

City Manager's ^{Up}date

Administrative

February 11, 2019

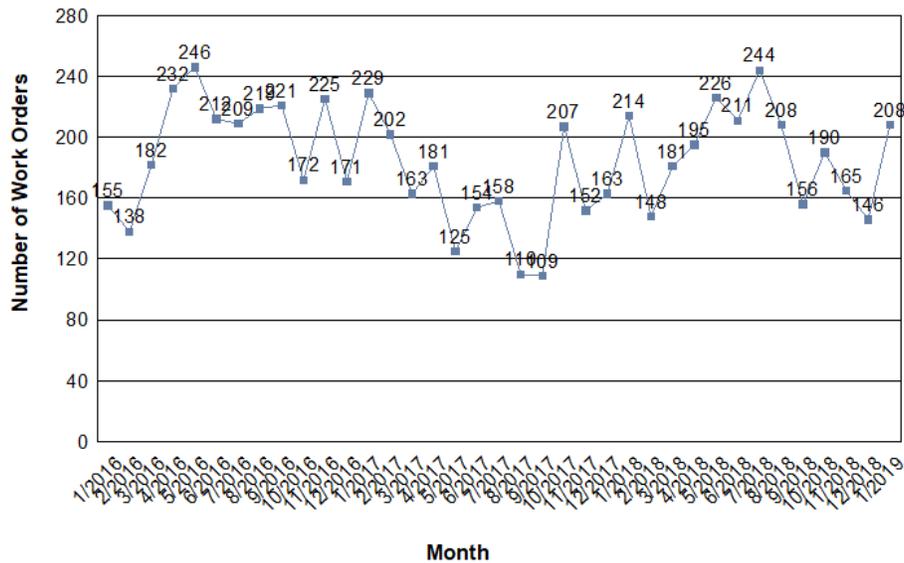
This ^{Up}date will refer to the events since the date of the last ^{Up}date of January 14th, 2019.

INFORMATION TECHNOLOGY DEPARTMENT:

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

Monthly Ticket Counts		Tickets by Priority	
Tickets Created	208	Critical Tickets	1
Resolved Tickets	236	High Priority Tickets	37
Open Tickets	41	Low Priority Tickets	163
Malware Tickets	0	Project Tickets	0

IT Services Help Desk Requests YTD for 2016-2019:



- During the month of January 2019, IT Services received 208 new on-line help desk support tickets. IT Services is averaging approximately 192 help desk tickets per month.

On-Going IT Projects:

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

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

Phase 1 of the ERP solution started in October. The City's Finance Department has completed the analysis design and setup. Conversion of all data files is currently being worked on and Power User training will begin in February 2019. End-user training on the Phase 1 modules will commence in March 2019. The go-live date for this project phase is scheduled for April 1st, 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.

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

- **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.
- **IT Hardware Equipment Replacements** – The City has adopted a five year cyclical replacement for its desktop computers, laptops and network devices. The IT Services staff are in the process of pricing out the one hundred twenty (120) desktop computers, laptops, tablets and ten (10) network switches that are all scheduled for replacement in 2019.

- **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.
- **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 of the equipment will be scheduled during the weekends to minimize the impact on the City staff.
- **Intranet Website**– In collaboration with various other departments, the IT Department is working on a secure Intranet website for employees to access outside of the City’s network. An intranet is a private network accessible only to City staff. Generally a wide range of information and services from the City’s internal IT systems are available that would not be available to the public from the Internet. This Intranet site will allow City staff to access employment-related information from any internet browser that is traditionally only available while logged into a City computer. There are 5 essential purposes of a City Intranet:
 1. *Deliver employee content*
 2. *Be a key communication tool*
 3. *Enable collaboration amongst City staff and departments*
 4. *Support the culture of the City*
 5. *Create efficiencies through supporting business activities*
- **Font/Size and Signatures in City Email Accounts** – The IT Department will be implementing a group policy where all City email accounts use the official character font of Arial and the font size of 12 in all email correspondence. In addition, all staff will be provided with instructions on how to create signature lines in their email accounts that follow a standard business practice.
- **Telephone System Upgrade** – The IT Department is working on plans to upgrade the City’s current telephone system servers. This project will include an upgrade to the existing servers and services only, while retaining the telephone desk sets to save costs. Upon Commission approval, implementation of the new telephone system could occur in February of 2019.
- **ERP Project Phases 5 and 6** - The IT Department is working on the pre-planning stages for the upcoming additional phases to its ERP project solution in 2019. The ERP Phases 5 includes the Global Works Orders, Fleet and Facilities Management modules and the ERP Phase 6 which includes the Utility Billing module, are both slated for an implementation start date of October of 2019. Both Phases 5 and 6 are anticipated to be completed in July of 2020. The implementation and training of each ERP Phase requires the cooperation and collaboration of staff from every City department.

DUNEDIN PUBLIC LIBRARY

- Presented 8 tech classes with an attendance of 80 people
- Notary Service at Library –20 stamps
- Delivered 79 items to 15 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 148.50 hours of their time
- Adult Volunteers donated 176 hours of their time
- 259 patrons utilized the study rooms
- 737 people visited the Branch Library @ the Community Center for the month
- 380 seeds packets “checked out”
- E-books checked out – 1962
- E-audiobooks checked out – 1002

- 2 Exams proctored
- Interlibrary loan books obtained for Dunedin Patrons - 52
- 178 DVDs/CDs cleaned and put back in collection
- Webinars: Read Alouds, Library Standards & Outcomes, Florida Library Association
- Staff attended the following meetings: Commission Meeting, Dunedin Council of Organizations, Weekly City Department Head Meeting and weekly Library Management Team meetings.
- Hosted Dunedin Community Garden workshop
- Hosted Dunedin International Film Festival Youth Films
- Pre-construction planning for Library restroom renovations
- Staff attended Curtis Fundamental and Garrison Jones SAC meetings
- Visited 124 students at San Jose Elementary
- 67 people Bubble Wrap Appreciation Day program
- 610 records viewed on Ancestry.com library edition
- Partnership with Dunedin Fine Art Center on their library collection
- Hosted Volunteer Fair
- Setting up for Friends of the Library Annual Book Sale
- Commission Proclamation for Love Your Library Month
- Crimestoppers presented at All Staff Meeting
- Director attended Commission Strategic Planning Workshop
- Staff attended Budget Kick-off Meeting
- Hosted Friends of the Library Book Sale Reception

STATISTICS

Door Count	28,104
Total Transactions	88,949
Average Circulation Per Hour	163.56
Adult and Youth Programs	104
Program Attendance	2123
Internet Usage (Adult & Youth)	3130
Wireless Usage	1964
AWE Early Literacy Station Users	247

FINANCE

- Completed 2018 fiscal year end preliminary Trial Balance.
- Prepared for and then hosted external financial auditors. Entire finance department and other City departments worked to fulfill their document and informational requests.
- The finance department performed an audit of the payroll department.
- Created a financial report for the State of Florida for Spring Training Facility renovations.
- Prepared and sent the last round of audit confirmation letters that are held back to request the latest attorney and actuary information.
- Mailed out IRS mandated "1099 MISC payments" forms and "1099 Certain Government Payments" forms to requisite entities. Filed related information return electronically with the IRS.
- Positive Pay test files for Wells Fargo passed testing and the process has been moved to production.

- From last month we were able as able to work with Wells Fargo to create Payment files that are input to our current Utility Billing software. Test file was accepted by system. Still working on corrections to the payment amounts that are not coming over correctly.
- Attended further Tyler training sessions on General Billing, Procurement, A/P and invoice processing.
- Began working on adapting the auto pay to Wells Fargo specifications, which is the last outbound file that is needed in order to be ready for the bank switch from Bank of America to Wells Fargo.

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- Bid 19-1121 is titled “Pre-Engineered Metal Building.” The project was awarded at the January 22, 2019 meeting.

SCHEDULED FOR CITY COMMISSION DISCUSSION

- RFQ 19-1117 is titled “Architectural Services for a New Dunedin City Hall.” This project is scheduled for discussion at the February 7, 2019 City Commission meeting.
- Bid 19-1120 is titled “Application of Crack Seal and Microsurface on Various Street Locations in Dunedin, Florida.” This project is scheduled for discussion at the February 5, 2019 City Commission meeting.

REJECTED

- Bid 19-1118 is titled “Hammock Park Fern Trail Boardwalk Improvements Project.” Bids were received until 2:00 pm Tuesday, December 11, 2018. All bids were significantly over budget and were rejected.

UNDER EVALUATION

- RFQ 19-1119 is titled “Construction Materials Testing and Inspection Services.” City staff is negotiating with the highest ranked firm.
- Bid 19-1122 is titled “Lift Station #8 and #15 Emergency Pump Replacement.” Bids were accepted until 2:00 pm Tuesday, January 8, 2019.

ACTIVE ON THE STREET

N/A

UNDER DEVELOPMENT

- Engineering Design Services for WWTP Electrical System Upgrades.

BUDGET

- Ashley Kimpton was promoted to Budget Manager.
- Held the annual Budget Kickoff Meeting on January 31st.
- Started the process for performing the 2018 budget carry forward entries for the 2019 budget amendment.
- Attended Tyler training for budget and project components.
- Finished FY2019 Quarter 1 Budget Amendments.
- Finished FY2019 Quarter 1 Business Initiative Updates.
- Budget Manager Attended an external Strategic Planning Seminar and the Finance Director and Budget Manager attended the City’s internal Strategic Planning Workshop on January 29th.

January 2019 CRF:

Early CRF payoffs: 2 totaling \$1,128

New CRF loans: 3 totaling \$8,847

CRF paid at install: None

CRF reaching full amortization: None

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering Division:

Utilities Section

- **WWTP Denitrification Filter Building Repair & Rehabilitation –**
 - This project consists of the removal and replacement of twenty (20) valves and actuators for the denitrification filters, removal and replacement of two pumps and check valves, and repair of damaged concrete portions of the filter building. To perform the work, insertion of eight 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-Construction 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.
 - To date, the Contractor has removed and replaced Backwash Pump #1 & #2, and associated piping and valves. Both pumps have been operating successfully with no problems. Wastewater staff has assisted in disconnecting electric conductors, tagging/lockout all electrical equipment and reconnecting the electric for startup.
 - All of the new Filter Valves and Pneumatic Operators have been delivered and are on site. The contractor has installed rigging for the tapping machine and has started tapping the influent and effluent lines for the installation of line stops and the new valves on Filter #4. Wastewater staff will be coordinating the draining of the filter basins with the contractor as needed.



- **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 has been completed. The City and their value engineering sub-consultant have completed review of the 90% design package and returned comments to Black & Veatch (Design-Build firm). These comments are being incorporated into the final design package for construction.
 - Bids were received on the 90% Design package on January 18th. A GMP Review meeting was held on January 31st. After negotiations, the City received a GMP of \$26,689,940 with an additional \$1,334,497 (5%) in Owner’s contingency for unforeseen

conditions for a total amount of \$28,024,437. The GMP will be brought before the Commission for consideration of construction award on March 7th.

- The PW & Utilities Director/City Engineer will be attending a funds disbursement meeting at FDEP in Tallahassee on February 13th. Pending approval, the City will receive a low-interest State Revolving Fund (SRF) loan for construction in the amount of \$30,826,881 (*the Total GMP amount with an additional 10% for construction and technical services contingency added by FDEP*). The FDEP SRF Loan approval is a “Pay as you Draw Against” amount; as such, the City is only obligated to repay the actual amount of the loan it uses. Approval of receipt of the SRF construction loan funding will be brought before the Commission for consideration on March 7th.
- **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 (Sanitary Sewer Overflows).
 - The Bid Opening for the project occurred on January 8th in which seven (7) Contractors submitted bids. City staff and the consultant are reviewing the Bids and checking references. The Project is expected to be awarded in March.
- **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 City has awarded final design and completion of panel construction drawings to McKim & Creed. The design portion began in January and is expected to be completed by April.
 - The project is expected to be bid in the second quarter of 2019.
- **Wastewater Lift Station #3 Force Main Replacement –**
 - The City of Dunedin intends to replace the aged force main from Lift Station #3, and make some modifications to the wet well of Lift Station #3. This force main is cast iron and was originally installed in the 1960’s. Failure of the aged pipeline (either by a pipe break or leak) would result in an unauthorized raw sewage discharge and present a public health hazard. The replacement force main will be HDPE and/or PVC.
 - The City has awarded design, permitting, and bid document preparation to Ardurra. The design will begin in February and is expected to be completed by May.
 - The project is expected to be bid in the second quarter of 2019.

Roadway Section

- **Fenway Street Crosswalk –** This Edgewater Drive crossing is in the final design phase and expected to be constructed in the first quarter of 2019. Clearwater Gas has moved its line marker. Engineering to finalize work request in March.
- **Main Street and Edgewater Crosswalk –** This crossing will be delayed as FDOT is going to include it in their FY2019/2020 budget. FDOT is planning on milling and repaving this section of the road and will re-align the crosswalk, modify curbs and sidewalks as necessary. Once completed, the City will install the flashers. An inquiry to FDOT as to when they have the project planned will be made.
- **Milling & Overlay –** The 2018 annual paving contract was awarded to Gator Grading &

Paving, LLC on October 30th in the amount of \$522,673.20. A Pre-Construction Conference was held in January. The Contractor is anticipated to begin roadway work in February.

- **Crack Seal, Micro Surface and Full Depth Reclamation** – This project has been awarded to Asphalt Paving Systems (APS) in the amount of \$552,678.10. Construction is anticipated to begin in March.
- **Application of Asphalt Rejuvenator Agent** - This project was awarded to Pavement Technology, Inc., in the amount of \$38,597.98. Application of the asphalt rejuvenator agent has commenced and will be completed by mid-February.



Lake Haven at SR 580

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 (completed), field bathymetric survey (completed), and field geotechnical data collection (completed) in order to finalize Phase 1 of the project, and prepare permitting submittals. Reports of the natural resource, bathymetric and geotechnical findings were provided to the City in December. The Consultant submitted the permit applications to both the ACOE and FDEP in November and December, respectively. The FDEP permit and cost estimates are expected in February.
 - **Marina Boat Ramp Replacement** – The concrete boat ramp to the Sound has been damaged by wave erosion and needed replacement. 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 at 90% completion. Demolition of the existing ramp was completed by staff from the Public Services Division in mid-January. The finalizing of 100% plans in December was delayed for several weeks as a concern raised by a stakeholder was considered. Final plans are expected in February.
 - **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 and preliminary calculations and has submitted the 90% construction plans for review. The SWFWMD (regulatory agency) permit application was submitted in January. Final design plans are expected by March.
 - **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. The project was bid in November and bids opened on December 11, 2018. The low bid amount was significantly higher than what was available in the budget and it was decided to not

award a contract. Alternative options to an elevated boardwalk are being explored.

Development

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

Public Services Division:

Streets Section

- Continued new installations and repair of concrete sidewalks (1,070 SF).
- Removed/replaced military and event banners.
- Staff continues right-of-way tree trimming Citywide:
 - Trimmed and hauled tree canopies for roadway clearance Citywide;
 - Trimmed hardwood trees and palms (190 trimmed, 34.8 tons hauled).
 - Continue trimming Grove Terrace Subdivision
 - Completed Glynwood Heights tree canopy for roadway clearance.
- Continued Traffic Sign & Post maintenance Citywide:
 - Manufactured (22) new signs, and replaced (12).
- Repaired utility cuts for the Water and Wastewater Divisions (10 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (116.1 tons hauled).
- Removed existing boat ramp, adjacent to the Pram Shed, for replacement.



- Striped handicap parking at Jerry Lake Complex
- Completed traffic counts on Main Street for golf cart crossing analysis.
- Installed VMB's for Blue Jay construction meetings.
- Installed VMB's for Vacation Rental, Vanech Park closure, and Dunedin Library Book sale.
- Provided lane shift for the Water Division on Bayshore Blvd.
- Installed 'Parking Permit Only' signs around the Fenway.
- Provided Special Event support –
 - Downtown Arts & Crafts
 - MLK Day

Stormwater Section

- Cleaned 2,100 linear feet of stormwater piping
- Continued slope ditch mowing
- Continued ROW mowing
- Cleaned stormwater pipes at the Dunedin Stadium
- Continued residential street sweeping activities:
 - Hauled 23.5 tons / 36 cubic yards of street sweeping debris to the County landfill.
 - Hauled 6.3 tons / 9 cubic yards of catch basin debris to the County landfill.
- Continued catch basin repairs Citywide (5).
- Located all stormwater pipes at Englebert Complex for the contractor.

- Repaired damaged to our stormwater culvert caused by a Clearwater Gas directional bore on Louden Ave.



- Repaired stormwater pipe on Howell Street.
- Cleaned underdrain in Trails West subdivision.
- Repaired stormwater pipe on San Salvador Drive.
- Continued ditch maintenance Citywide.
- Continued stormwater pipe maintenance and repairs Citywide.

Stormwater Program Coordinator

- Submitted the TMDL Prioritization Plan as a requirement for the NPDES MS4 permit.
 - Curlew Creek was listed as the prioritized waterbody for the permit cycle. Pinellas County has also prioritized Curlew Creek, and therefore collaboration with joint jurisdictions should aid in efforts within this waterbody.
- Assisted in 2019 Work Shop update on the USF CSPP projects to the City Commission.
 - Presented the projects on Sea Level Rise and Peril of Flood.
- Aided in the development of the Coastal Management portion of the Comprehensive Plan for incorporation of the Peril of Flood required elements.
- Assisted Pinellas County with the Lofty Pine septic to sewer State Appropriation application.
- Attended the Local Mitigation Strategy Working Group meeting.
- Participated in the Curlew Creek & Smith Bayou Watershed Management Plan peer review session.
- Attended the Committee on Environmental Quality (CEQ) December monthly meeting.
 - Natalie Henley, the City's Sustainability Program Coordinator was introduced at CEQ.
- Reviewed two projects for DRC concerning stormwater permitting through FDEP and the SWFWMD. Provided developers with information regarding proper BMP's during construction.
- Reviewed two projects for Infrastructure Review to notify the developer of potential site contamination, permit requirements through FDEP and/or the SWFWMD, and proper BMPs.

Facilities Section

- Performed FDEP Aboveground Storage Tank (AST) diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- Replaced approximately 400 HVAC filters Citywide in City facilities on a monthly cycle.
- Continue installation of new CCTV system cameras at Public Services



- Continue HVAC apprenticeship and internship programs with Pinellas Technical College
- Repaired exhaust fans for engine bay at Fire Station #60
- Relocated Budget Manager to new office
- Repaired exterior lighting at the Library
- Replaced HVAC controllers for south section of Hale Center
- Repaired shore power to apparatus bay at Fire Station #61
- Begin remodel of Fire Marshal office at Fire Administration Building
- Installed memorial bricks in the Reading Garden at the Library
- Disconnected and relocated electric to Rotary Pavilion in preparation for demolition



- Repaired potable water leak outside of Highlander Park restrooms
- Replaced exhaust fan for Train Depot restrooms
- Repaired kitchen plumbing at Golf Club
- Removed main pumps at Splash Park for rebuild before season
- Repaired tennis court lights at Highlander tennis complex
- Disconnected power to fountain to assist Stormwater Division with the temporary removal of aerators in the Community Center pond



- Repaired fire alarm system at Station #60
- Repaired air compressor for Fleet Services
- Installed new security monitors at the Community Center
- Repaired roof at St. Andrews Links Pro Shop
- Repaired vehicle exhaust system in apparatus bay at Fire Station #62
- Repaired lighting throughout the Library
- Replaced locks on newly acquired property at 875 Sky Loch Dr.



- Replaced main entrance door closers at the Golf Club
- Responded to maintenance requests Citywide, as needed.

Solid Waste & Recycling Division:

- Staff attended Pinellas Partners in Recycling (PPR) meeting. The PPR establishes resources and partnerships with City / County staff and private and non-profit organizations within the County that collaborate on various recycling agendas. Staff also attended a sub-committee from this group, Commercial Recycling, which allowed for networking with other municipalities.
- Staff attended the Committee of Environmental Quality (CEQ) meeting. CEQ encourages private beautification efforts and the visual improvement of public facilities and grounds, and encourages and initiates those projects that will contribute to the beauty and health of Dunedin as a good place to live, work, and play.
- Staff updated the City Commission on the USF studies. The studies completed by USF are in line with the City's Epic Goals and are assisting in the effectiveness of the Comprehensive Plan. Staff has used the recommendations from the USF studies to help Frances Sharp with sections of the Comprehensive Plan update.
- Staff is joining webinars and phone call meetings with the Southeast Sustainability Directors Network to network with other sustainability coordinators in the region. This allows staff to gain insight and troubleshooting processes on various projects.
- Staff attended the Ocean Friendly Certification Presentation at "The Honu Restaurant", as they were awarded the certification for their partnerships and actions towards sustainability.
- Natalie Henley, the new Sustainability Program Coordinator was introduced to the Chamber of Commerce and she presented on the programs and resources we offer to our businesses. She will be introduced to the Dunedin Council of Organizations on February 15, 2019.
- Staff met with the contractor for Blue Jays construction and was given access to their Green Globes certification processes, which is a sustainability certification earned through credits.
- Staff continues to work with Pinellas County Solid Waste to spread the word about their Master Plan and to help gather more Community Input. The purpose of the Master Plan is to evaluate Pinellas County's existing solid waste management system (Waste-to-Energy Plant & programs) and provide solutions and options to improve recycling and diversion, solid waste operations, programs, facilities (i.e. possible north county disposal/transfer site and a Materials

Recycling Facility), and technologies. There are numerous ways the public can learn about the Master Plan, provide input, and take a Survey: email: solidwasteplan@pinellascounty.org or through social media – Facebook, Twitter, and Instagram.

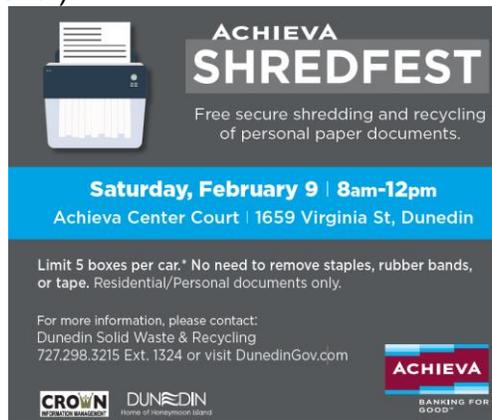


- Commercial & Multi-Family recycling:
 - Staff continues to assist multi-family and commercial customers who are contracted with Private Haulers to resolve service, and assist in program implementation.
 - Piper's Glen Update - just added another 95 gallon cart !
 - Staff met with Academie Da Vinci & the Dunedin area sales rep for Waste Pro to assist them in transitioning from Republic to Waste Pro, saving the school approximately \$40 per month for single stream recycling.
- Continue outreach campaign to combat recycling contamination at the curb & drop-off sites:
 - Update on 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. To date, The Beacon, and social media post have been executed, more posts and direct postcards to come!
- Outreach Events:
 - 1/19/19 Rain Barrel Workshop - partnership with UF Extension Services at the Dunedin Community Garden @ Eagle Scout Park, 1040 Virginia St. A successful event: educated over 30 residents on rain barrels and gave out 29 rain barrels and spicketts free of charge for the attendees of the event. Since then, we have distributed 2 more rain barrels and spicketts to Dunedin residents. A Community partnership with Coca-Cola makes the free rain barrels for residents a possibility.



- 2/9/19 Shred Fest Event – The Solid Waste Division partners with Achieva Corporate (Campus) 1659 Virginia St for this free annual event. Participants may bring up to five (5) banker boxes of sensitive documents (paper- based materials) for secure shredding at NO CHARGE. In lieu of service charges if individuals exceed the 5 box limit, they may make a donation to the Achieva Foundation [501(c)(3) Corporation] that benefits (\$) our local

schools. Estimated box size: 12"W X16"L X10"H (e.g. bankers box, or equivalent to rectangular laundry basket).



- Staff attended quarterly Principles Meeting at the Community Center. Natalie Henley will begin attending this meeting next quarter, coinciding with the end of the school year, in which discussions can begin on outreach collaboration ideas for the 2019-2020 school year.
- 4/12/19 DFAC Family Fun Night - Recycling outreach at Dunedin Fine Arts Center, 1143 Michigan Blvd. Staff will run a table with an interactive recycled / repurposed craft project for kids to take part in. The theme for the night is “Getting Back to Nature”.

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.711 Million Gallons
 - Influent Monthly Total Flow: 146.055 Million Gallons
 - Reclaimed Water Average Daily Flow: 2.641 Million Gallons
 - Reclaimed Water Monthly Total Flow: 81.879 Million Gallons
 - Final Effluent Average Daily Flow: 1.940 Million Gallons
 - Final Effluent Monthly Total Flow: 60.138 Million Gallons
- **Maintenance and Repairs:**
 - Contractor - TSC/Jacobs installed four out of the five new 200 HP Gardner Denver blowers at Facility #13.
 - Contractor - SGS Contracting Services installed two new 50 HP backwash water pumps at Facility #8 (Filter Building).
 - Contractor - Mission Critical Services installed pull tape for the new fiber optic cable replacement throughout the Wastewater Treatment Plant, connecting all motor control centers.
 - Contractor - VSC is on site for the annual fire extinguisher inspection.
 - Contractor - ASCO Services performed annual inspection of the main power supply and automatic switchover switchgear [No Issues].
 - Maintenance replaced 100 amp breaker on emergency generator. Generator back in service.
- **Compliance:**
 - December 2018 Discharge Monitoring report was submitted to FDEP via EZDMR format; [No Issues].
 - Annual FDEP Biosolids report mailed to FDEP Southwest District. [No issues].

Collections Summary

- **Scheduled repairs:**

- Lateral repairs (8) – Platon Ave., McLean St., Main St., Broadway, Hickory Gate Dr., Indigo Dr., Fairway Cir., and Broadway.



- R/W cleanouts installed / Mini scout inspections (2) – Eldorado Ct.
- Manhole work installing manhole inserts in Fairway Estates (Inflow reduction).
- Lower manhole at Hammock Park – near playground and proposed shed.
- Lateral liner installed – 990 Lexington Dr.
- Cut out road depression (after sectional liner repair) at Angle Rd. / Crosley Dr.
- Responded to citizen blockage calls (26); and daily utility field locates of sewer / fiber optics.
- Vac / Cleaner Truck:
 - Continue cleaning mains in LS #5 Area, and a few lines working with the TV truck.
 - Monthly clean-out of the backwash basin at the Water Plant (1st Wed. of each month).
 - Worked with Public Services to clean the 15” stormwater line under the bleachers at the Blue Jay’s Stadium, along with the 6” drain lines that connect to the bleachers.
 - Cleaned out 4 wet wells (LS # 31, #1, #3, #6).
 - Total clean: 11,212 LF of sewer mains.
- TV Truck:
 - Televised storm lines at Blue Jays Player Development Fields and Bradley Dr.
 - Followed up on TV inspections of mainline root control list.
 - Total televised: 11,441’, with 47 set ups and 1,475’ of stormwater mains with 18 set ups.
- Lift Stations:
 - LS #17 – pulled and cleaned out pumps due to stuck pump / hi-level alarms.
 - LS #12 – after hours call out / pull pump and found piece of Cured In Place Pipe (CIPP) liner stuck in impeller (will back-charge the contractor).
 - LS #19 – replaced door on RTU panel, and started installing vents on RTU’s due to concerns with off gassing of batteries.
 - LS #10 – found troubles with ATS (automatic transfer switch) during testing of back up emergency generator. Working on getting quotes to replace / due to age. – set up ACME pump as a precautionary back up.



- Two days of training with Collection lead men to assist on lift stations / especially after-hour call backs.
- Continued preventative maintenance:
 - Exercising valves; Cleaning out check valves; Cleaning wet wells; Grounds keeping, etc.

Water Division:

Water Production

● **Production Numbers:**

- Average Daily Potable Water Production: 3.64 Million Gallons
- Monthly Potable Water Production: 112.65 Million Gallons
- Annual YTD Potable Water Production: 112.95 Million Gallons
- Annual YTD Rainfall: 3.24 Inches
- Monthly Rainfall Total: 3.24 Inches

● **Maintenance:**

- Operators continue normal PM program on plant equipment.

● **Noteworthy Events:**

- Reviewing 90% design documents for WTP Refurbishment project and have submitted production comments.
- We were visited and provided a tour to Delphi Academy's First Grade class.



Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 11% complete, with approximately 781 backflows tested for the calendar year. The large meter program is 16% complete, with 12 large meters tested for the calendar year. This year, the Hydrant Program has installed 0 new hydrants, repaired 3, replaced 1, painted 31, and flow tested 30. During this time period, the Valve Program exercised 88 valves. For the year; installed 1 new, replaced 0, repaired 0, and exercised 88 potable and reclaimed distribution valves.

Wellfield

- Diversified Drilling Corporation has removed the old vertical turbine at Well #4 and installed a new submersible pump and motor, and also built a new well pedestal. The new pump and equipment were installed in November. A new starter was installed in December. Well #4 is now up and running.
- HSW Engineering, Inc., will assist the City with performing statistical analysis on our water quality, water level, pumpage, and rainfall data as required in the City's Water Use Permit.
- Well #90 is out of operation due to a faulty flow meter. A new meter has been ordered and we anticipate that Well #90 will be back in service during February 2019.

CRA/ECONOMIC & HOUSING DEVELOPMENT

DEEP Project

- **City Hall** – Commission approved Phase I Scope of Service at the February 7th meeting. As part of the scope Architectural Consultant, Harvard Jolly will be asked to design 3 options for City Hall placement subject to City Commission approval.
- **Gateway** – At the April 16th Commission Workshop a first look at these new Gateway site plans will be presented.



CRA/CRAAC

- Staff has been making final preparations for the CRA 30th Anniversary event. The date is 2/16/2019 from 9am to 2pm. This is a family friendly event and includes a free Pancake Breakfast served by the Kiwanis Club.



- Staff has been working on a transit ride service for Downtown. Local Tiki Rides, a FREE ride service for Downtown Dunedin has been recommended by CRAAC. Local Tiki Rides presented their business concept before Commission on February 7 and received approval to move forward with an Agreement.
- Staff has been working on additional safety features for Douglas Avenue. Elevated Crosswalks were recommended by CRAAC and were presented to the CRA at the January meeting.

Affordable/Workforce Housing

- Staff presented an update report to Commission on the progress made from the department's action plan prepared from the USF Affordable Housing Best Practice Study.
- Staff has been working to assemble the resources and partners for an affordable/workforce housing project.

Skinner Blvd Road Project

- Staff held the final Public Planning Meeting on Skinner Blvd enhancements and will be presenting findings and recommendations to the Commission on March 19, 2019
- An application requesting \$1,000,000 (\$1M) for a Forward Pinellas Complete Streets Grant for Skinner Blvd enhancements was presented to Forward Pinellas TCC and PAC in January.
- Staff is working on an additional grant application for Skinner Blvd. The Resolution requesting this Grant will go before Commission on February 21st. This is a \$500,000 Highway Safety Grant which will help fund a portion of the Skinner Boulevard Complete Streets Corridor Improvement project.

Downtown Projects

- Staff is working on enhancements to the entrance sign at the John R. Lawrence Pioneer Park.
- Box Car renderings for enhancements have been approved and work should start soon.
- The Downtown Market and the Arts and Crafts Events continue with great success.

- Staff continues to attend the monthly DDMA and Visit Dunedin meetings.
- Eight Commercial Façade Grants have been awarded to Downtown Businesses.
- The new Artistic Bus Shelter is underway. Next steps are to enhance the pad for the Shelter siting.

Douglas Avenue

- Community Redevelopment Agency approved moving forward with design for elevated crosswalks as a measure to enhance walkability on Douglas Avenue near the Artisan and parking Garage.
- Staff working to enhance lettering to be more artistic at Douglas/Skinner intersection.

PARKS & RECREATION

Parks & Recreation Administration:

- Reviewed Agreement to accept and finalize due diligence documentation for the Florida Communities Trust Grant for the Hammock Park Expansion from the Our Lady of Lourdes property.
- Finalized construction of the expanded dog park at Achieva Credit Union Corporate Headquarters including landscaping, fencing, and site amenities. The park opened on January 7 with a grand re-opening celebration scheduled for February 2, 2019.
- Met with representatives of the VFW to discuss a partnership to replace the VFW playground equipment. We received a commitment letter for a \$15,000 contribution toward the project. The equipment has been ordered and we are awaiting a delivery and installation date.
- Prepared for and conducted a public meeting on January 16 to discuss the construction process of the Player Development Complex.
- Presented a final workshop on the Park Land Dedication Ordinance (LDO) and received consensus direction. Staff is preparing the draft ordinance to bring back at a future meeting for first reading.
- Continued design of the replacement playground equipment at the MLK Recreation Center.
- Met with several contractors for quotes to replace two aging shelters at Hammock Park.
- Continued discussions with Engineering staff regarding the permitting process and cost estimates for the dredge project at the Dunedin Marina.
- Conducted a State-wide two-day Parks Management Institute at the Dunedin Community Center with over 80 professionals from across Florida.
- Finalized the draft recommendations for the revised Recreation and Open Space Element of the Comp Plan.
- Conducted an Air Potato and Exotic Plant Removal event at Hammock Park on January 26 with over 50 volunteers in attendance in cooperation with the Friends of the Hammock. Also, the Friends had their Annual Meeting on January 23 with a great presentation on reptiles.

Marketing:

- Completed and printed the new Parks & Recreation Magazine (January-April 2019 edition). Distributed throughout the city and promoted through the city website, social media, utility bill statements and emails to city staff and the community.
- Created first draft of the Summer Camp Magazine and preparing for print and distribution in February with camp registration beginning in March.
- Met with staff and created new summer camp categories and names, as well as new shirt designs and colors for each camp group including pre-k, kids, tweens & teens, nature camp and Hammock camp.
- Door hangers for Streetscape & Tree Planting Projects were created, designed and printed after meeting with the City Arborist to discuss and implement an informational marketing piece

to be used for notifying residents when their street has been selected for trees to be planted in the city's right-of-way. Door hanger also includes information such as the types and photos of trees to be planted, proper tree care tips and the value of trees.

- Created specific webpages on the city's website for the Toronto Blue Jays Facilities Development, including helpful links, documents, photos and other user-friendly links, information and design.
- Designed, reviewed and printed various types of marketing materials including posters, postcards, flyers and photo slideshows for numerous events and recreation programs.
- Printed and distributed the monthly Community Events Calendar and populated information on the city's website calendar. Continually maintain the calendars with current information, revisions and additions.
- Continued to create, promote and monitor Department monthly events, recreation programs and park announcements on social media.
 - Continued to oversee and maintain Department webpages including populating new information, updating and reviewing content, creating news stories and event listings, as well as troubleshooting website issues.

Special Events:

- The Dunedin Half Marathon 5K and 10K had a great turnout with 406 people registered for the race.

Recreation:

- **Community Center:**
 - The Community Center had a total of 15 rentals which included 1 birthday party, 4 baby showers, 4 homeowner's association meetings, 2 Whole Foods Market trainings, a dance practice, an educational seminar and City and Community meetings. These rentals brought in a total of 765 people.
 - The fencing program began their beginner's class on Tuesdays. Now unexperienced fencers can receive better training and practice with a one-on-one instructor.
 - Greater Dunedin Little League held their registration at the Center. For two days, they brought in 80-100 signups.
 - Tax Aid held their trainings at the Center in preparation for tax season. Forty (40) people were trained in 2 weeks. The free Tax Aid sessions will begin on February 1 and will continue twice a week through April 12.
 - The Dunedin Showcase Kids Theater continued rehearsing for their upcoming two performances. Thirty (30) kids will be performing in the February show.
 - The Creative Artists Guild Workshops have been ongoing once per month. Participants can register for one class each month and can participate in anything from painting, carving, paper mache and ornament marking. Fifteen (15) people have signed up.
 - Camp Gladiator hosed two days of body testing for their participants, helping everyone get back on track after the holidays. Thirty (30) participants took part in the testing.
 - The City Manager held her annual department meeting with Parks & Recreation staff on January 10 to update staff on projects going on in the City and Blue Jays. Sixty-five (65) employees were present.
 - The City Commission, Recreation Staff and Toronto Blue Jays representatives hosted a public meeting to inform local residents on the upcoming plans for the Player Development Complex on Solon Avenue.
 - Homeschoolers of Pinellas (HOP) hosted a Meet & Greet for all current and future students. Over 100 people attended. They will return to the Center on a weekly basis beginning in February.
 - The Dunedin Junior Falcons continued to host their study hall twice a week to review plays

with all of the players. Fifteen (15) kids and their families attended.

- The Center saw an increase in the number of guests signing up for gym and fitness class memberships after the New Year.
- Pickleball continues to thrive as a morning activity at the Center. There have been over 30 participants each day that come and play the fun game. It's become so popular that we have extended the time to give them 2 extra hours of play.
- Staff continued to plan for upcoming events that will take place in the new few months.
- **Fitness Center:**
 - Fitness Center visits and group exercise attendance totaled 4,689 for the month of January.
 - Fitness/GEX class drop-in attendance: 124
 - Chair Massages: 295 minutes performed at the Community Center
- **Athletics:**
 - Sixty (60) players for Flag Football.
 - Forty-five (45) runners for North City Track.
 - Twenty (20) athletic rentals were held in January.
 - Over 79 participants in tennis for the month of January.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - January 2nd-5th Staff hosted the second week of Jack Frost Camp for school-age children during winter vacation. Sixty (60) children enjoyed winter and holiday-themed crafts, games and sports activities.
 - January 7th- TGFH Day, School-age children spent their day off of school with us enjoying a trip to the Glazer Children's Museum where they explored and learned through exhibits including Artsmart, Farming, Engineers' Workshop, Forts, Gadget Garage, Get Moving, Global Café, Light Cloud, Water's Journey and Ocean Sandbox.
 - Staff worked on coordinating enrichment overlays with Dunedin Elementary site facilitator for Promise Time.
 - January 19th- Diversity Breakfast and March, 200 participants enjoyed breakfast with Pastor Clem Bell and keynote speaker, Pastor Mike MacMillan, hallmarking the work of Dr. Martin Luther King, Jr. and the importance of inclusion and acceptance. Five essay contest winners from local students read essays on the quote, "Hate cannot drive out hate, only love can do that". The event culminated with a march to Pioneer Park and entertainment from local church choirs including Shiloh Baptist Church.
 - Supervisory staff attended FRPA's Abraham's Academy focusing on leadership development.
 - Staff worked on updating Summer Camp 2019 names and shirts as well as programming ideas and training for Teen Leadership Program.
 - Staff worked on FRPA Summer Games Training to be held at Seminole Recreation Center on May 18th.
 - Staff worked on future projects including Spring Training Parking, Summer Camp planning, High School Basketball League, Midnite Madness, Flashlight Easter Egg Hunt, Spring Fling Camp and TGFH Days.
- **Hale Activity Center:**
 - Held 53 adult classes and programs for a total participate of 3,405.
 - Highland Luncheon was sponsored by Atria Senior Living and had a participation of 78.
 - Held 3 meetings with an attendance of 29.
 - Held a Vacation Rentals public meeting with 200 in attendance.
 - The 3 O'Clock Band held a concert with 62 in attendance.

- Held 3 rentals with an attendance of 505.
- Senior Awareness Fair had a participation of 485, with over 68 vendors and was sponsored by Papa John's, Mease Manor, Pure Point Financial and BJ's Wholesale.
- Total attendance for the month of January was 4,764.
- Staff worked on preparation for the Senior Awareness Fair and other events, as well as promotion of all new programs in the current Magazine.
- **Highlander Pool**
 - Prepped for upcoming swimming season with repairs—new camera line run at the sprayground, new shade structure going in at sprayground in February, purchased additional lounge chairs, umbrellas and picnic table.
 - Set up additional water safety instructor training for staff in February.
 - Advertised for summer lifeguards on Bay News 9, Facebook and Aquatics Council.
 - Booked outside camps for the summer.
 - Prepared outreach for water safety in community through local preschools and have started to book.

Parks:

- The Athletic Field Crew spent the majority of their time at the Fisher Little League Complex, preparing the fields for the upcoming season. They removed the grass from the sides of fields 1 and 2 and replaced it with clay. This was done to help ease the maintenance of these two fields. Over-seeded all 7 of the fields with rye for the winter months. Roto-tilled and levelled all 7 fields and added clay to the areas that were low. Contracted the Bay Area Fence Company to replace two 20' support posts for the backstop fencing on field 2. Began pressure washing all of the bleacher and dugout canopies, as well as the concrete in the dugouts. This is ongoing and will be completed in the next 2 weeks.
- Superior Fence and Rail was hired to install a new vinyl fence around one of the trees adjacent to field 1 at Jerry Lake. They also re-located the handicap access gate on field 4, moving it closer to the handicap parking area. The Streets/Traffic Division assisted by re-painting all of the lines for the handicapped parking as well.
- Continued Achieva Paw Park expansion.
- Painted Dunedin Stadium in preparation for Spring Training.
- Removed bleachers, poles, and refrigerator from Vanech Park.
- Mulched the Hammock Park playground.
- Provided logistical support for a variety of events and rentals, including the MLK Unity Breakfast & March, Arts & Crafts Festival, Senior Awareness Day, Library Book Sale, and Downtown Market.
- Eight Parks staff attended the FRPA Park Management Institute at the Community Center.
- Completed monthly safety checks of parks, playgrounds, and parking lots.

Marina:

- Marina's boat ramp users for January:
 - Resident Daily Ramp Users: 26
 - Daily Non-Resident Ramp Users: 11
 - Annual Resident Decals: 50
 - Non-Resident Decals - 2
 - Transient "visiting" Boaters: 10

1/2019

PLANNING AND DEVELOPMENT DEPARTMENT

Building Department

MANAGER'S UPDATE PLANNING & DEVELOPMENT DEPARTMENT - BUILDING DIVISION

MONTH: JANUARY 2019

PERMITS		
Total Permits Issued		402
Total Permit Fees Collected		\$86,629.00
Total Valuation of Construction		\$4,248,510.00
Permits by Group:		
	NUMBER	VALUATION
Building Permit	215	\$3,362,898.00
Electrical Permit	31	\$306,484.00
Fence Permit	25	\$91,651.00
Gas Permit	6	\$17,254.00
Mechanical Permit	57	\$339,510.00
Plumbing Permit	64	\$119,057.00
Sign Permit	3	\$11,156.00
Tent Permit	1	\$500.00
New Construction by Building Type:		
	NUMBER	VALUATION
New Single Family Residences	1	\$25,342.00
New Two-Family Residences	1	\$250,000.00
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	1,098

LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	FEES
Business Taxes	156	\$3,951.81

Code Enforcement

- In January the Code Enforcement Board heard 4 Old Business and 10 New Business cases, and accepted 11 Affidavits of Compliance. Department staff responded to 8 public records requests.
- Code Enforcement opened 97 cases in January.
- The Code Enforcement Board collected \$14,496.14 in unpaid fines and fees in January.

Planning Department

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

- Ordinance 18-30, requesting to rezone the property located at 927 Highland Avenue (Parcel Number 27-28-15-51588-000-2103) from "DR" Downtown Residential to "DC" Downtown Core. *Approved on Second Reading.*

- Application DR-18-16, Request for a Design Review for the proposed construction of a 22-room Bed and Breakfast on the property located at 418 Grant Street (Parcel Number 27-28-15-32922-000-0020). *Approved on Second Reading.*
- Resolution 19-01, Fenway Hotel Residential Parking Permit Program (RPPP). The reopening of the Fenway Hotel has created new traffic and parking patterns in the neighborhood around the historic property. On Monday November 12, 2018, Fenway management personnel hosted a neighborhood meeting to discuss traffic, parking and noise issues. Both the residents and the Fenway are in favor of a Resident Parking Permit Program (RPPP). Resolution 19-01 authorizes the Fenway RPPP.
- City Commission authorized the City Attorney to accept \$15,000.00 settlement offer from Federal National Mortgage Association ("FNMA") to release of DCEB Lien 17-547 at the property located at 1208 Royal Oak Drive.
- City Commission authorized the City Attorney to accept a \$3,500.00 settlement offer from the current owner, N.P. Real Estate LLC, in exchange for a Partial Release of the DCEB Lien 09-691 on the property located at 947 Grovewood Drive.

*The Local Planning Agency held public hearings in **January** for the following:*

- Ordinance 19-01, requesting to rezone the property located at 1341 Bayshore Blvd. from "PRD" Planned Residential Development to "FX-M" Form-based Medium. *Recommended approval.*
- Ordinance 19-03 proposing to amend Chapter 109 of the Land Development Code to transfer the powers of the Building Board of Adjustment and Appeal to the Local Planning Agency. *Recommended approval.*
- Ordinance 19-04, requesting to rezone the property located at 527 Paula Drive S. from "NB" Neighborhood Business to "GB" General Business. *Recommended Approval.*
- Ordinance 19-05, 19-06 and 19-07: 2017 Visioning Land Development Code Changes. *Recommended Approval.*
- Comprehensive Plan Update - Support Services and Capital Improvements Elements. *Discussion Only.*

*The Board of Adjustment and Appeal held a public hearing in **January** for the following:*

- Application 19-1C: 548 Scotland Street, Conditional Use *approved* to operate a Bed & Breakfast.
- Application 10-2C: 1385 Lady Marion Lane, Conditional Use *approved* to construct a single-story metal building.

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 21,390 followers in January 2019.
- Managed Social and Digital Media (Facebook, Twitter, Instagram, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 960 subscribers • 222,836 views

- Your City @ Work January edition newsletter.
- CRA 30th Anniversary logo design, banners, outreach material coordination, scheduled live music and public outreach.
- Dunedin International Film Festival assistance, hosted two events at City Hall.
- Honeymoon Island new bike trail coverage and outreach.
- Achieva Paw Park outreach assistance.
- MLK Jr. Celebration promotion, video coverage and outreach.
- Lawn clipping outreach assistance meeting with Public Works.
- City Commission & Dept. Head strategic planning day.
- Short term rental outreach assistance and event assistance.
- Research of new Granicus products.
- Golf Cart Safety Committee outreach planning.
- Live streaming prep work for fiber connectivity at Library and Hale.
- Intranet coordination work on the Active Directory and structural set-up.
- Legislative priorities document creation.
- DTV Studio prep work for future programming.
- Skinner Blvd. meeting outreach assistance.
- Recycling outreach campaign design and implementation.
- SeeClickFix response coordination.
- Social Media Archiving management.
- Coordination of photography for City website and citywide requests.
- Staff Liaison for Public Relations Action Advisory Committee, Visit Dunedin and the Dunedin International Film Festival.
- Community relations assistance with visitors to City Hall
- City website follow-up and troubleshooting
- Assisted media outlets

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



- January Spotlight on Dunedin: Honeymoon Island Bike Trail, MLK Jr. Celebration and March, Achieva Paw Park and Dunedin International Film Festival.
- 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.
- Intranet design and configuring Active Directory with IT/Granicus.
- New widget platform via Vision.
- Troubleshoot issues with splashpage and ADA compatibility.
- Hero homepage images updated.
- Created new images and graphics for web homepage.
- Website overview and analysis.

- Digital photo editing.
- E-notification distribution and management.

HUMAN RESOURCES

- **Recruitment & Selection:**
 - Total applications received: 296
 - Positions posted during the month of January: Recreation Leader II, Wastewater Services Worker.
 - The Building Inspector I-IV (Bus. & Family Dwelling), Parks Maintenance Worker I, Public Services Maintenance Worker I, Wastewater Plant Operator/Trainee, Wastewater Maintenance Mechanic and Wastewater Service Worker positions are in the selection phase.
 - A candidate has been selected for the Building Inspector I-IV (Plumbing and Mechanical) position.
 - The Lifeguard I & Recreation Leader positions are seasonal and open until filled.
 - The Firefighter/Paramedic/EMT position is posted year round.
 - Employees hired during January:
 - Chandler Dobler, Firefighter/Paramedic, January 2
 - Bradley DeShong, Firefighter/Paramedic, January 2
 - Ronbert "Arbie" Ignacio, ITS Network Administrator, January 2
 - Nathan Kendall, Parks Maintenance Worker I, January 9
 - Christopher "Shane" Ritenour, Parks Maintenance Worker I, January 9
 - Jeremy Shaw, Senior Public Works Designer, January 16
 - Jeffrey Iozzi, Park Attendant (VOD), January 19
 - Jacy Bussey, Buyer (Temporary/Contractual), January 28
 - Employee Promotions during January:
 - Ashley Kimpton, Budget Manager, January 2
- **Employee Benefits:**
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for January was \$195,824.09 which was a 38% decrease over December's totals. The average weekly claims for January were \$48,956.02.
 - Humana GO365 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	29	10%
Gold	43	15%
Silver	71	24%
Bronze	83	28%
Blue	68	23%
Total Eligible Employees	294	100%

- **Family Medical Leave Act (FMLA):**
 - Number of Employees with approved/pending FMLA: 15 - (Regular - 6, Intermittent – 9, Pending - 0). Number of new requests in January: 3
- **Other (Non-WC, Modified Duty)**
 - Number of employees currently working on a modified schedule (some restrictions) – 1

- **Records Requests:** Number of Records Requests processed: 0
- **DROP (Deferred Retirement Option Program):**
 - Number of Employees in DROP: 12
 - Employees who entered DROP during January: 0
- **Performance Management:**
 - Number of Disciplinary Actions: 1
- **Employment Separations (Regular Full- and/or Part-Time):**
 - Number of Separations from Employment: 5
 - Diana Bramwell, Wastewater, retired after 14 years of service
 - John Masinick, Wastewater, retired after 12 years of service
 - Arthur "Art" Kelley, Wastewater, retired after 32 years of service.
- **Risk Management:**
 - Workers' Compensation:
 - ✓ Number of new workers' compensation claims: 3
 - ✓ Total current open workers' compensation claims (2018-2019): 8
 - ✓ Employees on light duty: 4
 - ✓ Employees out of work: 0.
 - Property/Liability/Motor Vehicle Claims:
 - ✓ New Property/Liability Claims: 3; total open cases = 15
 - ✓ New Moving Vehicle Accidents: 1; total open cases = 2
 - Cases Closed During the Month:
 - ✓ Worker's Compensation Claims: 8
 - ✓ Property/Liability Claims: 6
 - ✓ Moving Vehicle Accidents: 3
 - 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) = \$1,857.70
- **Safety:**
 - 84 City of Dunedin employees completed 128 online safety training courses during the month of January
 - City Property Appraisals were conducted January 14-18.
- **Other:**
 - Human Resources and Risk Management Dept. staff attended the Phase 4 of the Tyler ERP Kickoff training for the HR/Payroll module during the week of January 21.