

City Manager's ^{Up}date

Administrative

November 5, 2018

This ^{Up}date will refer to the events since the date of the last ^{Up}date of October 8, 2018.

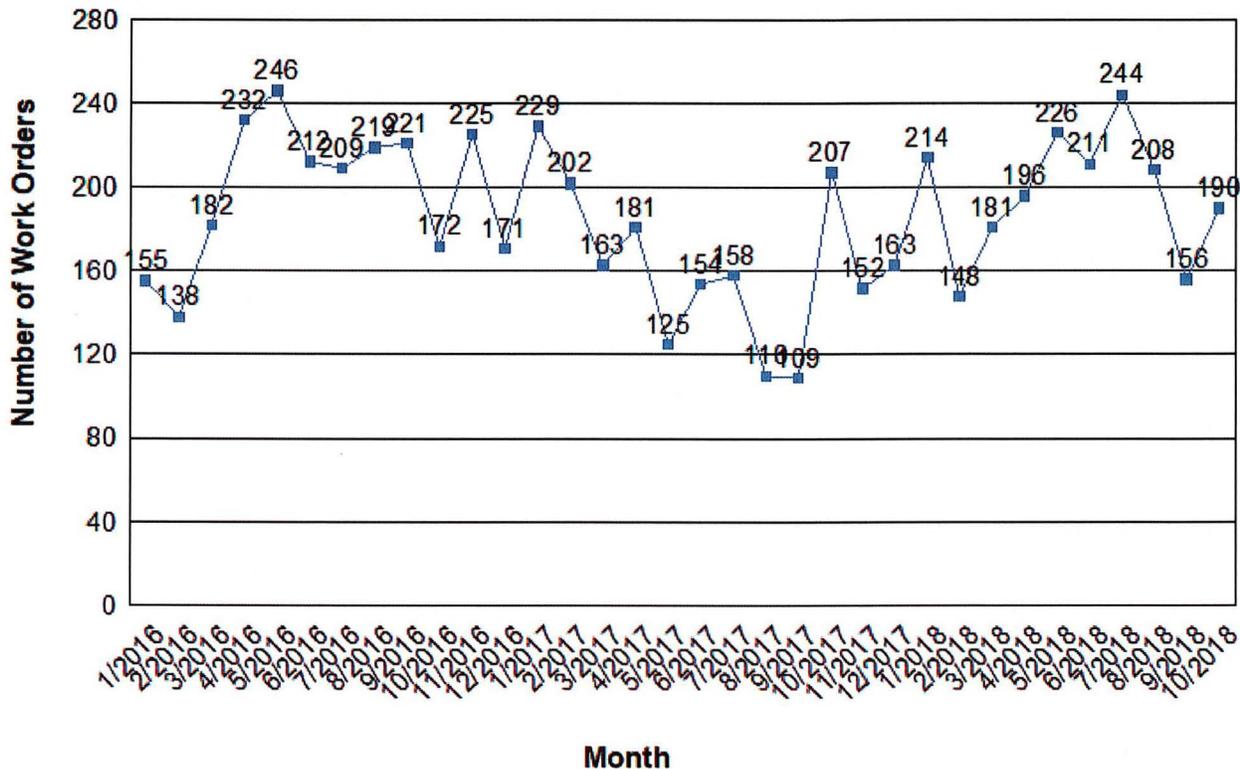
INFORMATION TECHNOLOGY DEPARTMENT:

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

Monthly Ticket Counts	
Tickets Created	190
Resolved Tickets	201
Open Tickets	155
Malware Tickets	0

Tickets by Priority	
Critical Tickets	11
High Priority Tickets	33
Low Priority Tickets	146
Project Tickets	0

IT Services Help Desk Requests YTD for 2016-2018:



- During the month of October 2018, IT Services received 156 new on-line help desk support tickets. IT Services is averaging approximately 197 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 and Document Mgt.	November , 2017	April, 2019
Phase 2 - ExecuTime Time & Attendance	November, 2017	August, 2018
Phase 3 - EnerGov (Permits/Buildings/Citizen) and A/R & Collections	May, 2018	January, 2020
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	

- Phase 1 of the ERP solution started in October 2017 and is anticipated to go live in April 2019. The City's Finance Department has completed the analysis design and setup. Conversion of all data files is currently be worked on and Power User training will begin in February 2019.
- Phase 2 of the ERP solution started in November of 2017 and went live in August 2018. Staff from various departments were involved in the test pilot group and simultaneously worked on both the new and old time keeping systems. New touch-screen time clocks with magnetic card readers were tested and will be installed in November. The new mag-cards will allow the employee to "swipe" their card for clocking-in and out during the day. Should the City implement a mag-card reader system for door access throughout their facilities, the same employee mag-card can be used on the building doors. This will provide a means of security for the employee and the City to gain access into a building.
- Phase 3 of the ERP solution includes the community development and infrastructure system, referred to as EnerGov. This system will include the building, code enforcement, permitting, inspections and citizen self-service portal. The EnerGov module will be integrated with the county GIS mappings and Pinellas County property tax database. 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 pricing out the ninety-five (95) computers and laptops that are scheduled for replacement in FY19.
- **IT Services Vacant Positions** – The IT Department recently interviewed and selected a candidate for their *Network Administrator* vacancy position. The responsibilities for the position include the ability and knowledge for maintaining computer infrastructures with emphasis on networking, on-site servers, and software-network interactions. The anticipated start date for the selected candidate is January 2, 2019. The recent vacancy position for the *Sr. IT Technician* was filled in October 2018. The responsibilities for that position include 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.

- **Network Switch Upgrades** – The IT Department will continue upgrading their network switches throughout the City to replace devices determined by the device manufacturer to be vulnerable to power failures. 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.

CRA/ECONOMIC & HOUSING DEVELOPMENT

Achieva Way

- With Commission approval staff is working with FDOT and the County to make the street sign changes from Virginia Street to Achieva Way.

Downtown East End Plan (DEEP)

- With Commission approval the City Hall RFQ is now out for proposals.
- A Boundary and Tree Survey of City property at MSB/TSB and Woods Street has been requested.
- 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.
- Staff is actively working with Dunedin Gateway, LLC to recruit various uses to the Gateway site.

Patricia Corridor

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

CRA/CRAAC

- Staff continues to work on the details for the CRA 30th Anniversary event. The date has been confirmed for 2/16/2019 from 9am to 2pm, at the Ocean Optics Site and with downtown road closures.
- Nickel Ride & Island Megacycle were presented before the CRA.
- A CRAAC Landscaping Sub-Committee presented their concerns and recommendations at the October CRAAC meeting and are expected to present before the CRA in December.
- Several Agreements were approved by CRA; Arts and Crafts, Tampa Bay Market and Dunedin Station Parking Lot Lease.
- An Amendment to include Douglas Avenue to the Downtown Special Transportation Zone as a 15MPH speed zone is scheduled for Public Hearings in November and December.

Housing

- Homebuyers Workshop was a great success with 20 people attending on Saturday, November 3rd at the Hale Center.
- The RFQ for an Affordable Housing Assessment is planned to go out in December.
- Staff is working with Planning Department on preparing the Housing Elements section of the Comprehensive Plan.
- Staff continues to explore potential affordable housing deals.

Skinner Blvd Road Project

- A Public Input meeting on Skinner Blvd enhancements was held November 5th with more than 40 people attending. Additional Public input meeting are being scheduled for January and February.
- A Resolution requesting application for a \$1,000,000 (\$1M) Forward Pinellas Grant for a Complete Streets project was approved by City Commission on October 16th.
- George F. Young has been retained to prepare the Grant application for the 1M Forward Pinellas Complete Streets Grant.

Wayfinding

- City Commission approved the new Wayfinding design and staff has initiated the procurement process.
- City Attorney is working with a Trademark Attorney on the new Wayfinding design.

Business Recruitment

- Staff is working with several businesses who wish to relocate to Dunedin.
- Staff has been working with Tobin Management Company to help fill the vacancies (Lukens Liquors space) on Patricia Avenue.
- The Florida Business Incubator continues to grow and made a presentation before the City.

Education/Business

- Staff is working alongside Commission Gracy, Dunedin High School Robotics' Program and the Florida Businesses Incubator to help support their program.

Marketing

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

Downtown Projects

- Staff continues to explore possible enhancements to the John R. Lawrence Pioneer Park.
- Staff is working the Museum on improvements to the Box Car.
- Staff is working on the Annual Christmas Lamp Post contest.
- Staff is gearing up for the return of the Downtown Market and Arts and Crafts Events for November.
- Staff continues to attend the monthly DDMA meetings and supporting the DDMA and all Downtown Events.
- Staff is assisting with re-locating the Penny Lane Beatles Museum.

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 addressed.
- **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 19th.
- The Pre-Con meeting was held on May 29th; due to long lead times for the valves and actuators, the “NTP” was issued for August 20th; with project completion anticipated before June 12, 2019.
- A meeting with the Contractor to discuss the work activities was held on October 4th. Initial work on the pumps and check valves is expected to start in November.



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

- The Water Treatment Plant (WTP) Refurbishment Project will rehabilitate / replace the existing 9.5 MGD treatment plant and ensure the ongoing production of high quality potable water to the City of Dunedin’s residents and customers. This is a Progressive Design-Build project which consists of two phases. Phase I, included pilot testing (already completed) 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 90% design package is expected in early November, which will be reviewed by the City and the City’s value engineering consultant, Tetra Tech. Once review has been completed, the City will receive the GMP, which will subsequently be brought before Commission for consideration of 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 this \$380,000 project will be advertised for Bid in November.

- **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: materials, installation, testing, and commissioning of existing Local and Remote Telemetry Units, PLC’s, network equipment, power supplies, terminal blocks, wire, wire ways, surge suppression, cellular communication modems, mounting hardware, & computers.
- The project was advertised as a time and materials contract on August 24th. The pre-bid meeting was held on October 4th, and the bid opening will be held on November 5th. Award of the contract is expected in November, with construction commencing by January 2019.

Roadway Section

- **Albert Street Crosswalk** – This Edgewater Drive crossing was retro-fitted with RRFB's (Rectangular Rapid Flashing Beacons). The project was completed in October.



- **Traffic Committee** - The Traffic Committee discussed 14 resident requests and 3 internal traffic related issues during their most recent meeting.
- **Pavement Preservation** – The 2018 annual paving contract was awarded to Gator Grading & Paving, LLC on October 30th in the amount of \$522,673.20. Construction is expected to begin in January.

Drainage / Interdepartmental Support

- **Interdepartmental Support:**
 - **Marina Sediment Removal Project** – The City Commission approved an authorization request for \$62,430 on August 21st for a natural resources survey (complete), field bathymetric survey (complete), and field geotechnical data collection (complete) in order to finalize Phase 1 of the project, and prepare permitting submittals. A report of the natural resource, bathymetric and geotechnical findings will be provided to the City by mid-November. Following the report submittal, the bathymetric results will be shared with the Commission. With this data 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 and received an Exemption Verification from the Florida Department of Environmental Protection (FDEP) that allows for removal and replacement with a ramp of similar size and location without permitting. Final plans for a smaller ramp are currently being prepared for bid. Demolition of the existing ramp will be performed by In-House forces.
 - **Idlewild Ditch Project** – The City Commission approved an authorization request for \$49,996 on August 21st 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 preliminary calculations and design in October.
 - **Fern Trail Boardwalk** – This existing trail in Hammock Park floods and has been closed to preserve the native species along the trail. A boardwalk has been designed to be approximately one foot above existing grade to ensure this trail can be enjoyed year-round, while the natural wetland and vegetation is not be disturbed. This project will be bid in November.

Development

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

Public Services Division:
Streets Section

- Continued new installations and repair of concrete sidewalks (1668 SF).



- Continued pothole and asphalt repairs (20 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 (23.3 tons).
 - Trimming Dunedin Isles #1 subdivision
 - Removed 3 ROW trees along Dunedin High School ditch
- Continued Traffic Sign & Post maintenance Citywide:
 - Manufactured (62) new signs, and replaced (17).
- Repaired utility cuts for the Water and Wastewater Divisions (18 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (73.8 tons hauled).
- 2 employees passed their ISA Arborist Certification test !
- Provided Special Event support for:
 - Dunedin Brewery Octoberfest
 - OLL Fall Festival
 - Natures Food Patch Grand Opening
 - Fire Station #61 Open House
 - Walt's Stone Crab Festival
 - Casa Tina's Day of the Dead
 - Downtown Trick or Treating
 - Halloween Happenings

Stormwater Section

- Cleaned 5,100 linear feet of stormwater piping
- Performed 18" ADS pipe repair at 2386 Demaret Drive
- Cleaned Winding Creek retention pond



- Continued slope ditch mowing and maintenance Citywide
- Continued ROW mowing
- Continued residential street sweeping activities:
 - Hauled 18.4 ton / 26 cubic yards of sweeping debris to the County landfill.
 - Hauled 8.3 ton / 5 cubic yards of catch basin debris to the County landfill.
 - Hauled 1.7 ton / 4 cubic yards of CDS debris to County landfill.

- Continued catch basin repairs Citywide (2).
- Continued stormwater pipe maintenance and repairs Citywide.

Stormwater Program Coordinator

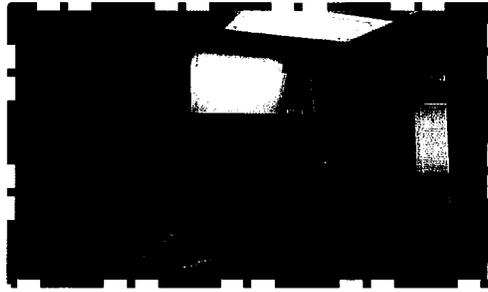
- The 2018 MS4 Annual Report was completed with the aid of multiple City of Dunedin departments and submitted to FDEP on October 29, 2018.
- Attended the Curlew Creek Watershed Management Plan progress meeting.
- Attended the Pinellas County TMDL meeting.
- Hosted the City of Dunedin Stormwater Master Plan Update progress meeting.
- Received a fully funded grant from Tampa Bay Regional Planning Council for nine interpretive signs. The educational signs will to be placed at high pedestrian traffic areas that feature CDS Units and sediment sumps to help educate citizens on their stormwater infrastructure at work. The signs will also feature how citizens and tourists can take part in improving water quality in their community.
- Participated in the Public Opinion Survey Services evaluation.
- Attended the Stormwater Advisory Committee (SAC) October quarterly meeting.
- Attended the Committee on Environmental Quality (CEQ) October monthly meeting.
- Attended the Boat Anchorage Citizen Committee input meeting.
- Reviewed three (3) projects for DRC concerning stormwater permitting through FDEP and the SWFWMD. Provided information for developers regarding proper BMP's needed during construction.
- Reviewed one (1) project for Infrastructure Review to notify the developer of potential site contamination, permit requirements through FDEP and/or the SWFWMD, and proper BMP's.

Facilities Section

- Performed FDEP Aboveground Storage Tank (AST) diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- Replaced approximately 400 HVAC filters Citywide.
- Setup and worked the Stone Crab Fest special event
- Performed PM inspections on fire extinguishers Citywide
- Replaced all ballroom air conditioning units at the Hale Center
- Repaired leaking faucet in the ladies room at the Municipal Services facility
- Repaired women's room faucets at the Golf Club
- Performed setup and breakdown for the Halloween Happenings special event
- Continued Monroe Street parking garage CCTV project
- Repaired block heater for generator at 737 Loudon Ave
- Began HVAC apprenticeship for Craftworker III
- Performed HVAC duct sanitizing at City Hall and Loudon Ave facilities; Municipal Services is scheduled next
- Began installation of wiring for new CCTV system at Public Services
- Began painting of the Community Center
- Installed new pole lighting along Michigan Blvd for the Arts Center
- Repaired NE bay door at Fire Station 61 on Ed Eckert Drive
- Repaired ice machine in the kitchen at Fire Station 62
- Repaired site lighting electrical wiring outside of Fire Station 61
- Repaired leaking water line in ceiling at Wastewater Administration
- Repaired handicap door operator at the Hale Center



- Began installation of underground electrical for downtown tree lighting project
- Began exhaust hood installation in the kitchen at Public Services



- Power cleaned A/C coils on units at City Hall and Fire Administration
- Setup and worked the Starlight Concert special event
- Repaired toilets leaking at base at City Hall and MLK Center
- Repaired field lighting for Little League Field #3 on Harvard Avenue
- Responded to maintenance requests Citywide, as needed.

Solid Waste & Recycling Division:

- On 10/23/18 the new HR & Risk Manager Terri Kearnes, joined solid waste staff for a break down on how the Division operates and went for a ride along with several different crews.
- Commercial recycling liaison:
 - Laura Barron is working on a presentation for Heather Hills Apartments for their annual resident's meeting. Information will include a model for single-stream recycling implementation and a wide range of disposal resources for residents in a multi-family (commercial) community.
- Staff's outreach campaign to combat recycling contamination at the curb and drop-off sites continues:
 - Laura Barron 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. Outreach includes, Facebook posts, Facebook ads, Instagram, rack cards, 11K direct mail postcards, GIF google ds, Dunedin TV Video, GoAnimate video, e-notify
 - Staff is working with Pinellas County to obtain contamination ads they are currently promoting; these will be customized with Dunedin's logo at no cost to the City.
- Upcoming Outreach Events:
 - 11/14/18 "The Great American Teach In" - Staff will be at San Jose, Dunedin, and Curtis Elementary Schools, and Academie Da Vinci with a garbage truck, safety and recycling education materials. This will be the most schools ever visited in one day by the SW Division !
 - 11/28/18 - Safe Walk to School Day - Staff will be at San Jose Elementary.
 - 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 the Dunedin Fine Arts Center, 1143 Michigan Blvd.

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.258 Million Gallons
 - Influent Monthly Total Flow: 131.984 Million Gallons
 - Reclaimed Water Average Daily Flow: 3.420 Million Gallons

- Reclaimed Water Monthly Total Flow: 106.014 Million Gallons
- Final Effluent Average Daily Flow: 0.780 Million Gallons
- Final Effluent Monthly Total Flow: 24.190 Million Gallons

- **Maintenance and Repairs:**

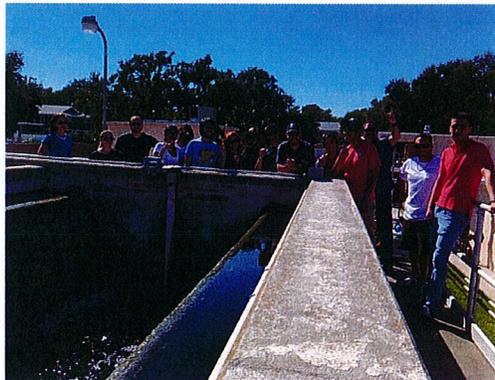
- Contractor, Odyssey Manufacturing, Inc., is onsite, working on Fac#14b, Chemical Bay Storage. The new feed systems are online. Odyssey is working on final punch list items, such as sidewalk replacement, touch up painting, and re-sodding areas around the Wastewater Treatment Plant.
- Contractor, Specialty Installations, Inc., completed bathroom partitions in Fac#14B Chemical Storage Bay.
- Maintenance installed a new 65" monitor/television in the Wastewater conference room, and also installed a WiFi modem.
- Maintenance replaced a Bulldog transducer at Fac#4 headworks for the Flow Equalization Tank (FET) pump controller.
- Maintenance installed two wall mount fans in Fac#14 B Chemical Bay, for circulation.
- Wastewater treatment plant operators cleaned out all stormwater retention area troughs.
- Maintenance cleaned both the East/West chlorine contact chambers due to algae build up.
- Maintenance installed a new 5800 Teledyne Isco refrigerated sampler at Fac#5, raw sampling point INF-01.

- **Compliance:**

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

- **Noteworthy Events:**

- Hosted the Citizen's Academy at the Wastewater Treatment Plant.
- Provided a tour of the Wastewater Plant for Dr. Yeh's, University of South Florida, Water Quality and Treatment class.



Collections Summary

- **Scheduled repairs:**

- Made an emergency lateral repair at 1546 Main Street.
- R/W cleanout installs / Mini scout inspection (7) – Redwood Circle.
- Lateral liner installs (3) – Redwood Circle, Wildwood Court, Locklie Street.
- Mini-scout lateral inspections in Glenn Moor.
- Responded to citizen blockage calls (15); and daily utility field locates of sewer / fiber optics.

- **Vac / Cleaner Truck:**

- Continue cleaning mains in LS #1 Area, as well as a few lines working with the TV truck.
- Monthly clean-out of the backwash basin at the Water Plant (1st Wednesday of each month).
- Working through time – date, trouble spot cleaning.

- Main line blockage cleared at Roanoke St. - SSO (sanitary sewer overflow) cleaned up, and reported to FDEP as per standard protocol.
- Cleaned out wet wells at Lift Station #20 and #21.
- Total cleaned: 10,285 LF of sanitary sewer main lines.
- TV Truck:
 - Inspected manholes that were rehabilitated by contractor, and made a punch list of items that need to be addressed.
 - Repaired pressure hose on Harben Unit.
 - Working with our TV truck vendor, CUES, to get computer / truck back in operation.
 - Inspected main on Del Rio Way, to identify future Permaliner Demo locations.
 - Total televised: 405 LF, with 2 set ups.
- Lift Stations:
 - Set up by pass pumps at LS #17, for Insituform (pipe lining work), and pulled pumps due to debris in them.



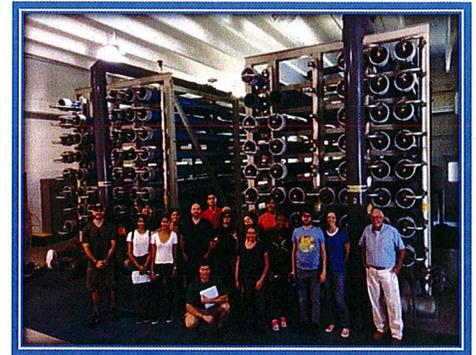
- E-ONE pump station repairs at Dunedin Marina bathrooms, and an after-hours call in due to pump station failure at the Boat Club.
- Pulled and started repairs on 5 HP pump at LS #7.
- Replaced bad transducer on LS #14.
- Creating SOP for small generator use and transducer install, along with screen changes on SCADA screen.
- Communication issues troubleshooting / repair on LS #22.
- Pre-set up emergency generators and pumps, as a precaution for Hurricane Michael.



- 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: 3.63 Million Gallons
 - Monthly Potable Water Production: 116.49 Million Gallons
 - Annual YTD Potable Water Production: 1140.89 Million Gallons
 - Annual YTD Rainfall: 40.53 Inches
 - Monthly Rainfall Total: 1.89 Inches
- **Maintenance:**
 - Operators continue normal PM program on plant equipment.
- **Noteworthy Events:**
 - Continued hiring process for vacant Operator and Maintenance Mechanic positions.
 - Supplied 120,000 gallons of permeate to DESAL plant
 - Reviewed 60% design documents for WTP Refurbishment project
 - Co-Hosted the Citizen's Academy with Public Services at the Water Plant
 - Provided a tour of the Water Plant for Dr. Yeh's, University of South Florida, Water Quality and Treatment class.



Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 94% complete, with approximately 7,914 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 16, replaced 3, painted 226, and flow tested 272. During this time period, the Valve Program exercised 125 valves. For the year; installed 3 new, replaced 1, repaired 2, and exercised 1,224 potable and reclaimed distribution valves.

Wellfield

- Diversified Drilling Corporation removed the old vertical turbine at Well #4 and rebuilt a new well pedestal. New pump and equipment should be installed by the end of November.
- Diversified Drilling Corporation replaced faulty check valves at Well #30, Well #85, and Well #91.
- A flow meter was replaced at Well #13.
- Well #3 is currently out of operation, due to a faulty flow meter and pressure meter. The new equipment has been ordered and it is expected that Well #3 will be back in operation by the end of November.

PARKS & RECREATION

Parks & Recreation Administration:

- Prepared for and attended several weeks of the Citizen's Academy.
- Attended the public meeting with several advisory committees regarding the regulation of vessels in St. Joseph Sound.
- Obtained additional research and prepared for the follow-up workshop on the Land Dedication Ordinance (LDO).
- Met with Engineering staff to finalize the plans for the replacement bridges at Hammock Park.
- Met with Engineering staff regarding the lift station project at the entrance to Hammock Park.
- Attended planning meetings and the workshop regarding board and committee term limits.

- Continued work with the Harbormaster and Risk Management to ensure compliance of slip renter insurance policies at the Marina.
- Continuing to explore a replacement location for a dog park and drafting of any necessary agreements.
- Preparing for the relocation of the playground at Vanech Park due to the Blue Jays expansion project.
- Attended a follow-up training regarding the implementation of the Peak Agenda management system.

Marketing:

- Preparing first draft of the Parks & Recreation Magazine (Winter/Spring edition).
- Submitted the Parks & Recreation Magazine to LERN (Learning Resources Network) company, who provides a full magazine/brochure critique and evaluation to help stay on top of marketing trends, best practices and design strategies.
- Finalized plans and presented an overview of the Parks & Recreation Department for Dunedin Citizens' Academy.
- Discussed and planned more advocating and promotional opportunities for LiveWell Dunedin: ordered additional shirts to sell to the public, display table at events/programs, giveaways, established a committee and creating a presentation packet that can routinely be used when speaking to organizations, groups, etc.
- Worked with staff to create and design lanyard cards for the Water Watcher program, Pipe Band certificates, door hangers for tree planting projects and a questionnaire for the Fitness Center (printable and online).
- Designed, reviewed and printed various types of print materials for Department events and programs including posters, postcards and flyers.
- Continued to oversee and maintain Department webpages including populating information and content, news and event listings, analyzing and content clean-up, staff trainings, and troubleshooting web issues and malfunctions.
- Successfully completed the WebAIM 4-week online course for Accessible Documents and web compliance.
- Continued to promote and monitor Department events and programs on social media.

Special Events:

- 10/6-Nature's Food Patch Grand Opening – Approximately 1,000 customers attended the event.
- 10/6-Dunedin History Museum Re-Grand Opening – 500 people toured the museum, 5 vintage cars on display; great jazz band for entertainment.
- 10/13-Dunedin High School moved their final cross country meet from Honeymoon Island to Highlander/Hammock Park. Twenty-seven (27) teams from the area made for a total of 400 runners competing in the race. Some of the top finishers finished in 18 minutes.
- 10/13-14-"Red Tide Don't Stop Us" Regatta – Perfect day for racing on a Saturday and Sunday; 42 competitors between the ages of 8 and 18. Half of the competitors were from the local area and half from as far away as St. Augustine. Viewing from Weaver Park was perfect for families.
- 10/26-Downtown Trick or Treating – Over 800 kids participated Unbelievable night of Halloween entertainment—costume parade, trick or treating, movie in the park.
- 10/29-Interfaith Vigil for Peace – 225 people attended in John R. Lawrence Pioneer Park with leaders from the Jewish, Christian and Baha'i faith communities.

Recreation:

- **Community Center:**

- The Community Center had a total of 11 rentals that brought in 430 guests, which included City and Community meetings, two baby showers, two birthday parties, a Celebration of Life and AARP training.
- The Center hosted a “Meet & Learn” presentation for new and existing residents. Twenty five (25) participants attended to learn what programs/activities the Parks & Recreation Department offers.
- A children/parent program called “Zumbini” began a class that took place once a week in October. The program and children enjoyed this Zumba-type class, involving exercising and dancing to music. Each class saw 10 total guests.
- The Dunedin Community Chorus returned from their summer hiatus and began their rehearsals for their upcoming winter and spring shows. Eighty (80) singers are registered in the program.
- Staff held the Films in the Park in John R. Lawrence Pioneer Park every Friday evening in October.
- The Dunedin Showcase Adult Theater presented their “Wedding Secrets” performance which brought in over 60 guests for all four shows. The Sunday matinee brought in 98 guests.
- The Center was host to the Biometric Screenings scheduled by the Human Resources Department. It was a great way to kick off a healthy start to the new Go365 season.
- A new program “Creative Artists Guild Workshops” began where participants registered for one class each month to participate in painting, carving, paper mache and ornament making. Fifteen (15) participants have signed up.
- The “Dunedin Concert Band Spectacular” performance included a variety of classical music that wowed the crowd. Two hundred (200) patrons came out for the show.
- The annual “Elks Hoop Shoot” took place in the Center’s indoor basketball court. Fifty (50) guests came to watch this traditional event.
- Once again, the annual “Halloween Happenings: event was a huge success with over 3,500 guests attending. There were many smiling faces and great costumes on kids and parents.
- Thirty (30) Citizen’s Academy participants visited the Center to learn everything that is offered in programs, classes and special events.
- The beginning of snowbird season brought many visitors to the Center inquiring about membership renewals, classes and programs.
- Staff continued with reorganizing and preparing for upcoming holiday events.
- **Fitness Center:**
 - Fitness Center visits and group exercise attendance totaled 2,889 for the month of October.
 - Fitness/GEX class drop-in attendance: 73
 - A successful Fitness Marathon was held at John R. Lawrence Pioneer Park on October 6. Thirty five (35) people participated in the classes and chair massages. Vendors included Nature’s Food Patch and Café Getaway food truck for morning refreshments.
- **Athletics:**
 - Men’s Softball – 8 teams
 - 50 Years & Over Softball League – 4 teams
 - Athletic Rentals – 45
 - Cross Country – 21 participants ended October 3 with 80 runners at the meet in Dunedin
 - Tennis – 40 participants
- **Martin Luther King, Jr. Recreation Center/Youth Services:**

- 10/15-Staff hosted TGFH Day trip to Zoo Tampa @ Lowry Park for 25 children during a teacher in-service day.
- 10/18-Championship games for high school boys basketball league held, bringing season to a conclusion.
- 10/23-Staff presented to Citizen's Academy members providing insight and an "all access, backstage, VIP pass" on how employees are working daily to serve the public in the Parks & Recreation areas of special events, sponsorships, Youth Services, Athletics and MLK Rec Center.
- 10/27-Staff and Youth Advisory Committee worked together on Halloween Happenings 30 carnival games. Staff also worked parking, hayride and the little goblins hayride.
- 10/29-Stirling Skate Park repairs scheduled to begin; repairs being made to concrete and tile work around the main pool.
- Staff in planning stages to take over parking during downtown special events requiring a road closure.
- Staff worked on event planning and organization for upcoming special events and programs including Intergenerational Week, Boat Parade, Diversity Week and Turkey Trot and Jack Frost Camps.
- Staff finalizing JWB 2018-19 budget for Promise Time at Dunedin and San Jose Elementary Schools. Staff also entering family demographic data per updated program requirements.
- **Hale Activity Center:**
 - Held 52 adult classes and programs with a participation of 2,561.
 - Held 3 meetings with an attendance of 38.
 - Held Boo Bingo with an attendance of 35.
 - Luncheon was sponsored by Palms of Largo and had an attendance of 48.
 - Held 6 rentals with an attendance of 621.
 - Total attendance for the month of October was 3,303.
 - Recruited a new staff member to replace one that has left the area.
 - Hale Center Staff planned and conducted the Costume Contest and crafts at the Halloween Happenings event.
- **Highlander Pool**
 - Dunedin High School completed their swim season.
 - Staff participated in the Citizen's Academy at the pool on October 16 and taught participants the ring toss.
 - Alicia Castricone, Chris Hoban and Stephanie Kensinger taught three CPR classes that certified 29 Parks staff.
 - Staff planned and participated in the 14 scenes of the Haunted Hayride portion of the Halloween Happenings event on October 27.
 - Alicia participated in two safety events in Pinellas County to promote water safety and the water watcher badge.

Parks:

- Athletic Fields Crew performed general maintenance at Jerry Lake, Vanech and Fisher Little League Complex. Hosted the girls fast pitch "Spooktacular" tournament at Fisher Fields as well. Prepared the Community Center for painting.
- Completed the installation and removal of causeway memorial benches.
- Raised trees at the Community Center and Highlander Park.
- Began renovation of the Arboretum.
- Installed new benches and a dog waste bag dispenser at Wilson Street Park.

- Provided logistical support for a variety of events and rentals, including Films in the Park, Oktoberfest, Stone Crab Festival, Citizen's Academy and Halloween Happenings.
- Participated in the biometric health screenings.
- All Parks staff received CPR/First Aid Certifications.
- Completed monthly safety checks of parks, playgrounds and parking lots.

Marina:

- Marina's boat ramp users for October:
 Resident Daily Ramp Users: 36
 Non-Resident Ramp Users: 15
 Transient "visiting" Boaters: 17

DUNEDIN PUBLIC LIBRARY

- Notary Service at Library - 22 stamps
- Delivered 75 items to 15 users of Homebound Delivery Service
- Dunedin Youth Volunteers donated 283 hours
- Adult Volunteers donated 207.5 hours of their time
- 404 patrons utilized the study rooms
- 269 seed packets checked out
- E-books checked out - 1898
- E-audiobooks checked out - 903
- 221 DVDs/CDs cleaned and put back into collection
- 1 exams proctored
- 632 people visited the Branch Library at the Community Center for the month
- Webinars: Webpage, Supervisor, Emergent Reader, Story Times, Stress Management, MS Publisher and 20 Management Tips
- Staff attended the following meetings: Commission meetings, weekly City Department Head meeting, weekly Library Management Team meetings, County Library Director meeting, Florida Library Association Board Meeting, Staff attended the Garrison Jones Elementary and Curtis Fundamental School Advisory Committee meetings, Adult Special Interest Group and Dunedin Council of Organizations Meeting
- All staff watched Hoopla training video
- Hosted session of Dunedin Citizen's Academy
- Hosted Florida Humanities Council Speaker Series
- Hosted Electric Vehicles Talk
- Staff participated in Downtown Trick/Treating event, Halloween Happenings and Honeymoon Island Halloween
- Visited local preschools for story times
- 163 new registered card borrowers for the month
- 66 Interlibrary loan books obtained for Dunedin patrons through OCLC
- Director attend State Library Director Meeting
- Friends put on Annual Library Volunteer Luncheon
- Began work on Annual State Library Report
- Worked with Dunedin International Film Festival Committee on Youth Film School

STATISTICS

Door Count	28,207
Total Transactions	83,787
Average Circulation Per Hour	130.99
Adult & Youth Programs	125
Program Attendance	4459
Internet Usage (adult & Youth)	2950
Wireless Usage	1558
AWE Early Literacy Station Users	381
Items Added to Collection	961

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 20,885 followers in Oct. 2018.
- Managed Social and Digital Media (Facebook, Twitter, Instagram, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 900 subscribers • 206,208 views
- Your City @ Work October edition newsletter.
- Staff Halloween outreach material/coverage/video.
- Citizen Academy outreach, class assistance and photo/video.
- History Museum Grand Opening, promotion and video coverage.
- Dunedin Cares Ribbon Cutting Ceremony, promotion and video coverage.
- Fire Dept. Open House video production playback reel for event and coverage of event.
- Demo of ZenCity citizen engagement platform.
- Dunedin Commons Ribbon Cutting, video coverage.
- Fenway Hotel Grand Opening/Ribbon Cutting, promotion and video coverage.
- Dunedin Council of Organizations, video coverage and production of City of Dunedin Commission candidates.
- Internal City newsletter kick-off planning meeting with HR.
- Comprehensive Plan promo material in progress in coordination with P&D.
- Recycling outreach material completed for Solid Waste.
- Economic Development Housing Fair development of outreach material social media, website and YC@W promotion.
- Red Tide updates with Pinellas County, Fish & Wildlife Commission and Visit St. Pete Clearwater.
- Web training courses for ADA compliant websites.
- PEAK Agenda Management training with City Clerks' office.
- Sustainability outreach campaign development.
- City Clerk interview.
- Granicus troubleshooting and updates to the server.
- SeeClickFix response coordination.
- Coordination of photography for City website and citywide requests.
- Staff Liaison for Public Relations Action Advisory Committee, Visit Dunedin and the Dunedin International Film Festival.
- 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:

- October Spotlight on Dunedin: Halloween in Dunedin, Economic Development update, Dunedin Cares, History Museum and Fenway update.
- Produced all video content for Dunedin TV, City website, Facebook and YouTube.
- Upload and maintenance of Granicus (video on demand).
- 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.
- Hero homepage images updated.
- 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.

HUMAN RESOURCES

• Recruitment & Selection:

- Positions posted during the month of October: Building Inspector Level I-IV, Sustainability Program Coordinator, Custodial Services Coordinator, Public Services Maintenance Worker I, Buyer (Temporary/Contract), Solid Waste Driver/Loader.
- The Budget Manager, ITS Network Administrator, Water Plant Operator, Senior Public Works Designer, Building Inspector I-IV (Plumbing and Mechanical), Library Aide and Parks Maintenance Worker I 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: 319
- Employees hired during October:
 - Patricio Tovar, Water Maintenance Mechanic, October 10
 - Nathan Thibodeau, Solid Waste Driver/Loader, October 17
 - Zlatko Siljak, Recreation Leader II, October 17
 - Michael Li, Sr. IT Services Technician, October 24
- Promotions during October:
 - Erich Thiemann, Deputy Fire Chief, October 1
 - Keith Malinsky, Library Assistant, October 10
 - Martin Vilimek, Division Chief of Training, October 24
 - Brett Breeden, Parks Maintenance Worker III, October 31
 - Jason King, Parks Maintenance Worker II, October 31

• Employee Benefits:

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for October was \$316,244.64 which was a 20% decrease over September's totals. The

average weekly claims for October were \$79,061.16

- 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>
Platinum	0	33%
Gold	8	7%
Silver	62	11%
Bronze	119	19%
Blue	109	30%
Total Eligible Employees	298	100%

- **Family Medical Leave Act (FMLA):**
 - Number of Employees with approved/pending FMLA: 12- (Regular - 4, Intermittent – 8, Pending - 0). Number of new requests in October: 0.
- **Other (Non-WC, Modified Duty)**
 - Number of employees currently working on a modified schedule (some restrictions) – 0.
- **Records Requests:** Number of Records Requests processed: 1.
- **DROP (Deferred Retirement Option Program):**
 - Number of Employees in DROP: 11.
 - Employees who entered DROP during October: 0
- **Performance Management:**
 - Number of Disciplinary Actions: 5.
- **Employment Separations (Regular Full- and/or Part-Time):**
 - Number of Separations from employment: 6
 - Deputy Fire Chief William (Trip) Barrs retired after 26 years of service.
 - Deputy City Clerk Sharon Toner retired after 21 years of service.
- **Risk Management:**
 - Workers' Compensation:
 - ✓ Number of new workers' compensation claims: 2
 - ✓ Total current open workers' compensation claims: 9
 - ✓ Employees on light duty: 2
 - ✓ Employees out of work: 0.
 - Property/Liability/Motor Vehicle Claims:
 - ✓ New Property/Liability Claims: 1; total open cases = 12.
 - ✓ New Moving Vehicle Accidents: 0; 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:**
 - 72 City of Dunedin employees completed 84 online safety training courses during the month of October.
 - Quarterly Safety Training (Personal Protective Equipment) was completed October 24th.

PLANNING AND DEVELOPMENT DEPARTMENT

Building Department

**MANAGER'S UPDATE
PLANNING & DEVELOPMENT DEPARTMENT - BUILDING DIVISION**

MONTH: OCTOBER 2018

PERMITS		
Total Permits Issued		439
Total Permit Fees Collected		\$144,346.50
Total Valuation of Construction		\$9,029,638.00
Permits by Group:		
	NUMBER	VALUATION
Building Permit	240	\$7,518,145.00
Electrical Permit	39	\$781,184.00
Fence Permit	35	\$146,496.00
Gas Permit	4	\$9,897.00
Mechanical Permit	73	\$449,883.00
Plumbing Permit	44	\$132,600.00
Sign Permit	3	\$10,983.00
Tent Permit	1	\$250.00
New Construction by Building Type:		
	NUMBER	VALUATION
New Single Family Residences	5	\$1,767,719.00
New Two-Family Residences	1	\$232,000.00
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
TOTAL	1,167

LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	FEES
Business Taxes	511	\$27,939.00

Code Enforcement

- The October Code Enforcement Board heard 3 Old Business and 21 New Business cases, and accepted 12 Affidavits of Compliance. The board heard 1 fine reconsideration request, and authorized the City Attorney to begin foreclosure proceedings on 2 properties. Department staff responded to 4 public records requests.
- Authorized the City Attorney to accept a \$30,000 settlement offer received by Nicholas Galiatsatos owed in connect with a Code Enforcement Board Lien at 1413 Cottonwood Terrace.
- Authorized the City Attorney to release the \$5,000 Code Enforcement Board lien dated January 4, 2016 with the Fenway in compliance and opening in October 2018 and with respect to the Taoist Tai Chi Society community partnership.
- Authorized the City Attorney to accept a \$5,000 settlement offer from the owner, Sherry Day, in exchange for the Release of a Code Enforcement Board Lien on the property located at 650 Orangewood Drive.

- Authorized the City Attorney to accept a \$22,000 settlement offer from the owner, Paramount Court, LLC as Trustee of the 1978 Valley Drive Land Trust U/T/D 6/22/2018, in exchange for the Release of a Code Enforcement Board Lien on the property located at 1978 Valley Drive.
- The City Commission appointed applicant Gordon Chize as an alternate member to serve a three-year term that expires September 2020.
- The Code Enforcement Board collected \$58,023.71 in unpaid fines and fees in October.

Planning Department

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

- Conditionally approved on first reading The Courtyard on Main II (Application DR 18-15): Request for Design Review of the proposed construction of a mixed-use development including 33,602 sf of residential condominiums (18 units), 28,938 sf of commercial/retail/restaurant(s), 20,178 sf existing office space, 71,240 sf parking garage and a 7,490 sf courtyard. Location: 380 Main Street and 830 Douglas Avenue.
- Approval of Resolution 18-31 accepting public easements and other dedications in the Dunedin Cove plat.
- Approved on second reading Ordinance 18-28, creating Chapter 111 of the Land Development Code to be titled "Historic Preservation"; providing for purpose and declaration of public policy; definitions; establishing the Dunedin Historic Preservation Commission ("DHPC"); establishing the Historic Preservation Advisory Committee ("HPAC"); powers and duties of the DHPC; designation of historic landmarks; approval of changes to historic landmarks; appeals; conformity with a certificate of appropriateness ("COA"); maintenance and repair of historic landmarks; expedited actions; stop works order; non-designated properties; identification of potentially eligible landmarks which are not locally designated; procedure for ad valorem tax exemption for historic properties; civil penalties; and providing for an effective date.
- Approved the Forward Pinellas Interlocal Agreement for planning and mapping services.
- City Commission considered the Public Art Master Plan and discussed the percent for art portion.
- A workshop was held to discuss the next steps for State Road 580.

Local Planning Agency

- Recommended approval of Application DR-LDO 18-15 (Courtyard at Main II): Design review of proposed construction of a multi-use development including 33,602 sf residential condominiums (18 units), 25,647 sf commercial/retail/restaurants, 20,178 sf existing office space, 71,240 sf parking garage, and 7,490 sf courtyard. Property located at 380 Main Street and 830 Douglas A

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.

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

Development Project Update 11-1-18

Current Projects - City Commission Review			LPA	CC 1st	CC 2nd	under const	% comp
Aberdeen Oaks	1441-1461 Virginia St	20 single-family home subdivis	√	√	√	Yes	45%
Arcadia	265 Causeway Blvd	16 4-story condos	√	√	√	Yes	5%
Artisan Apartments	940-966 Douglas Ave	Retail, apartments & parking g	√	√	√	Yes	98%
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	90%
Hampton Inn - Causeway	2621/2641 Michael Pl	90-room hotel with restaurant	√	√	√	Yes	40%
Dunedin Commons	375 Patricia Ave	mixed-use (retail, TH, apts); D	√	√	√	Yes	90%
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	11/14/18	12/6/18	1/10/19		
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 approved</i>		No	0%
San Christopher Villas	1501 San Christopher Dr	12 villas	√	√	√	Yes	15%
Sea Palms	2624 Paula Dr N	8 townhomes	√	<i>infrastructure approved</i>		No	0%
Surgcenter Dunedin	980 Milwaukee (Gateway)	7600 sf surgery center	√	√	√	Yes	30%

Current Projects - Staff Only Review Only			Comments	under const	% comp
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		No	0%
Whiskey Cartel	1600 Main St	fully C.O.'ed, but not open		Comp.	100%

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

Potential Future Projects - Staff Only Review Only			Comments
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)	

To: Jennifer Bramley, City Manager
Thru: Doug Hutchens, Deputy City Manager
From: Jeffrey Parks, Fire Chief
Date: November 1, 2018
Re: Monthly Report for October 2018

Fire Prevention Division:

The month of October is dedicated by the fire department to fire prevention. While fire prevention is an ongoing goal of the department, firefighters and fire prevention staff highlight fire safety by providing educational programs to the citizens, schools and adult care facilities in the community. This year the theme set forth by the National Fire Protection Association (NFPA) was "Look. Listen. Learn. Be Aware – fires can happen anywhere." Fire department personnel delivered 24 programs to local schools, daycares and adult facilities. Dunedin Fire Department proudly participated in the 2018 North Pinellas County Fire Prevention Expo which was held at Countryside Mall. This event had representatives from multiple agencies providing material and information to the public on fire prevention, fall awareness and home safety. On October 20th, the Department sponsored an Open House at Fire Station 61. The event included an Honor Guard presentation of Colors, a vehicle extrication demonstration, PCSO K-9 demonstration, and displays including the Library and Parks/Rec Departments.

In October, Fire Inspector Corey Lyons attended a training conference through the International Association of Arson Investigators. This training meets the requirements set forth by ISO for fire investigator training.

New projects completed:

- Fenway, 453 Edgewater – remodel
- The Rusty Lion – 925 Broadway

Current projects:

- Artisan Lofts – 638 Douglas Ave – Commercial Units
- 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 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 – 69 | Fire Investigations – 1 |
| Re-inspections - 4 | Event Inspections - 5 |
| Fire extinguisher training – 0 | Fire Safety presentations – 25 |
| Plans Reviewed – 20 | Public Education Contacts – 3100 |
| Construction Inspections – 9 | Station Tours – 6 |
| Final Inspections/BTR – 29 | Hurricane Awareness presentation – 0 |
| Meetings / Consultations – 11 | Home Safety Checks/Smoke Alarm Install – 0 |
| Referrals / Complaints – 17 | |

Training and Safety Division:

October has been a wonderful month. Administration received a burst of sunshine; Lt. Vilimek was promoted to Training Chief. He says he is excited about his new position and will work hard to uphold the image of the Dunedin Fire Department. And the new ladder truck arrived.

- October was Fire Prevention Month so we had no North County Training.
- Having crews complete area familiarization walk through of new Fenway Hotel
- Scheduling of NCT for November and December 2018
- Working on new NCT calendar for 2019
- Continued water samples for Red Tide (Honeymoon State Park)
- Training Chief Vilimek:
 - o Working with Tim Riley to learn target solutions administration
 - o Learning daily routine for training division
 - o Scheduling and developing new Ladder truck qualification program
 - o Learning Pre plan procedures and assignments for Pre plans
 - o Digitally logged all monthly facility check sheets
 - o Contacting remaining schools for crew walk troughs
- Completed training reports for all shifts for the month of October 2018.

A Shift completed 682 hours	C Shift completed 418 hours
B Shift completed 483 hours	Department total of 1583 hours

Operations:

Erich Thiemann was promoted to Deputy Chief on October 1, 2018. He is replacing Deputy Chief Trip Barrs who retired.

The new aerial platform truck was delivered on October 30, 2018. It will need to have equipment mounted and training done prior to full time use. We are anticipating a mid-December date to place it in service.

<u>Type of Incident</u>	<u>Month of Oct</u>	<u>Year to Date</u>	<u>Emer Resp by Unit</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	549	5129	<u>EMS</u>		
Rescue Incident Response	53	540	<u>Station 60's Area</u>		
Fire Alarm	40	341	E60	169	4:54
Fire Incident Response	17	156	E61	18	6:04
Structure Fire Response	11	142	E62	14	4:34
Special	3	118	E51 (CFD)	4	6:37
Cardiac Arrest Response	6	63	PM45 (CFD)	1	3:40
Water Rescue Response	0	52	<u>Station 61's Area</u>		
Major Incident Response	0	34	E61	71	5:43
Support incident (Fire)	5	31	E60	6	6:50
Unconfirmed Structure Fire	2	36	E66 (PHFD)	6	5:30
Fire Incident Response Special	2	51	E62	2	6:42
Air Transport Incident	2	14	<u>Station 62's Area</u>		
Trauma Alert	8	51	E62	84	5:17
Support Incident (DC)	1	15	E60	6	6:09
Medical Incident Special	1	18	E50 (CFD)	6	4:32
Support Incident (Medical)	5	30	E65 (PHFD)	5	7:10
HazMat Invest	2	4	S65 (PHFD)	3	5:33
Moveup - Coverage	3	12	E61	3	6:25
Special Event	1	7	E66 (PHFD)	2	4:10
Hospital Landing Zone	1	4	R49 (CFD)	1	5:34
MVC Possible Extrication	2	17	<u>FIRE</u>		
Brush Fire Incident Response	1	4	<u>Station 60's Area</u>		
Extrication	0	2	E60	13	5:17
Technical Rescue	0	1	U60	6	4:12
Rescue Incident Special	0	2	E61	1	7:40
Extrication (Vehicle)	0	1	<u>Station 61's Area</u>		
Code H	0	2	E61	1	6:20
Totals	715	6877	<u>Station 62's Area</u>		
			E62	6	5:28
			E50 (CFD)	2	5:13
			E65 (PHFD)	1	8:40

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

PINELLAS COUNTY SHERIFF'S OFFICE
BOB GUALTIERI, SHERIFF



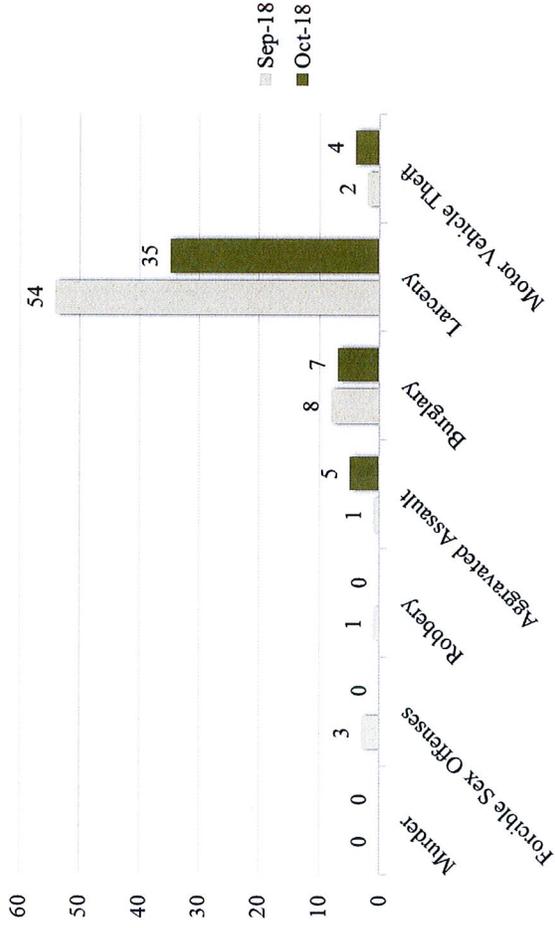
STRATEGIC PLANNING BUREAU

DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

October 2018

UCR Part I Crime Category	September 2018	October 2018	October 2017 YTD	October 2018 YTD
Murder	0	0	0	1
Forcible Sex Offenses	3	0	9	13
Robbery	1	0	12	4
Aggravated Assault	1	5	31	31
Burglary	8	7	67	67
Larceny	54	35	474	475
Motor Vehicle Theft	2	4	31	30
GRAND TOTAL	69	51	624	621



Arrests

October 2018

There were a total of 69 people arrested in the City of Dunedin during the month of October resulting in the following charges:

ARREST TYPE AND DESCRIPTION	TOTAL
Felony	40
Aggravated Assault	1
Aggravated Battery	1
Attempted Felony Murder	1
Battery On Detention Employee/Body Fluid	1
Battery-Domestic Related	1
Battery-65 Or Older	1
Battery On LEO	2
Battery On School Personnel	1
Burglary-Residential	6
Burglary-Residential (Curtilage)	1
Controlled Substance Possession/Sell/Manufacture/Deliver	1
Criminal Use Of Personal ID	1
Dealing In Stolen Property	1
Domestic Battery By Strangulation	1
Fraudulent Use Of Credit Card	1
Grand Theft-Firearm	1
Grand Theft-Other	2
Grand Theft-Residential	1
Murder	1
Possession Of Controlled Substance	1
Resist LEO With Violence	4
Sale Of Controlled Substance	1
Sexual Battery-Rape	1
Tamper With Evidence	1
Tamper/Harass Witness-Victim	1
Violation Of Post Commitment Probation	1
Violation Of Probation/Community Control-Adult	2
Violation Of Home Detention With Electronic Monitor	1
Misdemeanor	2
Assault-Domestic Related	29
Battery	1
Battery-Domestic Related	3
Battery-Domestic Related	4

ARREST TYPE AND DESCRIPTION	TOTAL
Criminal Mischief	1
Disorderly Conduct In Establishment	1
Disrupt School/Educational Instructor	1
False Report Of Committing A Crime	1
Loitering/Prowling	1
Petit Theft-Other Larceny	1
Possession Of Controlled Substance	4
Possession Of Drug Paraphernalia	4
Resist/Obstruct LEO Without Violence	6
Spouse Battery	1
Warrant	13
Failure To Appear	3
Violation Of Probation/Community Control-Adult	2
Warrant Arrest	8
Traffic Felony	2
Driver's License Suspended/Revoked	2
Traffic Misdemeanor	19
Driver's License Suspended/Revoked	4
Driving Under The Influence	10
Failure To Register Vehicle	1
Leave Scene (With Damage)	1
No Valid Driver's License	3
Grand Total	103

*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 **3,649** events in the City of Dunedin during the month of October resulting in **5,714** 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 October.
**CAD data is filtered by problem type.*

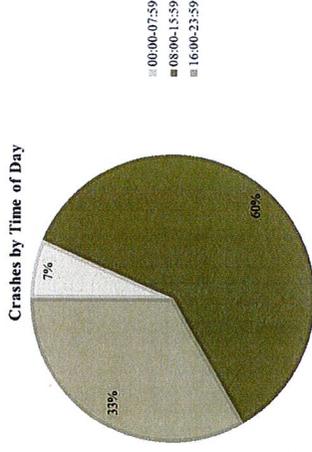
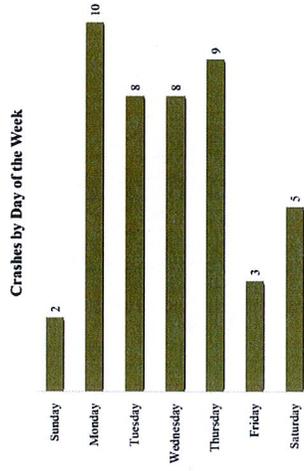
October 2018

DEPUTY ACTIVITY	TOTAL
Traffic Stop	1103
House Check	326
Assist Citizen	229
Directed Patrol	222
Special Detail	183
Information/Other	128
Suspicious Person	125
Suspicious Vehicle	73
Alarm	70
Supplement	67
Contact	64
Accident	59
Fraud/Forgery-Not In Progress	59
Building Check Business	55
Traffic Violation	53
Transport Prisoner	52
Vehicle Abandoned/Illegally Parked	47
Juvenile Trouble	38
Domestic-In Progress	33
Operation Medicine Cabinet	32
Warrant Service/Attempt	31
Noise	30
Lost/Found/Abandoned Property	30
Community Contact	29
Assist Other Agency	28

Crash & Citation Analysis

There were a total of 45 crashes in the City of Dunedin during October 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/CR 1	4
Alt 19/Palm Blvd	2
2102 Main St	2
Sunlight Drive/Main St	1
Main St/Heather Ridge Blvd	1
Curlew Rd/Belcher Rd	1
2598 Bayshore Blvd	1
2400 Bayshore Blvd	1
1857 Curlew Rd	1
1550 Main St	1



There were a total of 1,094 citations and warnings issued in the City of Dunedin during October 2018.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
Main St & Belcher Rd	8
Curlew Rd & Bayshore Blvd	8
Main St & Lake Haven Rd	7
Main St & Keene Rd	6
Ranchette Ln & Belcher Rd	4
Pinehurst Rd & Mclean St	4
Solon Ave & County Road 1	4
Belcher Rd & Solon Ave	3
62 Causeway Blvd	3
70 Patricia Ave	3

Citations and Warnings

