
STRATEGIC PLANNING BUREAU

DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

September 2018

UCR Part I Crime Category	August 2018	September 2018	September 2017 YTD	September 2018 YTD
Murder	0	0	0	1
Forcible Sex Offenses	1	3	7	13
Robbery	1	1	11	4
Aggravated Assault	7	1	28	26
Burglary	6	8	57	60
Larceny	39	54	441	440
Motor Vehicle Theft	2	2	30	26
<b>GRAND TOTAL</b>	<b>56</b>	<b>69</b>	<b>574</b>	<b>570</b>



## Arrests

### September 2018

There were a total of **68** people arrested in the City of Dunedin during the month of September resulting in the following charges:

ARREST TYPE AND DESCRIPTION	TOTAL
<b>Felony</b>	<b>28</b>
Battery-65 Or Older	1
Burglary-Conveyance	2
Criminal Mischief	1
Criminal Use Of Personal ID	3
Dealing In Stolen Property	1
Fraudulent Use Of Credit Card	1
Grand Theft-Auto	2
Grand Theft-Other	2
Lewd/Lascivious-Under 16	1
Petit Theft-Shoplifting	1
Possession Of Controlled Substance	7
Possession Of Weapons On School Property	1
Sale Of Controlled Substance	1
Sale Of Prescription Blank Controlled Substance	1
Scheme To Defraud	1
Tamper/Harass Witness-Victim	1
Violation Of Probation/Community Control-Adult	1
<b>Misdemeanor</b>	<b>38</b>
Battery	2
Battery-Domestic Related	12
Criminal Mischief	1
Disorderly Intoxication	1
Failure To Appear	1
False Information To LEO During Investigation	1
Loitering/Prowling	1
Petit Theft-Other Larceny	1
Possession Of Controlled Substance	6
Possession Of Drug Paraphernalia	4
Resist/Obstruct LEO Without Violence	3
Trespass After Warning	3
Violation Of Domestic Pretrial Release	2
<b>Warrant</b>	<b>13</b>

Prepared by: Casey Taylor

Data Source: ACISS: UCR Offenses with Occurred Address, Arrested Subjects, Citation City Report  
CAD: Crime Analysis Views, Crime Analysis Incident History (Dispo- 7)

- 2 -

10/10/2018

ARREST TYPE AND DESCRIPTION	TOTAL
Failure To Appear	4
Violation Of Probation/Community Control-Adult	2
Warrant Arrest	7
<b>Traffic Felony</b>	<b>6</b>
Driver's License Suspended/Revoked	2
Driving Under The Influence	3
Habitual Traffic Offender	1
<b>Traffic Misdemeanor</b>	<b>21</b>
Driver's License Suspended/Revoked	4
Driving Under The Influence	12
DUI-Damage To Person/Property	1
Leave Scene (With Damage)	2
No Valid Driver's License	1
Refusal To Submit To Test-Intoxicated	1
<b>Grand Total</b>	<b>106</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 **3,584** events in the City of Dunedin during the month of September resulting in **5,647** 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 September. *\*CAD data is filtered by problem type.*

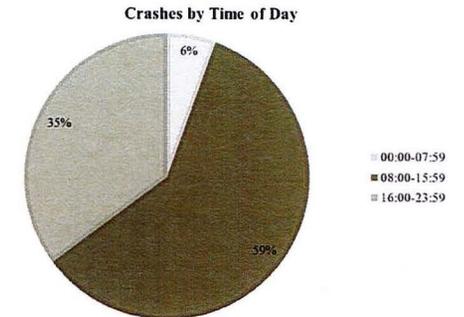
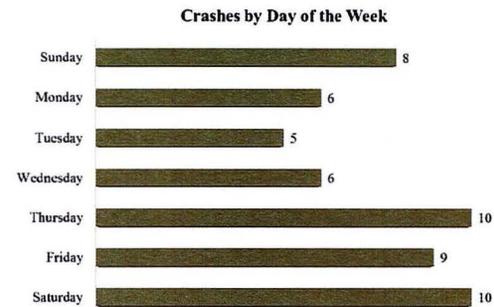
### September 2018

DEPUTY ACTIVITY	TOTAL
Traffic Stop	1046
House Check	429
Assist Citizen	207
Directed Patrol	167
Special Detail	158
Suspicious Person	132
Information/Other	124
Suspicious Vehicle	86
Alarm	66
Accident	63
Supplement	61
Transport Prisoner	56
Traffic Violation	53
Contact	52
Building Check Business	45
Fraud/Forgery-Not In Progress	44
Burglary-Not In Progress	41
Community Contact	36
Lost/Found/Abandoned Property	35
Warrant Service/Attempt	33
Domestic-In Progress	32
Surveillance	30
Assist Other Agency	29
Noise	29
Vehicle Abandoned/Illegally Parked	29

## Crash & Citation Analysis

There were a total of **54** crashes in the City of Dunedin during September 2018. \*Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

TOP 10 CRASH LOCATIONS	TOTAL
Alt 19/Curlew Rd	3
CR 1/Main St	3
Main St/King Arthur Ct	2
CR 1/San Christopher Drive	2
Main S/Overcash Drive	2
Jackson St/Broadway	1
Virginia St/Main St	1
1430 Duncan Loop N	1
Curlew Rd/Fisher Rd	1
1447 Dinnerbell Ln E	1



There were a total of **1,065** citations and warnings issued in the City of Dunedin during September 2018.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
Belcher Rd & Main St	7
Main St & County Road 1	7
Belcher Rd & Ranchette Ln	5
Bayshore Blvd & Curlew Rd	5
Bayshore Blvd & Palm Blvd	4
Patricia Ave & Union St	4
Patricia Ave & San Salvador Drive	3
70 Patricia Ave	3
Lee St & Broadway	3
Patricia Ave & Main St	3

