

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

April 8, 2019

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

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

### **Budget**

- Staff has been working to prepare the Economic & Housing Development budget and the Community Redevelopment budget.

### **Parking**

- The City recently improved the parking surface at the leased Dunedin Station Square with asphalt millings.
- The City is looking to build another parking garage on the property it owns at Loudon/Milwaukee

### **Achieve Way**

- Staff has completed the coordination for the renaming of a portion of Virginia Street to Achieve Way. A Block Party and unveiling was held on March 30, 2019.

### **Patricia Corridor**

- Staff has met with Landscape Architects, Tobin Properties, (owners of the Dunedin Plaza), and with Planning to discuss and plan an enhancement strategy for the Corridor.

### **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. Staff assisted with organizing the public meeting which was held on March 19 at 6:00pm at the Library. The Architectural Consultants, from Harvard Jolly will present three (3) concepts for the siting of City Hall at the May 14<sup>th</sup> Commission Work session.
- **Gateway** – Staff has been meeting with the Developer to discuss the Gateway plans. The Gateway plans are scheduled for the April 16 Commission Workshop.

### **CRA/CRAAC**

- Staff completed the FY 2018 CRA Annual Report and it was presented to the Community Redevelopment Advisory Agency Committee and to the Community Redevelopment Agency at the March meetings. The Report is available on the City Website and in the Clerk's office.
- Staff prepared the renewal lease with Mease Hospital for use of the parking lot.
- Staff has completed a three month parking lot count and has reported findings to the City Manager

### **Affordable/Workforce Housing**

- Langton & Associates has been hired to conduct the housing assessment and housing elements plan 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 presented a report on the public input meetings to the Commission on at the March 19, Workshop. Staff will bring the project back with the suggested edits, requesting approval to move to the Design Phase on May 16, at 6:00m City Commission meeting.

- Staff has submitted a 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

- 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. This project is as a measure to enhance walkability on Douglas Avenue near the Artisan and parking Garage.
- Staff has been working with the Arts & Cultural Committee to add artistic lettering to enhance the brick entrance sign 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.

## PLANNING AND DEVELOPMENT DEPARTMENT

### Building Department

MANAGER'S UPDATE  
PLANNING & DEVELOPMENT DEPARTMENT - BUILDING DIVISION

MONTH: MARCH 2019

PERMITS		
Total Permits Issued		511
Total Permit Fees Collected		\$403,334.00
Total Valuation of Construction		\$24,713,792.00
Permits by Group:	NUMBER	VALUATION
Building Permit	294	\$23,871,791.00
Electrical Permit	64	\$269,202.00
Fence Permit	32	\$98,019.00
Gas Permit	1	\$1,975.00
Mechanical Permit	64	\$379,450.00
Plumbing Permit	51	\$95,005.00
Sign Permit	1	\$200.00
Tent Permit	4	\$2,000.00
New Construction by Building Type:	NUMBER	VALUATION
New Single Family Residences	4	\$1,601,336.00
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	
TOTAL		1,165
LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	FEES
Business Taxes	203	\$3,270.50

### Code Enforcement

- In March the Code Enforcement Board heard 4 Old Business and 13 New Business cases, and accepted 11 Affidavits of Compliance. The board heard one fine reconsideration request, and two memorandums from the City Attorney regarding foreclosure. Department staff responded to one public records request.

- Code Enforcement opened 148 cases in March.
- The Code Enforcement Board collected \$41,483.51 in unpaid fines and fees in March.
- The Code Enforcement Board authorized the City Attorney to accept a \$16,000.00 settlement offer received by Attorney Allyson Hale on behalf of the current owner, Jeff 1, LLC, owed in connection with the above referenced Code Enforcement Board lien.
- The Code Enforcement Board authorized the City Attorney to accept a \$3,500.00 offer from the current owner, MRLV, LLC, in exchange for a Partial Release of two Code Enforcement Board Liens (DCEB 04-154 and 05-63) on the property located at 1776 Pasadena Drive.

### **Planning Department**

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

- Second 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.
- Resolution 19-04 creating the Certificate of Appropriateness document as required by the City's Historic Preservation Ordinance.
- Approved the Master Research Agreement By and Between the City of Dunedin and the University of South Florida Board of Trustees. This Agreement is a housekeeping item requested by USF for its records and has no impact on the Community Sustainability Partnership Program or the payments already made.
- Staff presented to City Commission a Comprehensive Plan Update for the Conservation Element and sought direction on this new Element.
- Staff presented the Patricia Avenue Next Steps Workshop to seek direction for this corridor over the next decade. The 2005 Visioning Report identifies Patricia Avenue as one of six key areas in need of redevelopment. Significant future resources will need to be allocated to beautify the public realm of this important corridor.

*The Local Planning Agency held a public hearing in **March** for the following:*

- Ordinance 18-33 regarding Local Planning Agency Term Limits, and changing 2-year terms to 3-year terms.
- Ordinance 18-34 regarding Board of Adjustment and Appeal Term Limits, and changing from 2-year terms to 3-year terms.
- Ordinance 19-11: CRA Street Types Amendment Ordinance.
- Comprehensive Plan Update (Conservation and Recreation & Open Space Elements).

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

- Application 19-5C: Conditional Use for 463 & 465 Lyndhurst Street Bed & Breakfast. **APPROVED**
- Application 19-4C: Conditional Use for 212 President Street Bed & Breakfast. **APPROVED**
- Application 19-3C: 764 Main Street Conditional Use Permit for a parking lot flower truck. **APPROVED**

### **DUNEDIN PUBLIC LIBRARY**

- Presented 8 tech classes with an attendance of 53 people
- Notary Service at Library –22 stamps
- Delivered 79 items to 15 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 173.5 hours of their time
- Adult Volunteers donated 170.5 hours of their time
- 396 patrons utilized the study rooms

- 667 people visited the Branch Library @ the Community Center for the month
- 316 seeds packets "checked out"
- E-books checked out – 1904
- E-audiobooks checked out – 987
- 3 Exams proctored
- Interlibrary loan books obtained for Dunedin Patrons – 54 books
- 136 DVDs/CDs cleaned and put back in collection
- Webinars: Middle Grade Magic, Library Standards & Outcomes, Saying No to Patrons, Homeless Library training,
- Staff attended the following meetings: Commission Meeting, Dunedin Council of Organizations, Weekly City Department Head Meeting, weekly Library Management Team meetings, Integrated Library System Special Interest Group and Youth Services Special Interest Group
- Library restrooms under renovations
- Staff attended Curtis Fundamental and Garrison Jones SAC meetings
- Partnership with Dunedin Fine Art Center on their library collection
- Director worked on FY20 Budget
- Staff attended Tyler/Munis training session
- Supervisors attended training on insurance and workers compensation
- Attended ribbon cutting at Curtis Fundamental
- Presented Mayors Top Apple/School Awards at Teacher Breakfast
- Received Disability Friendly award from City of Dunedin Disability Committee
- Staff recognized at Employee Recognition Event
- Attended State of the City
- Director spoke at North Dunedin Rotary Club meeting on library services
- Library hosted City Hall Analysis Listening Session

### STATISTICS

Door Count	29,190
Total Transactions	84,951
Average Circulation Per Hour	148.59
Adult and Youth Programs	107
Program Attendance	2336
Internet Usage (Adult & Youth)	3968
Wireless Usage	2591

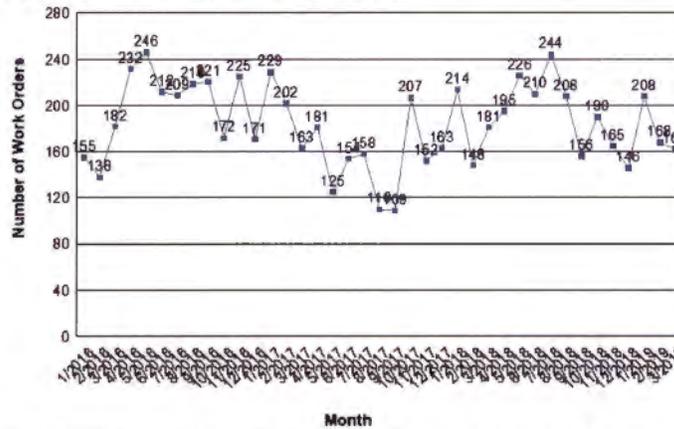
### INFORMATION TECHNOLOGY DEPARTMENT:

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

<i>Monthly Ticket Counts</i>	
Tickets Created	162
Resolved Tickets	147
Open Tickets	46
Malware Tickets	0

<i>Tickets by Priority</i>	
Critical Tickets	0
High Priority Tickets	29
Low Priority Tickets	133
Project Tickets	0

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



- During the month of March 2019, IT Services received 162 new on-line help desk support tickets. IT Services is averaging approximately 180 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	October, 2019
Phase 5 - MUNIS Work orders, Fleet & Facilities Management	October, 2019	October, 2020
Phase 6 - MUNIS Utility Billing	October, 2019	October, 2020
Estimated ERP Project Completion Date	October, 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 deploying the one hundred twenty (150) desktop computers, laptops, tablets and network switches that are all scheduled for replacement in 2019.
- **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 currently working on a project to upgrade the City’s current telephone system server. This project includes an upgrade to the existing servers and services only, while retaining the telephone desk sets to save costs. The installation project is expected to be implemented in April 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.

## **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 (8) 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; 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 Pumps #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 completed valve installation for Filters #3 & #4. It is anticipated the contractor will complete valve removal and installation for Filters #1 & #2 in April. Concrete restoration and new coatings to follow, with final completion expected 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), as well as detailed design to 90% in order to establish a Guaranteed Maximum Price (GMP) for construction. Phase II, includes completing the detailed design, construction, commissioning and turnover to the City.
- The City is anticipating authorization by the FDEP of a low-interest State Revolving Fund (SRF) loan for construction in May. The loan approval amount is expected to be for \$31,443,418 (*the Total GMP amount with an additional 10% for construction and technical services contingency added by FDEP, and a \$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 to apply for the FDEP SRF construction loan funding, and tentative acceptance of the GMP was granted by the City Commission on March 7<sup>th</sup>.

- FDEP has agreed that design related activities for the Phase II (Construction) portion of the project may be performed under Phase I, and are deemed reimbursable under the terms of the SRF loan. The items included in these activities are considered “mission critical” portions of the work to keep the project on schedule. The total amount for these activities is estimated at \$360,617. The City has approximately \$200,000 remaining funds in the Phase I (Design) SRF loan that may be used for these purposes, as agreed by FDEP. The remaining balance of approximately \$160,000 will be performed “at risk” by OCI, with the understanding they will be reimbursed when the City is awarded the Phase II (Construction) loan by FDEP.
- **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).
  - This project was awarded to Danus Utilities, Inc., on March 5<sup>th</sup>, in the amount of \$476,245.00. A pre-construction meeting is scheduled to occur on April 27<sup>th</sup>, with a ‘Notice to Proceed’ (NTP) to be issued then. Shop Drawings/Submittals have been submitted for review.
- **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, and 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 75% 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.
  - Fiber-optic cable upgrades are complete with home-runs for each facility. This upgrade was needed for the installation of the new PLC equipment.
- **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. The existing 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 and technical bid package is 100% complete. The bid package is expected to be advertised in April 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.

- The City received qualifications submittals from qualified firms on April 2<sup>nd</sup> for review and award. Following review, award of the design portion of the work is expected to occur during the second quarter of 2019.

### **Roadway Section**

- **Fenway Crosswalk** – This Edgewater Drive crossing is in permitting with FDOT and expected to be constructed in the second quarter of 2019.
- **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 has completed all paving. Thermoplastic pavement markings will be applied in late April.



- **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. A Pre-construction conference is being scheduled in April with work to begin in May.

### **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. These natural resources and geotechnical reports were provided to the City in December, with our consultant submitting 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 has completed their review and will issue their permit as soon as the City gets confirmation of meeting State water quality approval, which will come with the FDEP permit. The consultant has provided cost estimates based on all material going to the landfill.
- **Marina Boat Ramp Replacement** – The former western 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 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. Plans for a replacement ramp are at 100 percent with the project going out for bid in April. Expected start of construction is either late July or August, as use of the beach area by sailing activities will be idle at that time.
- **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 100%

construction plans for review. The SWFWMD (regulatory agency) permit application was approved in February. The project was bid in March with a bid submittal in April.

- **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 disturbed. The project was bid in November and bids opened on December 11, 2018. The low bid amount was significantly higher than the available budget and it was decided to not award a contract. Alternative options to a fully elevated boardwalk are being explored. This project is on hold per Parks & Recreation as they consider options.

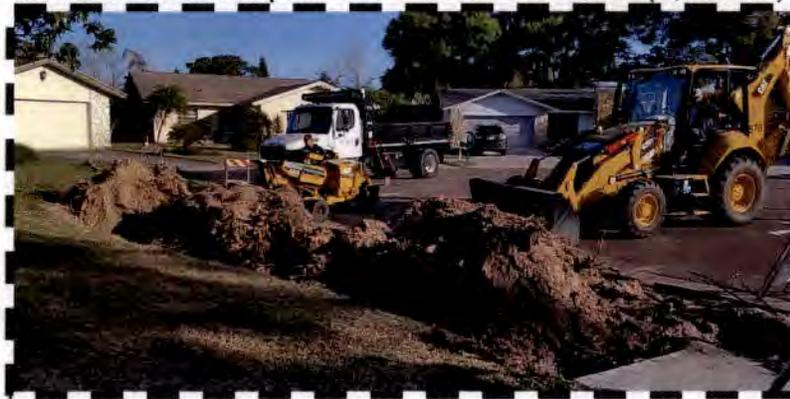
### **Development**

- **Site Infrastructure / Development Review Participation:**  
Projects discussed / researched as part of DRC meetings – (4)  
Site / Infrastructure plan sets reviewed – (2)

### **Public Services Division:**

#### **Streets Section**

- Continued new installations and repair of concrete sidewalks (1,037SF).



- Continue 7 day operation of screening of overburden dirt at the Belcher Road site.
- Remove/replace 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 (165 trimmed, 17.1 tons hauled).
  - Completed trimming Virginia Park / Dexter Park and Countrygroves West Subdivision
  - Continue trimming Jennifer Estates, Highland Estates and Union Square tree canopy for roadway clearance.
- Continued Traffic Sign & Post maintenance Citywide:
  - Manufactured (37) new signs, and replaced (58).
- Repaired utility cuts for the Water and Wastewater Divisions (6 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (25.8 tons hauled).
- Installed traffic counters on San Salvador / Santa Monica and Dinnerbell Ln E
- Installed speed feedback devices on Countrywoods Drive
- Changed street sign names from Virginia St to Achieva Way
- Motorola radio training
- Attended Employee Recognition Luncheon
- Provided Special Event support –
  - Mardi Gras
  - St Patrick's Day

- Mutt Madness
- Blue Jays Spring Training
- PCSB Teachers Breakfast
- New York Ave block party

### **Stormwater Section**

- Cleaned 7,491 linear feet of stormwater piping
- Continued slope ditch mowing
- Continued ROW mowing
- Continued residential street sweeping activities:
  - Hauled 27.6 tons / 48 cubic yards of street sweeping debris to the County landfill.
  - Hauled 8.7 tons / 12 cubic yards of catch basin debris to the County landfill.
- Continued catch basin repairs Citywide (7).
- Recertified drainage system at Belcher Road Water Storage Facility.
- Continue 7 day operation of screening of overburden dirt at Belcher Road site.



- Motorola radio training
- Attended Employee Recognition Luncheon
- Continued ditch maintenance Citywide.
- Continued stormwater pipe maintenance and repairs Citywide.

### **Stormwater Program Coordinator**

- Participated in the Conservation Element presentation of the Comprehensive Plan to the Local Planning Authority and the City of Dunedin Commission.
- Participated in the Patricia Avenue Corridor Improvement presentation to the City of Dunedin Commission. Specifically discussed was the utilization of bioswales along the right-of-way.
- Participated in the Septic to Sewer Conversion presentation to the City Commission.
- Attended the FDEP MS4 quarterly webinar.
- Attended the Florida Stormwater Association Board of Directors quarterly meeting.
- Aided in the development of the Coastal Management Element of the Comprehensive Plan for incorporation of sea level rise, environmentally sensitive topics and Peril of Flood.
- Attended the Stormwater Advisory Committee quarterly meeting.
- Participated in the research on glyphosate usage within City of Dunedin operations.
- Reviewed four (4) projects for DRC concerning stormwater permitting through FDEP and the SWFWMD. Informed developers regarding the need for proper BMP's during construction.

### **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.
- Completed 2 electric installations for temporary golf cart storage and demo at Golf Club



- Setup and supported Seafood Fest event at Edgewater Park
- Replaced grease trap in north kitchen at the Hale Center
- Performed exit / emergency lighting inspections and repairs Citywide
- Repaired potable water line to Fire Station 62
- Repaired generator for Fire Station 60
- Performed quarterly fire sprinkler system certifications Citywide
- Completed repair of roof curb for City Clerk A/C unit at Municipal Services Building (MSB)



- Setup power for St. Patrick's special event
- Installed 2 new main pumps at Highlander Pool
- Repaired A/C for Commission Chambers at City Hall
- Assembled new furniture for Library
- Removed and replaced ceiling in Ashley Sing's office at MSB



- Performed pest control services on buildings Citywide
- Setup electrical for Drive-In Movie special event
- Installed new shower valves in Men's and Ladies bathrooms at Highlander Pool
- Installed new transformer for fuel pumps at Fleet Services



- Completed new message board build for City Hall
- Repaired toilets at Boat Club
- Replaced all flags and ropes for VFW by Stadium
- Installed new irrigation motor at Jerry Lake Soccer Complex
- 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 divisions to complete the project to meet the May deadline for submission to the FGBC with the goal of renewing Platinum Status.
- 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. CEQ discussed revamping the Environmental Advocate Award, their Yearend Report, the EV Duke Energy Park and Plug Program, Ready for 100, Mission Blue Hope Spot project, and Ord 105-28.3.4 regarding the new solar incentives.
- Staff attended Pinellas Partners in Recycling meeting on March, 13<sup>th</sup> at the Pinellas County Solid Waste Facility to discuss glass recycling.
- Staff attended monthly DRC meetings to represent Solid Waste operations.
- Staff is joining webinars and phone call meetings with the Southeast Sustainability Directors Network (SSDN) to coordinate with other Sustainability Coordinators in the region. This allows us to gain insight and lessons learned on local government sustainability projects.
- Staff worked on updating the Recycling Policy and the Energy Policy for the City. Educational flyers and information will be available for City employees. Updates made to the Energy Policy balanced the communities' requests of having cooler temperatures at the recreational and rental facilities, and the City's Epic Goals.
- Staff provided an educational recycling presentation to Library employees to clarify any recycling confusion in that department.
- Attended a Red Tide Summit held on Thursday, March 28<sup>th</sup>, hosted by Pinellas County and the City of Indian Rocks Beach. This panelist's event, made up of scientists, economists, city officials, and planners, discussed how Red Tide was handled during the most recent bloom, the effects on human health and wildlife/environmental health, as well as plans for future and scientific information / data resources.
- Staff recommended the Duke Energy Park and Plug Pilot Program to the Commission during the April 2<sup>nd</sup> Work Session, receiving unanimous support to join the program by having the City Manager sign the Site Host Agreement.
- Staff assisted CEQ in setting up a Solar Presentation for the public on Saturday, March 30<sup>th</sup> from 10:00am – 11:30am at the Dunedin Public Library. There were 20 attendees, with staff receiving positive feedback from the event, culminating with some attendees stating they plan to purchase solar panels based on CEQ's Alan Brand's presentation.



- 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.
- Outreach Events: Upcoming Events:
  - 4/12/19 Dunedin Fine Arts Center “Free Family Fun Nights – Gettin’ back to Nature” - sustainability outreach by staff through an upcycling and planting craft. Educational materials will also be provided for event attendees.
  - 4/13/19 Island Earth Days at Honeymoon Island where staff will help celebrate Earth Day 2019 through an educational booth and craft that Saturday from 10:00am – 5:00pm.
  - 4/17/19-4/18/19 National Sustainability Summit in Tampa, FL where staff will continue to gain education on sustainability projects / goals throughout the nation.



**Wastewater Division:**

**Plant Summary**

- **Wastewater Treatment flows:**

○ Influent Average Daily Flow:	4.757 Million Gallons
○ Influent Monthly Total Flow:	147.480 Million Gallons
○ Reclaimed Water Average Daily Flow:	3.160 Million Gallons
○ Reclaimed Water Monthly Total Flow:	97.949 Million Gallons
○ Final Effluent Average Daily Flow:	1.359 Million Gallons
○ Final Effluent Monthly Total Flow:	42.137 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 completed the installation of new fiber optic cable replacement throughout the Wastewater Treatment Plant (WWTP), connecting all motor control centers. Facilities #2, #3, #4, #7, #8, #13 and #14, which are all now running on new fiber cable.
  - Maintenance replaced the Bulldog Birdcage Transducer at Facility #8 dirty backwash basin.
  - Maintenance performed annual Preventative Maintenance (PM) at Facility #6 on the Micro-2000 Chlorine Analyzer.
  - Maintenance installed a 2” reclaim water line around the Facility #7 north clarifier, for baffle / weir wash down.
  - Maintenance/operators cleaned the east & west chlorine contact chambers in Fac. #9.
  - Contractor – Electrical Mechanical South conducted infrared testing on all Motor Control Centers (MCC’s) at the Wastewater Plant and at the reclaim pump stations.
- **Compliance:**
  - Feb ‘19 Discharge Monitoring report submitted to FDEP via EZDMR format; [No Issues].

**Collections Summary**

- **Scheduled repairs:**
  - Emergency main line repair on Mira Vista Drive
  - Lateral repairs (2) – Fairway Drive and Locklie Street.
  - Follow up mini-scout inspections (15).
  - RW cleanouts installs (3) – Riviera Drive, Ruth Road and Simmons Court.
  - Manhole repairs – Milwaukee Avenue (#31) – paving project.





- Lateral liner installed – Bayshore Boulevard.
- Responded to citizen blockage calls (28); and daily utility field locates of sewer / fiber optics.

- **Vac / Cleaner Truck:**

- Continued cleaning mains in the LS #43 area, including the wet well.
- 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 Riviera Drive.
- Worked with Public Services on blockage at the Art Center.
- Updated trouble spot list (3) – Wisteria Court, New York Avenue, and State Road 580 (Main Street), Tire Kingdom.
- Total clean: 11,035 LF of sewer mains.

- **TV Truck:**

- Continue to follow up on TV inspections of mainline root control list.
- Installed main line sectional liner in the rear easement of Edgewater Drive and Florida Avenue (2).
- Total televised: 5,348 LF with 24 set ups.



- **Lift Stations:**

- LS #17 – installed new pump.
- LS #12A – finalized repairs and is working well. Picked up bypass pump and hoses.
- LS #10 – tested the ACME bypass pump. Still waiting on Automatic Transfer Switch to come in to finalize repairs.
- LS #30 – pulled and cleaned both pumps (rags).
- E-One Station (Causeway bathrooms) – pulled pump and installed new stator.
- Continued preventative maintenance:
  - Exercise valves; Clean out check valves; Clean wet wells; Grounds keeping, etc.

**Water Division:**

**Water Production**

- **Production Numbers:**

- |   |                        |
|---|------------------------|
| ○ Average Daily Potable Water Production: | 3.89 Million Gallons   |
| ○ Monthly Potable Water Production:       | 120.70 Million Gallons |
| ○ Annual YTD Potable Water Production:    | 338.60 Million Gallons |
| ○ Annual YTD Rainfall:                    | 8.66 Inches            |

○ Monthly Rainfall Total: 1.50 Inches

● **Maintenance:**

○ Operators continue normal PM program on plant equipment.

● **Noteworthy Events:**

○ The 2018 Consumer Confidence Report (CCR) is posted on the City's website.

○ South West Florida Water Management 2018 Public Supply Annual Report submitted.



**Water Distribution**

● **Maintenance and Repair** – The annual backflow testing program is 32% complete, with approximately 2,670 backflows tested for the calendar year. The large meter program is 100% complete, with 72 large meters tested for the calendar year. This year, the Hydrant Program has installed 0 new hydrants, repaired 9, replaced 1, painted 110, and flow tested 63. During this time period, the Valve Program exercised 113 valves. For the year; the Valve Program has installed 1 new, replaced 0, repaired 3, and exercised 337 potable and reclaimed distribution valves.

● City forces have begun construction in Fairway Estates, replacing old water mains.



**Wellfield**

● HSW Engineering 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 #12 is out of operation due to 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 drilling to replace Well #62 will take place in April 2019.

● Well #31 is out of operation 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. The deadline to submit the report was extended to April 30, 2019.

## **FINANCE**

- All resources focused on Tyler's Munis Implementation.
- Finance is updating the City's Investment Policy, and has met with the Board of Finance twice to present and receive input on the proposed changes to the Policy. Goal is to bring the revised investment policy with any proposed changes to the Commission for review/approval in May 2019.

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

### **RECENTLY AWARDED**

- Bid 19-1122 is titled "Lift Station #8 and #15 Emergency Pump Replacement." The project was awarded at the March 5, 2019 meeting.

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

- N/A

### **UNDER EVALUATION**

- RFQ 19-1123 is titled "Engineering Design Services for the WWTP Electrical System Upgrades." Submittals were accepted until 2:00 pm Tuesday, April 2.

### **ACTIVE ON THE STREET**

- RFQ 19-1124 is titled "Engineering Design Services for SR-580 Pipeline Rerouting and County Interconnection. Submittals are due at 10:00 am Friday, April 12.
- RFP 19-1125 is titled "Employee Benefits Brokerage & Consulting Services." Proposals are due at 2:00 pm Tuesday, April, 23.
- Bid 19-1126 is titled "Idlewild Drive Ditch Conversion to Culvert with Shallow Swale." Bids are due at 2:00 pm Tuesday, April 30.
- RFP 19-1127 is titled "Furnish & Install Shade Structures at Two City Locations." Proposals are due at 2:00 pm Tuesday, April 30.
- RFQ 19-1128 is titled "Architectural Design Services for a Building Repurposing." Submittals are due at 2:00 pm Thursday, April 11.
- RFQ 19-1129 is titled "Contractor's Pre-Qualification Statement and Questionnaire for the Construction of an EOC/Fire Training Center. Submittals are due at 2:30 pm Tuesday, April 30.

### **UNDER DEVELOPMENT:**

- City Attorney Services
- Financial Auditor Services

## **BUDGET**

- Met with Departments and City Manager regarding department budgets, CIP, and Business Initiatives for 2020 Fiscal Year
- Worked on Munis installation and set-up

### **March 2019 CRF:**

Early CRF payoffs: 4 totaling \$2,253.34

New CRF loans: 3 totaling \$4,883.27

CRF paid at install: None

CRF reaching full amortization: 15

## **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 21,715 followers in March 2019.
- Managed Social and Digital Media (Facebook, Twitter, Instagram, YouTube, Dunedin TV and DunedinGov.com)



- YouTube – 1001 subscribers • 233,250 views
- Your City @ Work March edition newsletter.
- Budget planning and training on new Tyler system.
- Mardi Gras production coordination with Parks & Rec. and DTV crew.
- City Hall Meeting at the Library.
- Motorola radio training video for internal City staff users.
- Supervisor training session @ the Community Center.
- Achieva Way street renaming outreach and promotion.
- Research of new Granicus video player and new encoder.
- Leadership Team Retreat.
- Closed Captioning research and implementation for TV programming.
- State of the City Chamber of Commerce event at the Golf Club.
- Golf Cart Safety Committee outreach material in development.
- Comp Plan outreach material in development.
- Boards & Committee video production and outreach assistance.
- Live U and VMix training and research.
- 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.
- Community relations assistance with visitors to City Hall
- City website follow-up and troubleshooting
- Assistance and outreach to media & news 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.
- March Spotlight on Dunedin: Public Art at Artisan for Jerry Rehm dedication & Highland Games promo
- Mardi Gras live streamed the parade and created video for DTV playback.
- 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 splash page 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.

## **PARKS & RECREATION**

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

- Attended various trainings for the Tyler/Munis software conversion.
- Attended the Ordinance Review Committee to discuss Chapter 54 – Parks and Recreation. Several suggestions were made regarding prohibiting people from erecting or leaving personal items in parks and regulating e-Bikes.
- Accepted a donation from VFW Post 2550 for the replacement playground between the VFW and the Hale Senior Center. The playground is currently being installed.
- Attended review meetings for the FY2020 operating and capital budget requests and preparing follow-up information.
- Finalizing the design for the replacement sailboat ramp at Marina Beach. Met with the sailing programs for approval. Begin work on relocation of the fire hydrant to accommodate access.
- Held an initial planning meeting for the new Aquatic Complex. Established a planning committee and general project timeline. Beginning to develop a public survey to develop a general scope of services for the design.
- Finalizing the relocation of the playground from Vanech Recreation Complex to behind the Dunedin Community Center.
- Attended the Development Review Committee to review and provide parkland impact fee estimates for several potential residential developments.
- Finalized the scope of the Request for Proposal for two shade structures at the Weaver Park playground and Sindoon Stage.
- Currently working to staff and organize the Marina operations. Preparing to advertise the Harbormaster and Marine Maintenance Operator positions due to staff retirements.

### **Marketing:**

- Finalizing the new Parks & Recreation Seasonal Magazine (summer edition, May-August) and preparing to print and distribute.
- Reviewed the marketing analysis and critique of our Parks & Recreation Magazine from LERN (Learning Resources Network). The report provided an outstanding score along with recognition and suggestions for effective marketing practices, strategies and guidelines regarding the content, design and layout.
- Submitted two award applications to recognize LiveWell Dunedin: the City Spirit Award through the Florida League of Cities and the Community Service Award for the Future of the Region Awards.
- Promoted summer camp registration on Facebook, Dunedin Beacon newspaper, City website and e-news.
- Printed and distributed the monthly Community Events Calendar and populated information on the City's website calendar. Continue to maintain calendars with new information, revisions and additions.
- Designed, reviewed and printed various types of marketing materials including posters, postcards and flyers for upcoming Department events and programs.
- Continue to coordinate with Community Relations to help promote Department events on Dunedin TV.
- Continued to create, promote and monitor Department events on social media.
- Continued to oversee and maintain Department webpages including populating new information, updating and reviewing content, digital photo editing, creating news stories, e-notifications and troubleshooting website issues.

## **Special Events:**

- San Jose Elementary Spring Fling – March 7, 2019 – 175 parents and 350 of the student body/staff enjoyed their Multicultural Fair.
- Wells Fargo held a cleanup of Dunedin Causeway on March 21, 2019 – Nine volunteers collected 15 lbs, of trash in one hour.
- Camp Gladiator held a cleanup of Highlander Park on March 23, 2019 – Eighteen volunteers spent 3 hours picking up trash in Highlander Park.
- Dunedin Elks Classic Car Show – March 24, 2019 – 74 vehicles registered, beautiful day with a great attendance.
- Academie de Vinci Spring Fling in Pioneer Park – March 24, 2019 – 14 vendors, 3 food vendors, Florida Skunk Rescue, kickboxing demos, bounce house and games. Close to 750 people attended!
- Achieva Credit Union Block Party – March 30, 2019 – Celebration naming Achieva Way—live music, food, drinks, games, petting zoo made for a big hit. Approximately 500 people attended throughout the day.

## **Recreation:**

### **Community Center:**

- The Community Center had a total of 9 rentals that brought in 300 guests. This included City and Community meetings, a Celebration of Life, Kids' Beauty Pageant, Dunedin Little League meeting, Dunedin Junior Falcons meeting and a Kids' Birthday Party.
- AARP continued to offer their free tax aide service to the public two days a week.
- Summer Camp registration continued to thrive this month. Registration has been open for 3 weeks and 260 children have pre-registered for summer camps. Some camps are filled with others half full.
- Achieva Credit Union hosted a scrapbooking event that brought in 150 participants. Guests were able to bring in their own pictures and create a personal scrapbook. Raffle prizes and giveaways were available.
- A Zumba Master class took place in Edinburgh Hall that brought in 100 participants. Guests could partake in a Zumba class that provided training for them to become Zumba instructors themselves.
- The Drive-In Movie was sold out and brought in 70 cars to see "The Goonies." Families participated in trivia for prizes along the raffle prizes.
- Mutt Madness brought in a tremendous crowd of 1,500 people throughout Highlander Park. Dogs were welcome to enjoy games, food, vaccinations, and many vendors sold doggie toys and goods.
- The Pinellas County Band Festival took place outside in Highlander Park on the Sindoos Stage. Bands from around the area gathered to perform a free outdoor concert to the public, performing anything from classical to modern tunes. Approximately 200 guests were in attendance.
- The Voices of Jazz Concert took place in Edinburgh Hall. Three hundred (300) guests came out to enjoy the show and listened to jazzy modern tunes.
- The Discovery Academy of Science Elementary School hosted a Science Fair that allowed students to display their science projects to teachers, family and friends. Sixty (60) children participated for the best project.
- The "Creative Artists Guild Workshops" hosted their last class this month. Participants were able to register for one class and do anything from painting, carving, paper machine, and ornament making. Approximately 15 people signed up. Due to the success of this class, they hope to come back in the summer.

- The Dunedin Community Chorus has added extra rehearsals to their schedule to help them prepare for their spring shows. This 80-voice chorus will perform their 2 shows in April.
- The Family Fun Fest was a huge success! This free event allowed families to come and enjoy bounce houses, corn hole, program demonstrations, face painting, balloon making, and at dark, enjoyed the movie "Space Jam". Approximately 500 guests enjoyed a beautiful night in Highlander Park.
- Fencing Beginner's Class started back up where first timers could take one-on-one Fencing instruction. Six (6) participants signed up.
- The Homeschoolers of Pinellas children continued to utilize the Community Center each Wednesday until summer. This program has a capacity of 85 families attending.
- The Hale Center sent over four of their programs this month during their building closure from the Blue Jays games. Mah Jong, Canasta, Chair Volleyball and the Dulcimers group brought in 30 people each day.
- Community Center staff continued with preparations for upcoming events, programs and summer camp.

#### **Fitness Center:**

- Fitness Center visits and group exercise attendance totaled 3,652 for the month of March.
- Fitness/GEX class drop-in attendance: 124
- Chair Massages: 135 minutes performed at the Community Center
- Held two community health lectures in March: BayCare—"Advancement in Joint Replacement" and Hayes Family Chiropractic—"How to Stay Young".

#### **Athletics:**

- Thirty (30) athletic rentals were held in March.
- Seventy (70) participants registered for tennis classes in March.
- Over 50 kids were in North City Track. A track meet was held at Dunedin High School with over 200 runners. The next meet is scheduled for April 3 at Dunedin High School.

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

- March 8<sup>th</sup>- TGFH Day, school-age children spent their day off of school with us enjoying a trip to Dave and Busters.
- March 11<sup>th</sup> - March 15<sup>th</sup> – Spring Fling Camp conducted for 65 school-age children with various active and craft activities and a walking trip to Weaver Park.
- Staff conducted parking for Blue Jays Spring Training games with a portion of proceeds going to Dunedin For Youth Scholarship Fund to help assist families with cost of Summer Camp and Before/After School Programs.
- Staff worked on future projects including Summer Camp activity and trip planning, marketing and staffing.
- Staff worked on FRPA Summer Games Workshop to be hosted at the Seminole Community Center on May 18, 2019.
- Supervisory staff began interview/hiring process for Summer Camp.
- Promise Time students at Dunedin and San Jose Elementary Schools attended enrichment overlays. Programs were conducted by vendors including Nommo Drama, Didgeridoo Down Under, Mad Science, Play' N Around Theatre Company and Giving Tree Music.
- The Youth Advisory Committee continued their "Buddy Bags" service project to collect personal care items and backpacks for local youth living in foster care.
- March 27<sup>th</sup>-New Recreation Leader II, Amy Volpe, started working as site supervisor for the Garrison Jones Before/After School Program.

#### **Hale Activity Center:**

- Held 57 adult classes and programs for a total participation of 3,379.

- St. Patty's Party had a participation of 72 sponsored by Atria Senior Living of Safety Harbor.
- Held 3 meetings with an attendance of 22.
- Held a trip to the Historic Vinoy with 50 in attendance.
- Project 18 Dance had an attendance of 52.
- Held 3 rentals with an attendance of 490.
- International Chorale Concert had an attendance of 52.
- Total attendance for the month of March was 4,117.
- During the month of March, the Hale Center closed from 11 AM-5 PM on spring training game days. The Center did reopen for night programs. Recreation Staff and Before/Afterschool Program Leaders parked over 2,290 cars for 16 spring training games, bringing in over \$35,000 in gross revenue.

### **Highlander Pool**

- Sprayground opened March 9 and reservations for the feature continued to be received.
- Staff participated in the Spring Training Parking Operation, Drive-In Movie and Family Fun Fest.
- Staff participated in two In-Service Sessions to prepare for the pool to open on April 1.
- Staff prepared for the following upcoming programs: Every Child a Swimmer, Float Fit and Lifeguard Training.
- Staff instituted new training for kitchens and concession stands with the help of the Health Department—added food safety training to Otis and binders were created to store training information at each site.
- Ongoing repairs continued at Highlander Pool on the pumps and pool heater.

### **Parks:**

- The Athletic Field Crew spent the majority of the month performing daily routine maintenance. This involves watering, spiking, dragging and lining fields for games, mowing both outfields and common areas, trash disposal etc.
- Assisted the Stormwater Division with a drainage project on Harvard Avenue.
- Welcomed a new employee, Kane Plate, who has provided some much-needed assistance during our busiest time of year.
- Replaced smoker pole in front of Salon G.
- Planted and mulched Grant Street.
- Replaced all the broken parking stops in the downtown parking lots.
- Hammock Park Butterfly Garden—added shell, concrete pads for benches, pad for Butterfly Garden storage shed.
- Cleaned up Hammock maintenance storage area and removed old fence for new fence.
- Moved wood bollards for more parking at the Hammock and added parking stops.
- Straightened sign posts on the Causeway.
- Cleaned the Blue Jays Stadium after Spring Training games.
- VFW playground—provided border and site prep.
- Filled in shell on the Causeway.
- Community Center Playground—provided border and swing.
- Replaced picnic tables at Douglas Memorial Park.
- Provided logistical support for a variety of events and rentals, including the Seafood Fest, Family Fun Fest, Naming of Achieva Way, Mardi Gras, St. Patrick's Day, Springtime in the Hammock, Mutt Madness, Drive-In Movie, Annual Employee Picnic, and the Downtown Market.
- Completed monthly safety checks of parks, playgrounds, and parking lots.

- Three employees attended Playground Maintenance Training in Largo.
- All staff received training on new Motorola radios.

## **HUMAN RESOURCES**

- **Recruitment & Selection:**

- Total applications received: 233
- Ongoing Positions Posted:
  - Lifeguard I & II positions are seasonal and open until filled.
  - Firefighter Paramedic position is posted year round.
- Existing Vacant Positions Posted from Prior Months
  - Currently in the selection phase:
    - Recreation Leader
    - Wastewater Maintenance Mechanic
    - Recreation Leader II
    - Wastewater Service Worker
    - Accountant/Financial Analyst
    - Building Inspector Level I-IV (Plumbing & Mech)
    - Parks Maintenance Worker I
- NEW Positions Posted:
  - Public Services Maintenance Worker I – currently in the selection phase
  - Librarian – closes on 4/13/2019
- Employees hired during March:
  - Lifeguard WSI - Andrew Stark: 3/5/2019
  - Public Services Maintenance Worker I - Zachary Correa: 3/6/2019
  - Parks Maintenance Worker I - Kane Plate: 3/13/2019
  - Building Inspector Level I – IV - Charles Pitt Jr.: 3/18/2019
  - Parks Maintenance Worker I - Christopher Wiley: 3/27/2019
  - Recreation Leader II - Amy Volpe: 3/27/2019
- Employee Promotions during March: N/A
- New Hire Orientations:
  - Facilitated on: 3/6/2019, 3/18/2019 and 3/29/2019

- **Employee Benefits:**

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for March was \$218,888.68, which was a 1.50% increase over January's totals. The average weekly claims for March were \$43,777.74.
- Humana GO365 Wellness Program: Number and % Status of Participants, with Blue as the Starter level and Platinum as Highest level:

Humana Vitality Status as of 4/1/19

	<b>Employee Count</b>	<b>Participation Level %</b>
<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: 14 - (Regular - 3, Intermittent – 11, Pending - 0). Number of new requests in March: 2
- **Other (Non-WC, Modified Duty)**
  - Number of employees currently working on a modified schedule (some restrictions) – 2
- **Records Requests:** Number of Records Requests processed: 6
- **DROP (Deferred Retirement Option Program):**
  - Number of Employees in DROP: 17
  - Employees who entered DROP during March: 1
- **Performance Management:**
  - Number of Disciplinary Actions: 2
- **Employment Separations (Regular Full- and/or Part-Time):**
  - Number of Separations from Employment: 8
- **Risk Management:**
  - Workers' Compensation:
    - Number of new workers' compensation claims: 2
    - Total current open workers' compensation claims (2018-2019): 4
    - Employees on light duty: 2
    - Employees out of work: 0
  - Property/Liability/Motor Vehicle Claims:
    - New Property/Liability Claims: 0; total open cases = 3
    - New Moving Vehicle Accidents: 0; total open cases = 0
  - Cases Closed During the Month:
    - Worker's Compensation Claims: 2
    - Property/Liability Claims: 0
    - 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) = \$1,544.88.
- **Safety:**
  - 88 employees completed 30 online safety training courses during the month of March
  - Driver Safety Training Refresher was completed March 7
  - Supervisor Round Table Sessions were held on March 25 & March 26.
- **Other:**
  - HR & Risk Management personnel are attending biweekly sessions to complete the transition to the Tyler Munis Enterprise Resource Program.
  - HR coordinated the Annual Employee Recognition Picnic on 3/28/2019.

## Development Project Update 4-5-19

<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	90%
Courtyard on Main- <i>amended</i>	Main/Douglas/Monroe	18 condos; retail; parking gar.	√	<i>infrastructure under review</i>		No	20%
Hampton Inn - Causeway	2621/2641 Michael Pl	90-room hotel with restaurant	√	√	√	Yes	80%
Dunedin Commons	375 Patricia Ave	mixed-use (retail, TH, apts); D	√	√	√	Yes	95%
Dunedin Cove	93 Lexington Ave	20 single-family homes	√	√	√	Yes	55%
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	100%
Oak Bend Townhomes	801 Main St	32 townhomes	√	<i>infrastructure under review</i>		No	0%
Pura Vida (now Mira Vista)	1413 Bayshore Blvd	7 townhomes replacing bungal	√	<i>infrastructure approved</i>		Yes	10%
San Christopher Villas	1501 San Christopher Dr	12 villas	√	√	√	Yes	70%
Sea Palms	2624 Paula Dr N	8 townhomes	√	√	√	Yes	10%
Surgcenter Dunedin	980 Milwaukee (Gateway)	7600 sf surgery center	√	√	√	Yes	100%

<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>	Yes	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%
962 Highland Ave	962 Highland Ave	4-unit apt building/vacation rental	<i>permit under review</i>	No	0%
James St. Cottages	603 Scotland	SF property to 4 (Glencaim-style) cottages		Yes	95%
Marker One Marina	343 Causeway Blvd	complete Phase II		Yes	90%
Retail strip center	1440 Main St	demo bldg, replace w/retail bldg (pizza & urgent care)	<i>infrastructure app'd permit under review</i>	No	0%
San Ruffino TH	1340 Bayshore Blvd	finish 7 townhomes previously approved, but never built		No	0%
Whiskey Cartel	1600 Main St	fully C.O.'ed, but not open		Comp.	100%

<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	
Winner Circle	968 Highland Ave	14-unit THs; 8 affordable, 6 market rate - joint partnership CoD/County	

<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	
526 Frances St	526 Frances St	demo existing home and build a triplex	
971 Howard	971 Howard	4 residential units	
Meranova	458 Virginia Lane	construct outdoor dining and HC restroom	
Soggy Bottom Brewery	662 Main St	expand outdoor dining, create additional parking (BAA for cond. use)	

**To:** Jennifer Bramley, City Manager  
**Thru:** Doug Hutchens, Deputy City Manager  
**From:** Jeffrey Parks, Fire Chief  
**Date:** April 2, 2019  
**Re:** Monthly Report for March 2019

**Fire Prevention Division:**

Fire Prevention personnel attended and participated in the bi-monthly Florida West Coast Fire Inspectors meeting. This is an opportunity for fire prevention personnel from around the west coast of Florida to come together and discuss industry issues and trends. Educational opportunities are also provided by this organization to help assist fire prevention personnel in obtaining the necessary continuing education hours required to maintain the Life Safety Inspector certification.

**New projects completed:**

- Thirsty Falcon – Renovation / New Business – 1415 Pinehurst Rd

**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

Fire Prevention Staff Activities:

Inspections – 108	Fire Investigations - 0
Re-inspections - 8	Event Inspections - 21
Fire extinguisher training – 0	Fire Safety presentations – 1
Plans Reviewed – 26	Station Tours – 1
Construction Inspections – 4	Pub. Ed Contacts (Total) – 50
Final Inspections/BTR - 27	Hurricane Awareness presentation - 0
Meetings / Consultations – 23	Home Safety Checks/Smoke Alarm Install - 3
Referrals / Complaints - 4	

**Training and Safety Division:**

- Completed Health and Safety Officer
- Completed Incident Safety Officer
- Attended March CME
- Attended Launch Conference for Florida Health and Safety Collaborative West Coast in Clearwater with HR Director
- Distributed 10 sets of new gear
- Updated gear inventory sheets with primary and secondary sets
- Replaced and purchased helmets to bring rotation list out to June of 2020.
- Working on digitizing all personnel training files
- Attended EOC development meetings
- Worked with NCT Training Chiefs to prepare April NCT on RIT operations. (Utilizing Acquired Structure)
- Taught Friends and Family CPR at Golden Acres Mobile Home Park
- Scanned and entered March Facility Check Sheets
- Attended PCTOG meeting and preparation for Fire Officer Development seminar in April 2019
- Acquired 10 donated mattresses from Tuft and Needle ( Thank you letter sent out for donation)

March Training Hours Total: 1372

A Shift 493

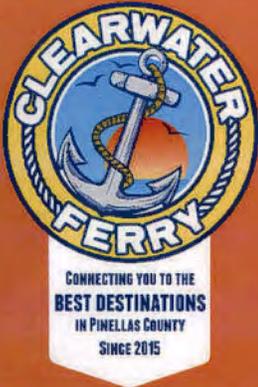
B Shift 491

C Shift 388

**Operations:**

<u>Type of Incident</u>	<u>Month of Mar</u>	<u>Year to Date</u>	<u>Emer Resp by Uni</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	585	1658	<u>EMS</u>		
Rescue Incident Response	61	155	<u>Station 60's Area</u>		
Fire Alarm	45	107	E60	168	4:25
Fire Incident Response	14	34	E62	20	5:18
Structure Fire Response	25	52	E61	13	6:44
Special	23	34	SR60	7	0:20
Cardiac Arrest Response	4	18	E51 (CFD)	3	4:16
Water Rescue Response	6	15	SR61	3	0:26
Major Incident Response	5	12	SR62	2	0:17
Support incident (Fire)	2	8	<u>Station 61's Area</u>		
Unconfirmed Structure Fire	7	12	E61	65	5:44
Fire Incident Response Special	8	17	E60	7	6:00
Air Transport Incident	0	3	E66 (PHFD)	2	3:11
Trauma Alert	8	19	E62	1	8:02
Support Incident (DC)	6	12	<u>Station 62's Area</u>		
Medical Incident Special	1	2	E62	79	5:11
Support Incident (Medical)	3	14	E50 (CFD)	5	5:33
Moveup - Coverage	4	6	E65 (PHFD)	5	4:42
Special Event	1	1	E60	3	7:16
Hospital Landing Zone	0	1	S65 (PHFD)	1	5:18
MVC Possible Extrication	1	2	<u>FIRE</u>		
Brush Fire Incident Response	0	0	<u>Station 60's Area</u>		
Extrication	0	3	T60	13	5:13
Rescue Incident Special	0	2	E61	1	8:49
Auto Crash	0	1	E51 (CFD)	1	4:18
Technical Rescue	0	0	E60	1	5:33
Code H	0	0	<u>Station 61's Area</u>		
Totals	809	2188	E61	5	6:14
			T60	1	8:08
			U60	1	4:37
			E66 (PHFD)	1	4:21
			E62	1	6:04
			<u>Station 62's Area</u>		
			E62	8	5:58
			E66 (PHFD)	1	8:52

30 (4.89%) of the above calls were handled by units other than DFD.



# MONTHLY RIDERSHIP REPORT

Prepared by Clearwater Ferry Services for the City of Dunedin.

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



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

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

## FEBRUARY 2019

- Number of Days of Operation of Blue Line with service to Dunedin: **12 days**
- Total Ridership on Blue Line with service to Dunedin: **1,398 passengers**
- Average daily Ridership on Blue Line with service to Dunedin: **over 116 guests**
- Passengers originating in Dunedin = 51.4% // Passengers originating in Clearwater = 48.6%

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

93 Days

7,165 Passengers

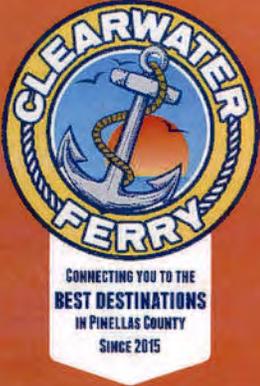
77 Guests  
Daily Average

## CONNECT WITH US

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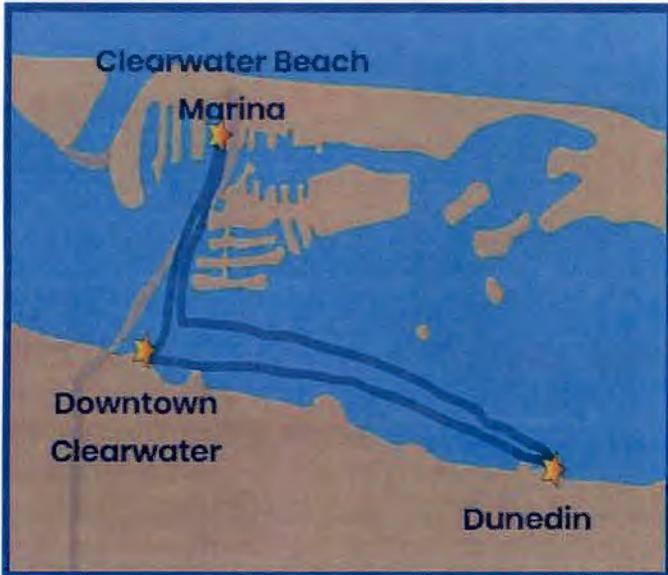




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4:40 PM	4:55 PM	5:30 PM
6:05 PM	6:20 PM	6:55 PM
7:30 PM	7:45 PM	8:20 PM
8:55 PM	9:10 PM	9:45 PM

## MARCH 2019

- Number of Days of Operation of Blue Line with service to Dunedin: **15 days**
- Total Ridership on Blue Line with service to Dunedin: **2,607 passengers**
- Average daily Ridership on Blue Line with service to Dunedin: **over 173 guests**
- Passengers originating in Dunedin = 51.4% // Passengers originating in Clearwater = 48.6%

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

108 Days

9,772 Passengers

90 Guests  
Daily Average

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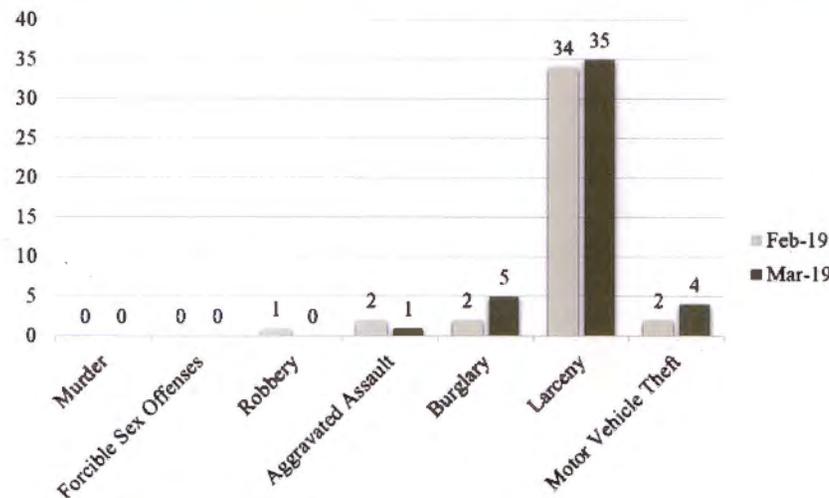
STRATEGIC PLANNING BUREAU

DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

March 2019

UCR Part I Crime Category	February 2019	March 2019	March 2018 YTD	March 2019 YTD
Murder	0	0	1	0
Forcible Sex Offenses	0	0	2	0
Robbery	1	0	0	2
Aggravated Assault	2	1	8	6
Burglary	2	5	20	15
Larceny	34	35	155	97
Motor Vehicle Theft	2	4	11	8
<b>GRAND TOTAL</b>	<b>41</b>	<b>45</b>	<b>197</b>	<b>128</b>



## Arrests

### March 2019

There were a total of 63 people arrested in the City of Dunedin during the month of March resulting in the following charges:

ARREST TYPE AND DESCRIPTION	TOTAL
<b>City Ordinance</b>	<b>1</b>
Open Container Ordinance	1
<b>County Ordinance</b>	<b>1</b>
Open Container Ordinance	1
<b>Felony</b>	<b>15</b>
Aggravated Battery	1
Battery-Domestic Related	1
Battery-65 Or Older	1
Burglary-Conveyance	1
Burglary-Structure	1
Child Abuse	1
Dealing In Stolen Property	2
Grand Theft-Auto	2
Grand Theft-Other	1
Possession Of Controlled Substance	1
Possession Of Burglary Tools	1
Violation Of Probation-Juvenile	1
Written Threats-Kill/Injure	1
<b>Misdemeanor</b>	<b>29</b>
Assault-Domestic Related	1
Battery	4
Battery-Domestic Related	8
Disorderly Conduct In Establishment	2
Disorderly Conduct/Breach Peace	1
Disorderly Intoxication	1
Disrupt School/Educational Instructor	3
Disturb School Function	1
False Name Or ID By Person Arrested	1
Possession Of Controlled Substance	2
Resist/Obstruct LEO Without Violence	1
Spouse Battery	1
Threat To Law Enforcement Officer	1
Violation Of Injunction Protect Domestic	1
Violation Of Pretrial Release	1
<b>Warrant</b>	<b>10</b>

Prepared by: Casey Taylor

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

- 2 -

4/10/2019

ARREST TYPE AND DESCRIPTION	TOTAL
Failure To Appear	1
Warrant Arrest	9
<b>Traffic Felony</b>	<b>1</b>
Driver's License Suspended/Revoked	1
<b>Traffic Misdemeanor</b>	<b>16</b>
Driver's License Suspended/Revoked	6
Driving Under The Influence	6
Expired License More Than 6 Months	1
Habitual Traffic Offender	1
Leave Scene (With Damage)	1
Leave Scene With Unattended Vehicle/Property Damage	1
<b>Grand Total</b>	<b>73</b>

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

## Deputy Activity

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There were a total of **3,497** events in the City of Dunedin during the month of March resulting in **5,666** 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 March.

*\*CAD data is filtered by problem type.*

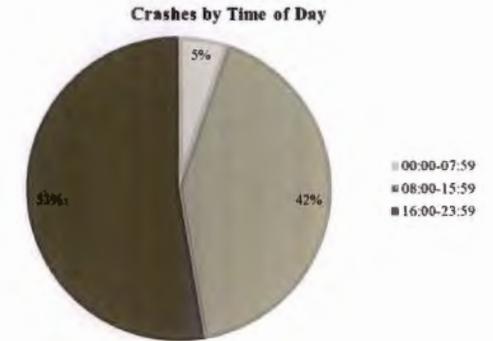
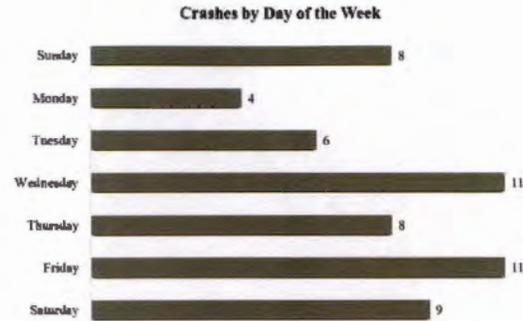
### March 2019

DEPUTY ACTIVITY	TOTAL
Traffic Stop	1,117
Assist Citizen	201
Directed Patrol	193
Special Detail	164
House Check	135
Information/Other	105
Vehicle Abandoned/Illegally Parked	100
Suspicious Person	94
Suspicious Vehicle	85
Traffic Violation	81
Contact	73
Alarm	69
Accident	67
Supplement	61
Transport Prisoner	55
Fraud/Forgery-Not In Progress	53
Building Check Business	43
Noise	42
Lost/Found/Abandoned Property	40
Assist Motorist	37
Domestic-In Progress	37
Community Contact	32
Burglary-Not In Progress	29
Operation Medicine Cabinet	29
Warrant Service/Attempt	27

## Crash & Citation Analysis

There were a total of 57 crashes in the City of Dunedin during March 2019. \*Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

TOP 10 CRASH LOCATIONS	TOTAL
62 Causeway Blvd	6
Main St/Keene Rd	5
Alt 19/Curlew Rd	3
Alt 19/Duchess Blvd	2
Pinehurst Rd/Main St	1
Main St/Douglas Ave	1
1080 Keene Rd	1
1750 Main St	1
Main St/Overcash Drive	1
2680 Bayshore Blvd	1



There were a total of 1,106 citations and warnings issued in the City of Dunedin during March 2019.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
Skinner Blvd & Pinellas Trail	15
Michigan Blvd & Macarthur Ct	10
Main St & Overcash Drive	5
Bayshore Blvd & Curlew Rd	5
County Rd 1 & Main St	5
Ranchette Ln & Belcher Rd	4
N Keene Rd & Virginia Ave	3
Main St & Pinehurst Rd	3
Bayshore Blvd & Palm Blvd	3
Alt 19 & Duchess Blvd	3

