

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

March 11, 2019

This <sup>Up</sup>date will refer to the events since the date of the last <sup>Up</sup>date of February 11<sup>th</sup>, 2019.

## **DUNEDIN PUBLIC LIBRARY**

- Presented 8 tech classes with an attendance of 73 people
- Notary Service at Library –20 stamps
- Delivered 87 items to 15 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 162.5 hours of their time
- Adult Volunteers donated 209.25 hours of their time
- 361 patrons utilized the study rooms
- 610 people visited the Branch Library @ the Community Center for the month
- 348 seeds packets “checked out”
- E-books checked out – 1710
- E-audiobooks checked out – 903
- 2 Exams proctored
- Interlibrary loan books obtained for Dunedin Patrons – 39 books
- 218 DVDs/CDs cleaned and put back in collection
- Webinars: TBLC Tech Talk, Library Standards & Outcomes, Small Business Programming, Homeless Library training set-up, Creating LCSH subheadings, Connecting with Your Cooperative, Creating Boundaries with Patrons, Recommended Read Alouds, Bridging the Word Gap
- Staff attended the following meetings: Commission Meeting, Dunedin Council of Organizations, Weekly City Department Head Meeting, weekly Library Management Team meetings, Cataloging Special Interest Group, Program planning meeting, Book Repair Workshop and Tyler-Munis Training
- All staff participated in Staff Training Day with training from Fire Department
- Library restrooms under renovations
- Staff attended Curtis Fundamental and Garrison Jones SAC meetings
- Partnership with Dunedin Fine Art Center on their library collection
- Hosted Friends of the Library Annual Book Sale
- Director worked on FY20 Budget
- Director attended Library Day in Tallahassee
- Youth Supervisor attend Juvenile Welfare Board Grade Level Meeting
- Dr. Sylvia Earle book signing and screening of films through Dunedin International Film Festival
- Started Great Decisions program
- Hosted final Humanities Council speaker series

## STATISTICS

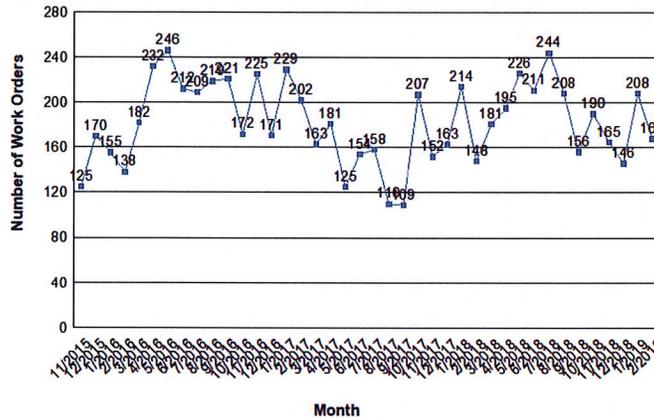
Door Count	26,872
Total Transactions	80,039
Average Circulation Per Hour	153.42
Adult and Youth Programs	107
Program Attendance	2179
Internet Usage (Adult & Youth)	3042
Wireless Usage	2167

### INFORMATION TECHNOLOGY DEPARTMENT:

#### ***IT Services Help Desk Requests for the Month of February, 2019:***

Monthly Ticket Counts		Tickets by Priority	
Tickets Created	168	Critical Tickets	1
Resolved Tickets	159	High Priority Tickets	28
Open Tickets	51	Low Priority Tickets	139
Malware Tickets	0	Project Tickets	0

#### ***IT Services Help Desk Requests YTD for 2016-2019:***



- During the month of February 2019, IT Services received 168 new on-line help desk support tickets. IT Services is averaging approximately 188 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 1<sup>st</sup>, 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.
- **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 will occur in March 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 by October of 2020. The implementation and training of each ERP Phase requires the cooperation and collaboration of staff from every City department.

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

### **Patricia Corridor**

- Staff has met with Landscape Architects, Tobin Properties, and owners of the Dunedin Plaza and with the County Economic Development office to discuss and build a strategy for the Corridor. Staff will present an outline plan at the March 19, 2019 Workshop.



### **DEEP Project**

- **City Hall** – Staff has been working with Harvard Jolly to coordinate meetings with all departments involved in the space needs assessment for the new City Hall complex. A public meeting has been scheduled for March 19 at 6:00pm at the Library. 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 and will present concepts to Commission at the May 14<sup>th</sup> Commission Work session.
- **Gateway** – At an upcoming Commission Workshop is being schedule to look at the new Gateway site plans.

### **CRA/CRAAC**

- Staff has completed the FY 2018 CRA Annual Report and will present the report to the CRAAC and to the CRA at the March meetings.
- 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. The final agreement will be brought to the CRA in March for final approval.



### **Affordable/Workforce Housing**

- Langton & Associates has been hired to conduct the affordable/workforce housing assessment and will present their findings and strategy for implementation at the June 18, 2019 Commission Workshop.

- Staff has been working to assemble the resources and partners for an affordable/workforce housing project.

### **Skinner Blvd Road Project**

- Staff have been preparing staffing for the Skinner Blvd findings for the March 19, 2019 Workshop.
- Staff has submitted the safety grant application for Skinner Blvd. 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 completed 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 raised crosswalks as a measure to enhance walkability on Douglas Avenue near the Artisan and parking Garage.
- Staff is working to enhance lettering to be more artistic at Douglas/Skinner intersection.

### **Business Recruitment and Retention**

- Staff continues to promote Dunedin as a healthy and inviting business environment by recruiting through entrepreneurial efforts and meeting with new business prospects.

## **HUMAN RESOURCES**

### **Recruitment & Selection:**

- Total applications received: 94
- Positions posted during the month of February: Accountant/Financial Analyst
- The Building Inspector I-IV (Bus. & Family Dwelling & Plumbing and Mechanical), Parks Maintenance Worker I, Public Services Maintenance Worker I, Wastewater Maintenance Mechanic and Wastewater Service Worker positions are in the selection phase.
- The Lifeguard I & Recreation Leader positions are seasonal and open until filled.
- The Firefighter/Paramedic/EMT position is posted year round.
- Employees hired during February:
  - Michael Simeone, Wastewater Plant Operator Trainee, February 4
  - Susan LaPaugh, Library Aide, February 6
  - Employee Promotions during February:
    - ✓ Scott Caterson, Sr. Accountant, February 13
    - ✓ Thomas Cameron, Fire Lieutenant, February 19
    - ✓ Matthew Adams, Sr. Water Dist. Tech., February 27
    - ✓ Richard Wicks, Sr. Water Dist. Tech., February 27

### **Employee Benefits:**

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for February was \$215,588.31 which was a 10% increase over January's totals. The average weekly claims for February were \$53,897.08.
- 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>
<b>Platinum</b>	41	14%
<b>Gold</b>	45	15%
<b>Silver</b>	63	21%
<b>Bronze</b>	80	27%
<b>Blue</b>	68	23%
<b>Total Eligible Employees</b>	297	100%

- **Family Medical Leave Act (FMLA):**
  - Number of Employees with approved/pending FMLA: 15 - (Regular - 5, Intermittent - 10, Pending - 0). Number of new requests in February: 2
- **Other (Non-WC, Modified Duty)**
  - Number of employees currently working on a modified schedule (some restrictions) – 1
- **Records Requests:** Number of Records Requests processed: 2
- **DROP (Deferred Retirement Option Program):**
  - Number of Employees in DROP: 17
  - Employees who entered DROP during February: 1
- **Performance Management:**
  - Number of Disciplinary Actions: 2
- **Employment Separations (Regular Full- and/or Part-Time):**
  - Number of Separations from Employment: 0
- **Risk Management:**
  - Workers' Compensation:
    - Number of new workers' compensation claims: 0
    - Total current open workers' compensation claims (2018-2019): 4
    - Employees on light duty: 0
    - Employees out of work: 0.
  - Property/Liability/Motor Vehicle Claims:
    - New Property/Liability Claims: 0; total open cases = 10
    - New Moving Vehicle Accidents: 0; total open cases = 1
  - Cases Closed During the Month:
    - Worker's Compensation Claims: 2
    - Property/Liability Claims: 9
    - Moving Vehicle Accidents: 0
  - 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) = \$8,857.76
- **Safety:**
  - 52 City of Dunedin employees completed 64 online safety training courses during the month of February
  - City Wide Driver training was completed February 7
  - The Quarterly Insurance Claims review was held February 26
- **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 February 18<sup>th</sup>.

## **PARKS & RECREATION**

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

- Conducted the annual Strategic Planning and Staff Retreat for the Parks & Recreation Department and established goals for the next fiscal year.
- Prepared for and conducted two public meetings on February 19 at Curtis Fundamental Elementary School and February 20 at the Hale Senior Activity Center to discuss the construction process of the Dunedin Stadium.
- Finalized the Parks & Recreation Department operating and capital budget proposals.
- Finalized the draft language for the new Parkland Dedication Ordinance and sent to the City Attorney for review and comment.
- Continued preparation of the required Due Diligence for the Hammock Park land purchase and FCT grant requirements.
- Met with the City Attorney regarding clarification of needed liability waivers to allow for possible expansion of online transactions and increased customer convenience.
- Attended various training sessions for the new Tyler Munis software system.
- Finalized the proposed Recreation and Open Space element of the Comp Plan and provided input for the Conservation element.
- Continued design of the replacement playground equipment at the MLK Recreation Center.
- Received confirmation for a delivery date of March 25 for the replacement playground at the VFW. A check presentation from Post 2550 is scheduled for March 5, 2019.
- Relocation of the playground at Vanech Park to the Dunedin Community Center began on February 25.
- A grand re-opening celebration of the Achieva Paw Park was held on February 2, 2019. Also, the final amenity of a shade structure was installed.
- Continued to plan and meet with contractors 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.

### **Marketing:**

- Finalized, printed and distributed the Summer "Camp Dunedin" Magazine. Copies were delivered to various City facilities and promoted through the City website and camp webpage, social media and emails sent to City staff and E-notify subscribers. Camp registration opens March 13; Camps begin June 3.
- Attended the annual Department Staff Retreat to review current goals, accomplishments, trends, challenges and to develop new goals for next year.
- Reviewed and enhanced the WebTrac Online Registration webpage design in order to make it more appealing and user-friendly. Began creating images for each of the programs and events to make it more attractive, catching the reader's eye and giving each program proper visual representation. Incorporating new images also makes it easier for readers to view and scan the information at a glance. Work to continue into the following month/s.
- Coordinated with the Community Relations Department to promote Parks & Rec events on Dunedin TV.
- Designed, reviewed and printed various types of marketing materials, including posters, postcards and flyers for upcoming Department events and recreation programs.
- Printed and distributed the monthly Community Events Calendar and populated information on the City's website calendar. Continually maintain calendars with new information, revisions and additions.

- Continued to create, promote and monitor Department events, recreation programs and park announcements on social media, including Drive-In Movie, Bunny Brunch, Flashlight Egg Hunt, FunFest, summer camp, hiring seasonal positions, new programs, etc.
- Continued to oversee and maintain Department webpages including populating new information, updating and reviewing content, digital photo editing, creating news stories, e-notifications, events and troubleshooting website issues.

### **Special Events:**

- Honu Anniversary Event – Great event with 84 people seated. The fire dancers were the hit of the show.
- United Faiths Walk of Peace – Attendance was approximately 250. Awesome event with a variety of faith leaders on stage at Pioneer Park. Rabbi Danielle got everyone to singing joyfully in Hebrew. The walkers also really took the instruction to “walk with someone you don’t know” to heart, because several people commented that they talked to many new folks this year.
- History Comes Alive – A beautiful day with 350 in attendance.
- Academie da Vinci Run for the Arts 5K – Eighty-eight (88) participants. Commissioner Gow stopped by and started the race.

### **Recreation:**

- **Community Center:**

- Fifteen (15) rentals brought in 450 patrons. Rentals included City and Community meetings, a bridal shower, Dunedin Junior Falcons Football meetings, Dunedin Little League meeting, a Homeowner’s Association meeting, two birthday parties and a Celebration of Life.
- AARP began offering their free tax aide service to the public on Thursdays and Fridays. Each day filled up with 20 participants daily. The volume of phone calls and walk-ins of inquiries about the free tax aide has also increased by 30%.
- The Dunedin Showcase Kids Theater put on two shows of “Fair Tale Misfits.” Each night was sold out. More than 150 people per show.
- Happy Taps and Friends put on a musical show and fundraiser to help raise money for the American Cancer Society. This popular show included singing and dancing to popular old tunes. A total of 300 patrons were in attendance. They raised \$1,500.
- The Homeschoolers of Pinellas children returned for the spring and will be at the Center each Wednesday until summer. This program has the building at maximum capacity of 85 families attending.
- The Chorus Concert “Hidden Talents II” showcased the hidden talents of the chorus members. This concert brought in a sold-out crowd with 500 in attendance.
- The Dunedin Concert Band put on a concert titled “Thanks for the Memory.” This was the first sold-out crowd under the direction of Stephen Brown with over 400 people in attendance.
- Dunedin Showcase Adult Theater returned and hosted auditions for their May show. Around 15 adults are expected to appear in May’s show titled “Sherlock Holmes & the Spinsters of Blackmead.”
- The Creative Artists Guild Workshops continued monthly. Participants can register for one class each month, which included painting, carving, paper mache and ornament making. Fifteen (15) people have signed up.
- Toronto Blue Jays spring training began and Hale Senior Center has sent over their Dulcimer instrumental group and Mah Jong board game group to the Center during this time.

- The Center continued to see an increased volume of patrons signing up for Recreation ID cards and getting involved with fitness, certain programs and activities that we offer.
- **Fitness Center:**
  - Fitness Center visits and group exercise attendance totaled 4,745 for the month of February.
  - Fitness/GEX class drop-in attendance: 108
  - Chair Massages: 340 minutes performed at the Community Center
  - The Center hosted our first Fitness Glow Party on February 22 that was a success with 30 participants and included give-a-ways, raffle, snacks and glow shirts, sticks and paint.
- **Athletics:**
  - Sixty (60) players for Youth Flag Football.
  - Over 50 kids enrolled in Track. The first meet was held on February 6 and the next meet is scheduled for March 6.
  - Twenty-five (25) athletic rentals were held in February.
  - Over 70 participants in tennis for the month of February.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
  - February 2<sup>nd</sup> - All Before/After School Staff attended continuing education training presented by Pasco Learning and Activity Centers of Enrichment.
  - February 18<sup>th</sup>- TGFH Day--School-age children spent their day off of school with us enjoying a trip to Airheads.
  - February 22<sup>nd</sup> - The Youth Advisory Committee and Staff hosted Midnite Madness, a special event for 120 teens and tweens. The event provided a night of fun and excitement battling through two extreme inflatables: zorb balls. Other event activities included laser tag, game raids, mini skate park jams with snack food buffets, music and raffle prizes.
  - February 23<sup>rd</sup>-Staff began parking for Blue Jays Spring Training games.
  - Weekly gymnasium rentals remained steady as basketball season continued.
  - Staff worked on planning and preparing for boys' high school basketball leagues to begin in March.
  - Staff completed beginning FEMA training on the Incident Command System.
  - Staff worked on future projects including Summer Camp planning/training/hiring/marketing, Flashlight Easter Egg Hunt, Spring Fling Camp and FRPA Summer Games Workshop.
  - Supervisory staff worked on finalizing the hiring process the vacant Recreation Leader II position.
  - Staff reviewed/updated Summer Manual and Staff In-Service Training to stay abreast of child care trends and best practices.
  - Staff worked with Promise Time facilitators to schedule overlay enrichment programs at Dunedin and San Jose Elementary Schools.
  - Garrison Jones Elementary Before/After School Program received 100% compliance on annual licensing inspection.
- **Hale Activity Center:**
  - Held 59 adult classes and programs for a total participation of 3,524.
  - President's Banquet was sponsored by Brookdale Senior Living Beckett Lake and had a participation of 73.
  - Held 2 meetings with an attendance of 22.
  - Held a public meeting on Stadium Construction with an attendance of 120.
  - Held trips to Fletcher's Dinner Theatre with an attendance of 32 and the Ringling Museum of Art with an attendance of 38.
  - Project 18 Big Band Dance & Concert had an attendance of 82.

- Held 2 rentals with an attendance of 300.
- Total attendance for the month of February was 4,191.
- Hale Center staff and volunteers have been giving many tours of the facility and explaining the Center's program offering. Staff also prepared for the TBJ spring parking operation.
- **Highlander Pool**
  - Sprayground repairs consisted of: new shade structure on the west side of the sprayground, repaired timer, repaired plumbing to features, repaired features (dolphin, gator and barrel), repaired spinnaker, caulked slide and repaired sprayground pump room shade (originally thought it needed to be replaced).
  - Repaired vacuum for all bodies of water and repaired returning cracks on the pool deck.
  - Scheduled termite elimination at pool shelter and shed.
  - Worked with Float Fit instructor in preparation for first class in April.
- **Parks:**
  - The Athletic Field Crew spent the entire month preparing for Little League Opening Ceremonies. Cut out all of the field edges, added clay, roto-tilled and levelled all 7 fields. Replaced damaged sod on fields 1, 2 & 7. Replaced the wooden bench seats in all 4 dugouts on fields 5 & 6. Cleaned up leaves all throughout the park and disposed of them. Mowed all of the common grounds, edged all of the sidewalks and trimmed around all of the trees. Pressure washed all sidewalks and dugout floors, as well as all of the bleachers, bleacher canopies and dugout canopies. Removed all of the old mulch from the patio between fields 1 & 2 and replaced it with new mulch. Replaced an old wooden scorer's table from field 2, with an aluminum table salvaged from Vanech. Were able to remove an old wooden light pole that had become hazardous from behind field 7.
  - Hosted an N.S.A. fast-pitch softball tournament on 2/24/19.
  - Top-dressed all 4 soccer fields at Jerry Lake to repair the damage from the fields being so heavily used.
  - Trimmed/raised up all of the trees at Jerry Lake and removed 2 hazardous laurel oaks from the parking lot.
  - Installed new benches at Eagle Scout Park.
  - Repaired floating pier at Weaver Park.
  - Assembled and installed new picnic tables at Highlander Pool.
  - Cleaned Dunedin Stadium after Spring Training games.
  - Shelled the Dunedin Fine Art Center area.
  - Provided logistical support for a variety of events and rentals, including the CRA 30<sup>th</sup> Anniversary Celebration, Arts & Crafts Festival, Midnite Madness, Run for the Arts, History Comes Alive and Downtown Market
  - Completed monthly safety checks of parks, playgrounds, and parking lots.

## **FINANCE**

- Completed 2018 fiscal year end Final Trial Balance.
- Finance trained employees for the new software (Munis) by teaching the following training classes: New Software Introduction, General Billing, Procurement and A/P Invoice Processing.
- Changed banks from Bank of America to Wells Fargo, effective March 1, 2019.
- Completed annual Unclaimed Property due diligence as required by state statute.

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

- RECENTLY AWARDED
  - Bid 19-1120 is titled "Application of Crack Seal and Microsurface on Various Street Locations in Dunedin, Florida." The contract was awarded at the February 5, 2019 meeting.
  - RFQ 19-1117 is titled "Architectural Services for a New Dunedin City Hall." The contract was awarded at the February 7, 2019 meeting.
  - RFQ 19-1119 is titled "Construction Materials Testing and Inspection Services." The contract was awarded at the February 19, 2019 meeting.
- SCHEDULED FOR CITY COMMISSION DISCUSSION
  - Bid 19-1122 is titled "Lift Station #8 and #15 Emergency Pump Replacement." This project is scheduled for discussion at the March 5, 2019 City Commission meeting.
- UNDER EVALUATION
  - N/A
- ACTIVE ON THE STREET
  - RFQ 19-1123 is titled "Engineering Design Services for WWTP Electrical System Upgrades." Qualifications submittals are due at 2:00 pm Tuesday, April 2, 2019.
- UNDER DEVELOPMENT
  - RFP 19-1124 – Furnish & Install Shade Structures at Two City Locations
  - RFQ 19-1124 – Architectural Design Services for a Building Repurposing

## **BUDGET**

- Reconciled FEMA expenditures;
- Submitted January reimbursement request to County for December stadium expenditures;
- Carry-forward amended budget was presented and approved by Commission;
- Updated FY2019 CIP sheets to a newly revised FY2020 format and distributed to departments for review and FY2020 update;
- Distributed a new Business Plan Initiative request form to Departments for submission of new FY2020 Business Plan initiatives;
- Opened and updated the FY 2020 Budget Entry Module in Naviline for Departments to enter and update FY2020 line item budgets.

## **February 2019 CRF:**

Early CRF payoffs: 1 totaling \$347  
New CRF loans: 3 totaling \$4,847  
CRF paid at install: None  
CRF reaching full amortization: 6

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

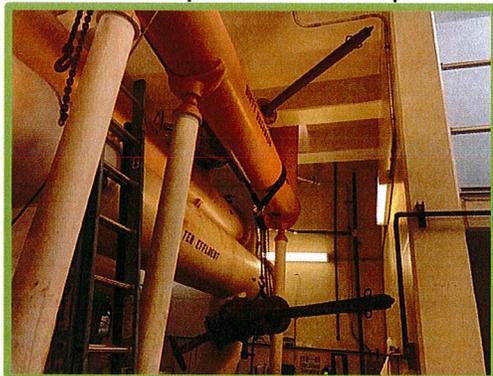
### **Engineering Division:**

#### **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 19, 2018; the Pre-Construction meeting was held on May 29, 2018. Due to long lead times

for the valves and actuators, the “NTP” was issued for August 20, 2018; with project completion anticipated on or 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. Contractor is continuing to work on the installation and operation of the new filter valves. Wastewater staff will be coordinating the draining of the filter basins with the contractor as needed. Final Completion is anticipated to be in May.



Installation of Line Stops



Installation of new Pneumatic Valves

- **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 completed set of plans is being issued for construction by the design-builder.
- The City received the GMP and after negotiations, the agreed amount was \$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 was brought before the Commission for consideration of conditional award on March 7<sup>th</sup>, subject to FDEP SRF Construction Loan approval, anticipated in May 2019.
- The City is slated to receive a low-interest State Revolving Fund (SRF) loan for construction in the amount of \$31,443,418 (*the Total GMP amount with an additional 10% for construction and technical services contingency added by FDEP and \$616,537 Loan Servicing Fee*). 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 application for the SRF construction loan funding was brought before the Commission for consideration on March 7<sup>th</sup>.

- **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 8<sup>th</sup> in which seven (8) Contractors submitted bids. The project was awarded to Danus Utilities, Inc., on March 5<sup>th</sup>, in the amount of \$476,245.00. It is anticipated the Notice to Proceed will be in April 2019.

- **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 approximately 50% complete.
- The project is expected to be bid in the second quarter of 2019, with construction expected to be complete by approximately the third quarter of 2020.

- **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 began in February and is approximately 80% complete. The final bid package is expected to be completed in April, and bid in the second quarter of 2019.

- **Wastewater Treatment Plant – Electrical System Upgrades**

- The City of Dunedin intends to replace the City's Motor Control Centers (MCC's), switchgears, breakers, add localized generators and related electrical equipment at its Wastewater Treatment Plant, and the electrical equipment, starters, etc., at the City's 44 Lift Stations. The electrical equipment at the WWTP and lift station has reached the end of useful life and maintenance has become difficult to perform, and parts a challenge to acquire. In addition, new equipment has increased safety measures for operational and maintenance staff.
- To complete the design portion of this work, the City advertised a request for qualifications (RFQ) to receive submittals from qualified firms for review and award. The City is slated to receive submittals in April for review.
- Following review, award of the design portion of the work is expected to occur 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 second 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 has included it in their FY2020 resurfacing project. FDOT is planning on milling and repaving this section of the road and will re-align the crosswalk, modifying curbs and sidewalks as necessary. Once completed, the City will install the flashers. The City will continue design of the new crosswalk on the west side of the intersection.

- **Milling & Overlay** – The 2018 annual paving contract was awarded to Gator Grading & Paving, LLC on October 30<sup>th</sup> in the amount of \$522,673.20. A Pre-Construction Conference was held in January. The Contractor began roadway work on March 1<sup>st</sup> and completion is expected by June.
- **Crack Seal, Micro Surface and Full Depth Reclamation** – This project was awarded to Asphalt Paving Systems (APS) on February 5<sup>th</sup> in the amount of \$552,678.10. Construction is anticipated to begin in April.
- **Application of Asphalt Rejuvenating Agent** – This project was awarded to Pavement Technology, Inc., in the amount of \$38,597.98. Application of the asphalt rejuvenating agent was completed in February.

### **Drainage / Interdepartmental Support**

- **Interdepartmental Support:**
  - **Marina Sediment Removal Project** – The City Commission approved an authorization request for \$62,430 on August 21, 2018 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 is complete, with the City seeking clarification on where disposal of sediments must go. The CORP is still reviewing their permit. Cost estimates have been provided by the consultant based on all material going to the landfill.
  - **Marina Boat Ramp Replacement** – The concrete boat ramp to the Sound had been damaged by loss of beach and wave erosion undermining the ramp, resulting in the need for replacement. Staff submitted and received an Exemption Verification from the Florida Department of Environmental Protection (FDEP) that allowed for removal and replacement with a ramp of similar size and location without permitting. Demolition of the existing ramp was completed by staff from the Public Services Division in mid-January. Final plans for a replacement ramp are currently being reviewed.
  - **Idlewild Ditch Project** – The City Commission approved an authorization request for consulting services in the amount of \$49,996 on August 21, 2018 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 submitted the 100% construction plans for review. The SWFWMD (regulatory agency) permit application was approved in February. The project is expected to go out for bid in March.
  - **Fern Trail Boardwalk** – This existing trail in Hammock Park floods and is periodically closed to preserve the native species along the trail. An elevated boardwalk was designed 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 a fully 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 – (2)

## **Public Services Division:**

### **Streets Section**

- Continued new installations and repair of concrete sidewalks (2,327 SF).
- Removed/replaced military and event banners.
- Staff continues right-of-way tree trimming Citywide:
  - Trimmed and hauled tree canopies for roadway clearance
  - Trimmed hardwood trees and palms (165 trimmed, 17.1 tons hauled).
  - Completed trimming Grove Terrace Subdivision
  - Continue trimming Virginia Park / Dexter Park tree canopy for roadway clearance.
- Continued Traffic Sign & Post maintenance Citywide:
  - Manufactured (74) new signs, and replaced (58).
- Repaired utility cuts for the Water and Wastewater Divisions (4 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (37 tons hauled).
- Installed ADA ramp for handicap boat lift at Marina
- Rebuilt Main Street brick entrance sign
- Regraded Victoria Drive, unimproved roadway
- Installed VMB's for History Comes Alive event
- Forklift certifications for 8 employees
- Safe driver training for 8 employees
- Installed PSTA banner for Park & Ride
- Re-painted speed humps caution strips



- Provided Special Event support –
  - Downtown Arts & Crafts
  - CRA 30 year celebration
  - Achieva Shredfest
  - Honu Anniversary

### **Stormwater Section**

- Cleaned 14,339 linear feet of stormwater piping



- Continued slope ditch mowing
- Continued ROW mowing

- Continued residential street sweeping activities:
  - Hauled 25.1 tons / 42 cubic yards of street sweeping debris to the County landfill.
  - Hauled 5.8 tons / 12 cubic yards of catch basin debris to the County landfill.
  - Hauled 7.1 tons / 12 cubic yards of CDS debris to County landfill.
- Continued catch basin repairs Citywide (5).
- Repaired stormwater pipe at 2640 Michael Place
- Forklift certification for 12 employees
- Safe driver training for 12 employees
- Repaired Dunedin High School ditch from washouts



- Continued ditch maintenance, and stormwater pipe maintenance and repairs Citywide.

### **Stormwater Program Coordinator**

- Mangrove trimming throughout the City of Dunedin began on March 4<sup>th</sup>.
- Attended Pinellas County MS4 quarterly meeting. Stormwater Enforcement was the main topic of discussion, and structuring ordinances for proper enforcement within a municipality.
- Aided in the development of the Conservation Element of the Comprehensive Plan for incorporation of sea level rise, water quality, and other environmentally sensitive topics.
- Assisted Pinellas County with the Lofty Pine septic to sewer State Appropriation application.
- Attended the Local Mitigation Strategy Working Group meeting.
- Participated in the Jones Edmunds and Associates Stormwater Inflows demonstration and input session.
- Reviewed two projects for DRC concerning stormwater permitting through FDEP and the SWFWMD. Provided information regarding the need for proper BMPs during construction.
- Reviewed two projects for Infrastructure Review to notify developers of potential site contamination, permit requirements through FDEP and/or the SWFWMD, and proper BMP's.

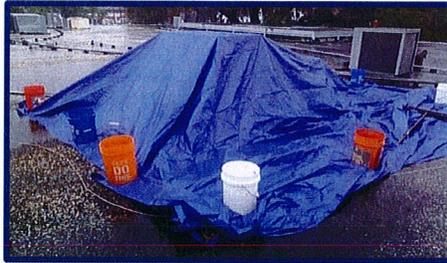
### **Facilities Section**

- Performed FDEP Aboveground Storage Tank (AST) diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- Replaced approximately 400 HVAC filters Citywide in City facilities on a monthly cycle.
- Began electric installation for temporary golf cart storage at Golf Club

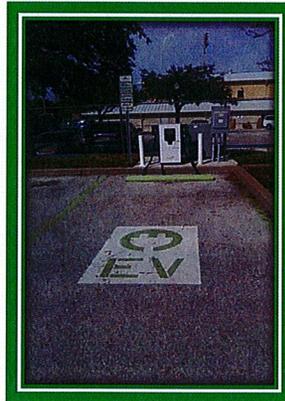


- Repaired center bay door at Fleet services
- Repaired lights throughout the Community Center

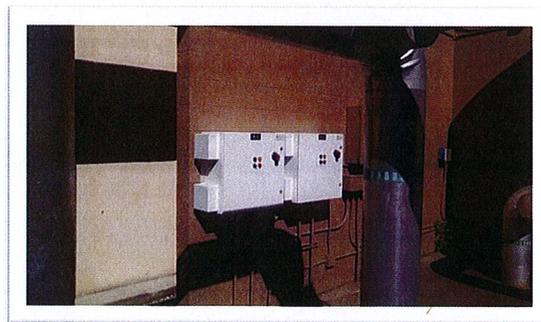
- Replaced circulation fans in the Fitness Room at the Community Center
- Replaced hot water valve in staff restroom at the Library
- Cleared and dye tested main sewer line at Golf Club
- Repaired Causeway restroom lift station
- Repaired kitchen faucet leak at City Hall
- Performed preventative maintenance on all Fire Station exhaust systems
- Began repair of roof curb for City Clerk A/C unit at Municipal Services



- Repaired front door closer at the Water Administration building
- Setup and supported Beer Fest event at Edgewater Park
- Installed new ice machine in the kitchen at Fire Station 60
- Performed audit of potential sites for new E-vehicle charging stations



- Replaced pressure relief and mixing valves in the Golf Club kitchen
- Attended employee forklift training at Public Services
- Setup and provided support for the CRA 30 year celebration event at Pioneer Park
- Repaired lights throughout the MLK Center
- Replaced electric to the office area A/C unit at the Historical Museum
- Repaired air compressor at Fleet services
- Painted VFD controller enclosures and replaced cooling fans in chiller yard at the Community Center



- Began new message board build for City Hall
- Repaired basketball court lighting at Skinner-Jackson Park

- Repaired potable water leak at meter at Fire Station 60
- Disconnect irrigation motor at Jerry Lake soccer complex for repair
- Continue HVAC apprenticeship and internship programs with Pinellas Technical College
- Responded to maintenance requests Citywide as needed.

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

- Staff continued to update credits towards the Florida Green Building Coalition (FGBC) Green City recertification. Staff is working diligently with other departments and division to complete the project in a timely manner for submission to the FGBC.
- Staff attended the Committee on Environmental Quality (CEQ) meeting. CEQ encourages private beautification efforts and the visual improvement of public facilities and grounds, and initiates those projects contributing to the beauty and health of Dunedin as a good place to live, work, and play.
- Staff is joining webinars and phone call meetings with the Southeast Sustainability Directors Network to coordinate with other Sustainability Coordinators in the region. This allows staff to gain insight and lessons learned on local government environments projects.
- Staff gave a recycling presentation to the Kiwanis Club and BioBag USA to continue with community education outreach goals.
- Staff attended the 2019 Recycle Florida Today (RFT) Winter Summit in Orlando, FL. Topics discussed at the conference included organics recycling; creating a successful recycling contract for processing, and a Florida Legislative Update.
- Commercial & Multi-Family recycling:
  - Staff continues to assist multi-family and commercial customers who are contracted with Private Haulers to resolve service concerns, 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 into a new recycling program, saving the school approximately \$40 per month for single stream recycling.
- Continued 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 date, The Beacon, and social media posts have been executed with more posts and direct postcards to come.
- Outreach Events:
  - 2/9/19 Shred Fest Event – The Solid Waste Division partnered with Achieva Corporate (Campus) 1659 Virginia Street for this years free annual event. The event allowed community members to bring up to five (5) banker sized boxes of sensitive documents (paper- based materials) for secure shredding at NO CHARGE. For participants that exceeded the 5 box limit, In lieu of service charges, they could also donate to the Achieva Foundation [501(c)(3) Corporation] that benefits our local schools. Fourteen (14) of the Rotary Club students of Dunedin High School volunteered their time to work during the event by directly traffic and unloading boxes and bags of papers from vehicles. The students demonstrated leadership skills and a hard work ethic. The event was very successful: 1,213 vehicles delivered shredding materials (1,130 last year), we recycled 42,500 pounds of shredded paper (37,628 pounds last year), and recycled 1,500 pounds of cardboard (1,380 pounds last year). Altogether, we recycled 44,000 pounds of materials. Donations received by the Achieva Foundation totaled \$1,241.52 (\$1,639.46 last year).



- Staff attended the quarterly Principles Meeting at the Community Center. Natalie Henley will begin attending this meeting next quarter, coinciding with the end of the school year, with discussions focusing on outreach collaboration ideas for the 2019-2020 school year.
- 4/12/19 DFAC Family Fun Night - Sustainability 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: 4.718 Million Gallons
  - Influent Monthly Total Flow: 132.108 Million Gallons
  - Reclaimed Water Average Daily Flow: 2.746 Million Gallons
  - Reclaimed Water Monthly Total Flow: 76.887 Million Gallons
  - Final Effluent Average Daily Flow: 1.705 Million Gallons
  - Final Effluent Monthly Total Flow: 47.728 Million Gallons
- **Maintenance and Repairs:**
  - Contractor - TSC/Jacobs installed four, out of five, new 200HP Gardner Denver blowers at Facility #13.
  - Contractor - SGS Contracting Services installed five new valves and actuators on Filter #1 at Facility #8 (Filter Building).
  - Contractor - Mission Critical Services installed new fiber optic cable replacement throughout the Wastewater Treatment Plant (WWTP), connecting all motor control centers. Facilities #3, #4, #13 and #14, which are all now running on new fiber. Facilities #7 and #8 still need to be switched over to new fiber cable.
- **Compliance:**
  - January 2019 Discharge Monitoring report was submitted to FDEP via EZDMR format; [No Issues].
  - Tier II Chemical Inventory was submitted to the State Emergency Planning Division.
  - Annual 2018 EPA Biosolids report submitted through online CDX-EPA track.
  - All of the licensed Wastewater Plant employees have renewed their Wasterwater Licenses through FDEP.
  - Contractor Central Florida Controls performed the semi-annual flow meter calibrations of raw influent, chlorine contact chamber, final effluent, return activated sludge, and filter feed flow meters; [No Issues].
  - Contractor Ringpower performed annual Preventative Maintenance on WWTP emergency generator.

## Collections Summary

- **Scheduled repairs:**
  - Main line repair Santa Barbara Drive (dewater)
  - Lateral repairs (2) – Indigo Drive and Lexington Street
  - R/W cleanouts installed / Mini scout inspections – Eldorado Court
  - Descaled iron laterals with Picote (5).
  - Manhole repairs (3) – Harrison Dr., Florida Ave., and San Mateo Dr.
  - Lateral liner installed (2) – Diogenes St. and Chesterfield Dr.
  - Worked with Public Services to perform Mini scout (camera) inspections of underdrain on Country Lane
  - Responded to citizen blockage calls (23); and daily utility field locates of sewer / fiber optics.
- **Vac / Cleaner Truck:**
  - Continued cleaning mains in LS #33 and LS #42 areas.
  - Monthly clean-out of the backwash basin at the Water Plant (1<sup>st</sup> Wed. of each month).
  - Set well points for repair on Santa Barbara Dr.



- Worked with Public Services on blockage at Art Center.
- Cleaned out wet well (LS # 4).
- Total clean: 10,104 LF of sewer mains.
- **TV Truck:**
  - Televised sewer mains at Dunedin Stadium.



- Followed up on TV inspections of mainline root control list.
- Installed main line sectional liner on Sandalwood Drive
- Total televised: 12,074 LF, with 57 set ups.

- Lift Stations:
  - LS #17 and #12A – continued troubleshooting intermittent electrical problems. Set up ACME pump for back-up.



- LS #10 – exchanged charcoal carbon in odor control unit.
- Continued more training with Plant mechanics to assist on lift stations / especially for after-hour call backs.
- Installed degreaser block in LS #26 wet well.
- Continued preventative maintenance:
  - ✓ Exercising valves; Cleaning out check valves; Cleaning wet wells; Grounds keeping, etc.

**Water Division:**

**Water Production**

• **Production Numbers:**

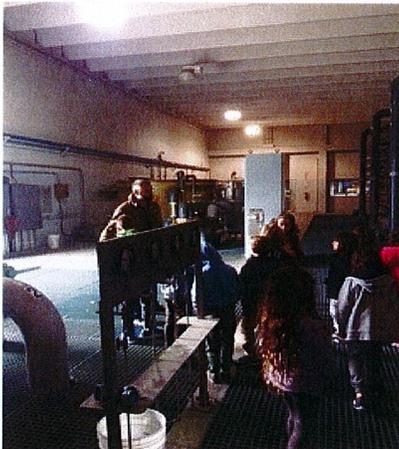
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|---|------------------------|
| ○ Average Daily Potable Water Production: | 3.75 Million Gallons   |
| ○ Monthly Potable Water Production:       | 104.95 Million Gallons |
| ○ Annual YTD Potable Water Production:    | 217.90 Million Gallons |
| ○ Annual YTD Rainfall:                    | 7.16 Inches            |
| ○ Monthly Rainfall Total:                 | 3.92 Inches            |

• **Maintenance:**

- Operators continue normal PM program on plant equipment.

• **Noteworthy Events:**

- The 2018 Consumer Confidence Report is in draft review.
- We were visited and provided a tour to Delphi Academy's Second Grade class.



## Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 19% complete, with approximately 1,654 backflows tested for the calendar year. The large meter program is 56% complete, with 41 large meters tested for the calendar year. This year, the Hydrant Program has installed 0 new hydrants, repaired 4, replaced 1, painted 74, and flow tested 43. During this time period, the Valve Program exercised 136 valves. For the year; the Valve Program has installed 1 new, replaced 0, repaired 1, and exercised 224 potable and reclaimed distribution valves.

## Wellfield

- HSW Engineering, Inc., will assist the City with performing statistical analysis of our water quality, water level, pumpage and rainfall data as required in the City's Water Use Permit, issued by the Southwest Florida Water Management District (SWFWMD). This analysis will be included in the City's Annual Wellfield report submitted to SWFWMD.
- Well #90 is back in operation after replacement of a faulty flow meter.
- Monitoring Well (MW #62) will require abandonment and replacement due to facility conflicts at the Toronto Blue Jay's Player Development Complex (PDC). The City has received 3 quotes for the drilling tasks and is in the process of completing the administrative tasks to replace the well.
- Well #31 will be out of operations due to a faulty check valve.
- King Engineering is in the process of designing a plan to renovate Well #1 with a new pump/motor, piping, and electrical features.
- The City is preparing the 2018 Annual Wellfield report for submittal to SWFWMD, due by April 1, 2019.

## 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 21,548 followers in February 2019.
- Managed Social and Digital Media (Facebook, Twitter, Instagram, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 980 subscribers • 226,092 views
- Your City @ Work February edition newsletter.
- CRA 30<sup>th</sup> Anniversary logo design, banners, outreach material coordination, scheduled live music and public outreach. Set-up table at event for promotional CRA 30<sup>th</sup> promo items.
- CRA 30<sup>th</sup> Anniversary video production.
- Intranet coordination work on the Active Directory and structural set-up.
- Budget planning and training on new Tyler system.
- Short term rental outreach assistance and meeting assistance.
- Research of new Granicus video player and new encoder.
- Golf Cart Safety Committee outreach material in development.
- Live streaming connection set-up for fiber connectivity at Library and Hale.
- Comp Plan outreach material in development.
- Mardi Gras pre-production and planning.
- Spring Training opening day coverage and promotion.
- Boards & Committee video production.

- Legislative priorities document creation.
- DTV Studio prep work for future programming/photos.
- Skinner Blvd. meeting outreach assistance.
- Recycling outreach campaign material design and development.
- 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
- Assistance and outreach to media outlets

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

- Produced all video content for Dunedin TV, City website, Facebook and YouTube.
- February Spotlight on Dunedin: Achieva Paw Park Grand Opening, CRA 30<sup>th</sup> Anniversary.
- Mardi Gras pre-production for live streaming.
- 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 implementation for the website.
- Assist clerk with Boards & Committees module.
- 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.

## **PLANNING AND DEVELOPMENT DEPARTMENT**

### **Code Enforcement**

- In February the Code Enforcement Board heard 5 Old Business and 7 New Business cases, and accepted 7 Affidavits of Compliance. The board heard two fine reconsideration requests, and one memorandum from the City Attorney regarding foreclosure. Department staff responded to 4 public records requests.
- Code Enforcement opened 96 cases in February.
- The Code Enforcement Board collected \$112,684.80 in unpaid fines and fees in February.

MANAGER'S UPDATE  
 PLANNING & DEVELOPMENT DEPARTMENT - BUILDING DIVISION

MONTH: FEBRUARY 2019

PERMITS		
Total Permits Issued		440
Total Permit Fees Collected		\$161,436.50
Total Valuation of Construction		\$9,633,000.00
Permits by Group:	NUMBER	VALUATION
Building Permit	255	\$8,769,490.00
Electrical Permit	35	\$274,342.00
Fence Permit	24	\$92,834.00
Gas Permit	1	\$1,050.00
Mechanical Permit	70	\$392,631.00
Plumbing Permit	49	\$89,551.00
Sign Permit	2	\$6,774.00
Tent Permit	4	\$2,000.00
New Construction by Building Type:	NUMBER	VALUATION
New Single Family Residences	16	\$4,994,074.00
New Two-Family Residences	0	\$0.00
New Multi-Family Residential Buildings	0	\$0.00
New Mobile Homes	0	\$0.00
New Commercial Buildings	0	\$0.00
New Mixed-Use Buildings (Commercial & Residential)	0	\$0.00
BUILDING INSPECTIONS		
Building, Electrical, Gas, Mechanical, Plumbing:	NUMBER	
<b>TOTAL</b>	<b>1,106</b>	
LOCAL BUSINESS TAX RECEIPTS		
Business Taxes	NUMBER	FEES
	148	\$5,069.63

**Planning Department**

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

- First Reading: Ordinance 19-03 proposes 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.
- Second Reading: Ordinance 19-04, requesting to rezone the property located at 527 Paula Drive S. from “NB” Neighborhood Business to “GB” General Business.
- The 2017 Visioning Land Development Code Changes  
 Second Reading of Ordinance 19-05, Amending Chapter 103; Second Reading of Ordinance 19-06, Amending Chapter 104 and Second Reading of Ordinance 19-07, Amending Chapter 105
- Staff presented a USF Project Update for the following:
  - Sea Level Rise Project
  - USF Affordable Housing Report
  - USF SR 580 Corridor Study Project
  - USF Historic Preservation Marketing Project
  - Solar Leadership Project
  - Peril of Flood Project
  - Carbon Footprint USF Project
- Staff presented to City Commission a Comprehensive Plan Update for the Support Services and Capital Improvements Element.

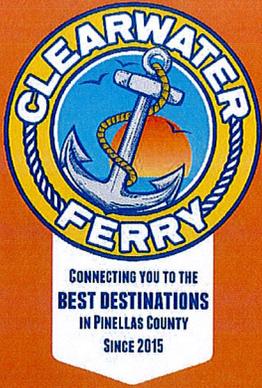
## Development Project Update 3-11-19

<b>Current Projects - City Commission Review</b>				<b>LPA</b>	<b>CC 1st</b>	<b>CC 2nd</b>	<b>under const</b>	<b>% comp</b>
Aberdeen Oaks	1441-1461 Virginia St	20 single-family home subdivis	√	√	√	Yes	60%	
Arcadia	265 Causeway Blvd	16 4-story condos	√	√	√	Yes	5%	
Chesapeake Apartments	2307 Cumberland Cir	44 apts (add. to existing)	√	√	√	Yes	80%	
Courtyard on Main- <i>amended</i>	Main/Douglas/Monroe	18 condos; retail;parking gar.	√	√	√	No	20%	
Hampton Inn - Causeway	2621/2641 Michael Pl	90-room hotel with restaurant	√	√	√	Yes	70%	
Dunedin Commons	375 Patricia Ave	mixed-use (retail, TH, apts); D.	√	√	√	Yes	95%	
Dunedin Cove	93 Lexington Ave	20 single-family homes	√	√	√	Yes	40%	
Gramercy Ct Ph II	Howard Ave	18 townhomes - phase II	√	√	√	Yes	20%	
Grant St B&B	418 Grant St	22-unit vacation rentals	√	√	√	No	0%	
Highland Ridge TH	949 Highland	13 townhomes	√	√	√	Yes	90%	
Oak Bend Townhomes	801 Main St	32 townhomes	√	√	√	No	0%	
Pura Vida (now Mira Vista)	1413 Bayshore Blvd	7 townhomes replacing bungal	√	√	√	No	5%	
San Christopher Villas	1501 San Christopher Dr	12 villas	√	√	√	Yes	60%	
Sea Palms	2624 Paula Dr N	8 townhomes	√	√	√	Yes	5%	
Surgcenter Dunedin	980 Milwaukee (Gateway)	7600 sf surgery center	√	√	√	Yes	85%	

<b>Current Projects - Staff Only Review Only</b>			<b>Comments</b>	<b>under const</b>	<b>% comp</b>
blue Jays	training facility	rennovations, etc	<i>infrastructure under review</i>	No	0%
Carriage House	1040 Broadway	convert to event venue		No	0%
Faith United Church	1650 Pinehurst	1100 sf addition		Yes	35%
227 & 229 Hancock St	227 & 229 Hancock St	keep SF home and add duplex		Yes	20%
James St. Cottages	603 Scotland	SF property to 4 (Glencairn-style) cottages		Yes	92%
Marker One Marina	343 Causeway Blvd	complete Phase II		Yes	40%
McDonalds	2618 Bayshore Blvd	renovation, add extra drive-thru lane	<i>permit approved</i>	No	0%
Retail strip center	1440 Main St	demo bldg, replace w/retail bldg (pizza & urgent care)	<i>infrastructure app'd</i>	No	0%
San Ruffino TH	1340 Bayshore Blvd	finish 7 townhomes previously approved, but never built	<i>permit under review</i>	No	0%
Whiskey Cartel	1600 Main St	fully C.O.'ed, but not open		Comp.	100%

<b>Potential Future Projects - City Commission Review</b>			<b>Comments</b>
Beyond the Wall	520 Skinner Blvd	Add two rental units and owners apartment.	
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	

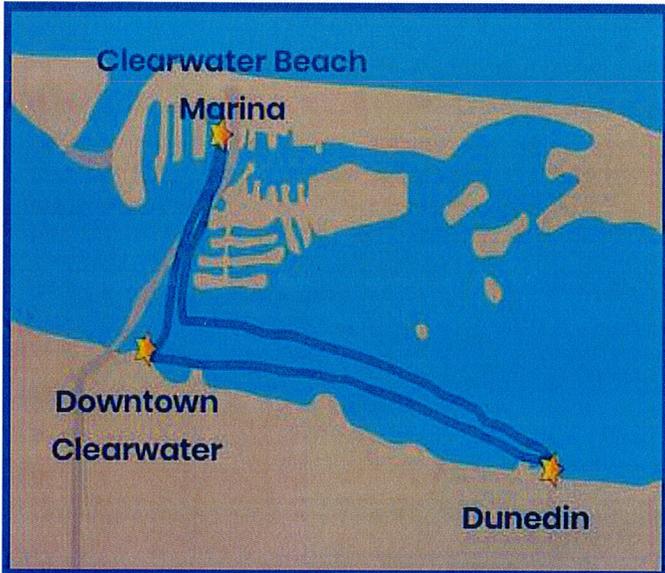
<b>Potential Future Projects - Staff Only Review Only</b>			<b>Comments</b>
630-643 Athens St	630-643 Athens St	4 single-family homes with shared drive	
Baywood Shores Clubhouse		demo clubhouse and convert land to park (sell parking lot)	
929 Broadway	929 Broadway	current HOB - condos; 4-story mixed use residential over commercial	
Chase Ct @ Douglas	Chase Ct @ Douglas	4 vacation rentals or a duplex	
Discovery Academy	1380 Pinehurst	demo front building, replace with portable	
EOC	Belcher	EOC and future training	
The Foundry	351 Albert St	6 short-term (container) rental units	
962 Highland Ave	962 Highland Ave	4-unit apt building/vacation rental	
971 Howard	971 Howard	four residential units	
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)	



# MONTHLY RIDERSHIP REPORT

Prepared by Clearwater Ferry Services for the City of Dunedin.

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



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

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

## JANUARY 2019

- Number of Days of Operation of Blue Line with service to Dunedin: **9 days**
- Total Ridership on Blue Line with service to Dunedin: **475 passengers**
- Average daily Ridership on Blue Line with service to Dunedin: **over 52 guests**
- Passengers originating in Dunedin = 33% // Passengers originating in Clearwater = 67%

## PILOT PROGRAM TO DATE (7/6/18-present)

81 Days

5,767 Passengers

71 Guests  
Daily Average

## CONNECT WITH US

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

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**To:** Jennifer Bramley, City Manager  
**Thru:** Doug Hutchens, Deputy City Manager  
**From:** Jeffrey Parks, Fire Chief  
**Date:** March 4, 2019  
**Re:** Monthly Report for February 2019

**Fire Prevention Division:**

Fire prevention personnel have been very active inspecting the multiple special events that have been occurring to ensure that the events are complying with the Florida Fire Prevention Code and that all aspects of life safety are being addressed.

**New projects completed:**

- Dunedin Fine Arts Center Cooking Classroom – Michigan Blvd.
- Chesapeake Apartments – 2307 Cumberland Cir.
- Marker 1 – 343 Causeway Blvd – Expansion Project

**Current projects:**

- Artisan Lofts – 638 Douglas Ave – Commercial Units
- Dunedin Commons Apt. – 375 Patricia – Commercial Units
- Arcadia Luxury Condo – 265 Causeway Blvd
- Gramercy Court Townhomes – Highland Ave
- 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
- Kellys Chic-A-Boom – Outdoor Renovation – 319 Main St.
- Dunedin EOC – New Construction
- San Ruffino Building 3 & 5 – New Construction – 1340 Bayshore Blvd

**Operations:**

<u>Type of Incident</u>	<u>Month of Feb</u>	<u>Year to Date</u>	<u>Emer Resp by Uni</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	482	1073	<b><u>EMS</u></b>		
Rescue Incident Response	49	94	<u>Station 60's Area</u>		
Fire Alarm	30	62	E60	163	4:21
Fire Incident Response	9	20	E62	19	5:40
Structure Fire Response	9	27	E61	15	7:26
Special	9	11	SR61	4	0:16
Cardiac Arrest Response	6	14	E51 (CFD)	4	6:52
Water Rescue Response	3	9	SR60	2	0:15
Major Incident Response	4	7	E50 (CFD)	2	7:46
Support incident (Fire)	5	6	R48 (CFD)	1	8:36
Unconfirmed Structure Fire	1	5	<u>Station 61's Area</u>		
Fire Incident Response Special	4	9	E61	58	5:38
Air Transport Incident	3	3	E60	5	6:50
Trauma Alert	5	11	E66 (PHFD)	4	6:40
Support Incident (DC)	5	6	<u>Station 62's Area</u>		
Medical Incident Special	0	1	E62	65	5:25
Support Incident (Medical)	6	11	E50 (CFD)	7	5:31
HazMat Invest	0	0	E65 (PHFD)	5	7:03
Moveup - Coverage	0	2	E61	3	6:21
Special Event	0	0	E60	1	9:49
Hospital Landing Zone	0	1	P65 (PHFD)	1	6:37
MVC Possible Extrication	0	1	<b><u>FIRE</u></b>		
Brush Fire Incident Response	0	0	<u>Station 60's Area</u>		
Extrication	2	3	T60	5	6:23
Rescue Incident Special	2	2	E60	3	6:54
Technical Rescue	0	0	E61	2	6:38
Auto Crash	1	1	<u>Station 61's Area</u>		
Extrication (Vehicle)	0	0	E61	3	8:02
Code H	0	0	T60	2	8:27
Totals	635	1379	E62	1	6:41
			<u>Station 62's Area</u>		
			E62	3	6:20
			E50 (CFD)	2	5:03

36 (7.17%) of the above calls were handled by units other than DFD.

PINELLAS COUNTY SHERIFF'S OFFICE  
BOB GUALTIERI, SHERIFF



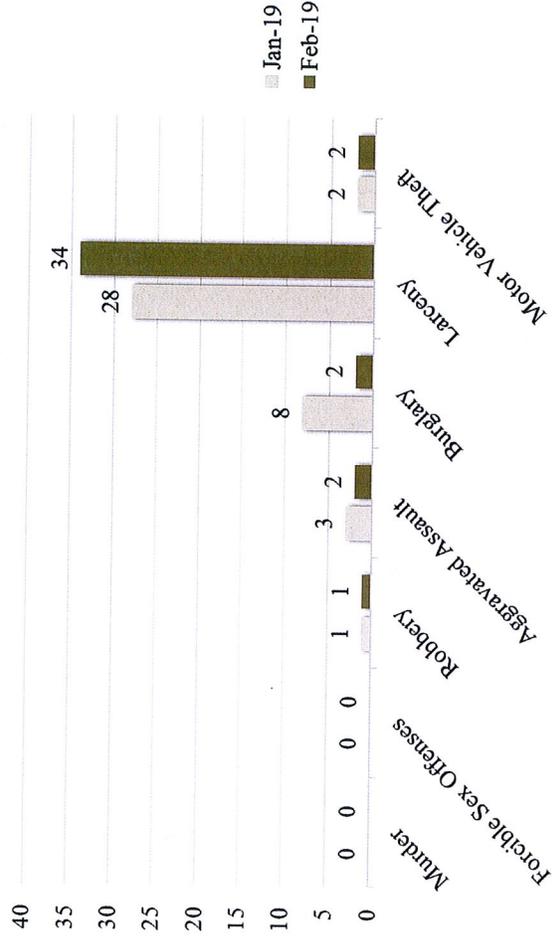
STRATEGIC PLANNING BUREAU

DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

February 2019

UCR Part I Crime Category	January 2019	February 2019	February 2018 YTD	February 2019 YTD
Murder	0	0	1	0
Forcible Sex Offenses	0	0	0	0
Robbery	1	1	0	2
Aggravated Assault	3	2	5	5
Burglary	8	2	11	10
Larceny	28	34	104	62
Motor Vehicle Theft	2	2	7	4
<b>GRAND TOTAL</b>	<b>42</b>	<b>41</b>	<b>128</b>	<b>83</b>



**Arrests**

**February 2019**

There were a total of 96 people arrested in the City of Dunedin during the month of February resulting in the following charges:

<b>ARREST TYPE AND DESCRIPTION</b>	<b>TOTAL</b>
County Ordinance	2
Open Container Ordinance	2
<b>Felony</b>	<b>15</b>
Aggravated Assault	2
Battery-65 Or Older	1
Burglary-Conveyance	1
Carry Concealed Firearm	1
Criminal Mischief	1
Felony Battery-Prior Convictions	1
Grand Theft-Auto	1
Grand Theft \$100/\$300 Home	1
Possession Of Controlled Substance	3
Tamper/Harass Witness-Victim	1
Violation Of Probation/Community Control-Adult	1
Violation Of Probation With/Without Warrant	1
<b>Misdemeanor</b>	<b>71</b>
Battery	1
Battery-Domestic Related	8
Contractor License Violation	40
Disorderly Intoxication	1
False Name Or ID By Person Arrested	1
Juvenile VOP/Conditional Release	1
Loitering/Prowling	3
Possession Of Controlled Substance	3
Possession Of Drug Paraphernalia	2
Resist/Obstruct LEO Without Violence	6
Trespass After Warning	2
Trespass On School Grounds	1
Violation Of Injunction For Protection Against Stalking Or Cyberstalking	1
Violation Of Probation/Community Control-Adult	1
<b>Warrant</b>	<b>13</b>
Failure To Appear	2
Violation Of Probation/Community Control-Adult	1
Warrant Arrest	10
<b>Traffic Felony</b>	<b>3</b>

<b>ARREST TYPE AND DESCRIPTION</b>	<b>TOTAL</b>
Driver's License Suspended/Revoked	3
<b>Traffic Misdemeanor</b>	<b>15</b>
Attached Tag Not Assigned	1
Driver's License Suspended/Revoked	8
Driving Under The Influence	5
DUI-Damage To Person/Property	1
<b>Grand Total</b>	<b>119</b>

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

## Deputy Activity

There were a total of 3,147 events in the City of Dunedin during the month of February resulting in 5,066 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 February. \*CAD data is filtered by problem type.

### February 2019

DEPUTY ACTIVITY	TOTAL
Traffic Stop	1,019
Directed Patrol	212
Assist Citizen	181
Special Detail	154
Information/Other	149
Vehicle Abandoned/Illegally Parked	108
Suspicious Person	92
House Check	84
Alarm	73
Traffic Violation	56
Transport Prisoner	56
Accident	53
Suspicious Vehicle	50
Contact	48
Fraud/Forgery-Not In Progress	47
Supplement	46
Building Check Business	41
Operation Medicine Cabinet	37
Warrant Service/Attempt	37
Lost/Found/Abandoned Property	28
Trespass	27
Assist Motorist	27
Domestic-In Progress	25
Community Contact	24
Assist Other Agency	21

Prepared by: Casey Taylor

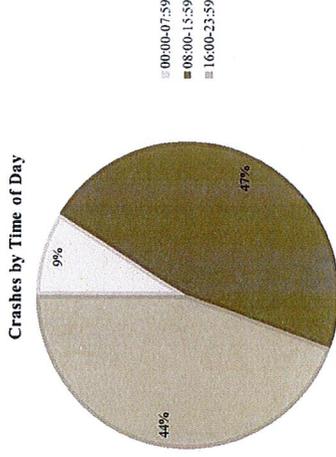
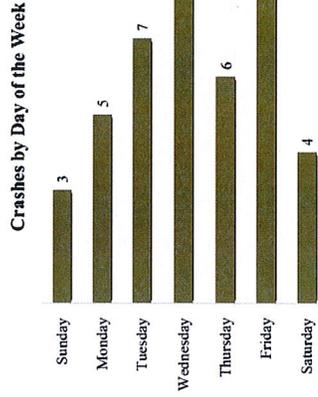
Data Source: ACISS: UCR Offenses with Occurred Address, Arrested Subjects, Citation City Report

CAD: Crime Analysis Views, Crime Analysis Incident History (Dispo- 7)

## Crash & Citation Analysis

There were a total of 45 crashes in the City of Dunedin during February 2019.\*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/Curllew Rd	3
Main St/Lazy Lake Rd E	1
Douglas Ave/Orangewood Drive	1
Broadway/Monroe St	1
1414 Alt 19	1
Keene Rd/Virginia St	1
1491 Main St	1
San Christopher Drive/CR 1	1
1592 San Christopher Drive	1



There were a total of 999 citations and warnings issued in the City of Dunedin during February 2019.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
Skinner Blvd & Pinellas Trail	12
Main St & Belcher Rd	11
Douglas Ave & Skinner Blvd	9
Main St & County Road 1	9
Curllew Rd & Bayshore Blvd	5
Main St & Patricia Ave	4
County Road 1 & Falcon Drive	4
Beltrees St & Milwaukee Ave	4
Main St & King Arthur Ct	3
San Christopher Drive & Patricia Ave	2

