

City Manager's ^{Up}date

September 9, 2019

This ^{Up}date will refer to the events since the date of the last ^{Up}date of August 16, 2019.

CRA/ECONOMIC & HOUSING DEVELOPMENT

Budget

- Staff has been busy preparing the FY2020 Budget for Economic & Housing Development as well as Community Redevelopment Budget and CRA Long Range Plan. Staff will present the CRA Budget for approval by Resolution at the September 19, 2019 CRA meeting. And will present a CRA Long Term Plan at the November CRA meeting.

Patricia Corridor

- Staff continues its work with the newly formed Patricia Merchants Association (PMA) on identifying areas of need. And has been working on beatification efforts for the corridor.

DEEP Project

- **New City Hall Complex** – Staff has been working to manage the relocation efforts of staff during the transition to temporary offices.
- **Gateway** – Staff has been meeting with the property owner and surrounding property owners to build a unified site development.

Affordable/Workforce Housing

- Staff is working to develop an Affordable Housing Action Plan and is expected to provide to the City Manager in November.
- Staff has been working with Planning on updating the Housing Elements of the Comp Plan
- Staff continues to work to assemble the resources and partners for an affordable/workforce housing project. We are currently reviewing the feasibility of a potential Senior Affordable housing project.

Skinner Blvd Road Project

- Staff is working to assemble an RFQ for the Design Phase on this project.

CRA/CRAAC/ Downtown Projects

- Staff has met with the newly formed Pinellas County CRA workgroup to discuss the implementation of the recent legislative outcomes and Pinellas County new requirements.
- Staff continues working on repairs and enhancements including, benches, pavers, parking lot upgrades as well as renewal of parking lot leases.
- Work on the enhancements to the Box Car has been complete!
- Eleven Commercial Façade Grants have been awarded to Downtown Businesses so far this fiscal year.
- The new Artistic Bus Shelter is in place and the solar panels have been installed. Next steps are for the Arts and Cultural Committee to put out a Call to Artist for the Shelter.
- Staff presented concept drawings for the John R. Lawrence Pioneer Park to Commission at the August 22, CRA meeting. Staff has received Commission feedback and will provide additional revision to the concept plans.



Douglas Avenue

- Staff is moving forward with construction of the raised crosswalks. This project is a measure to enhance walkability on Douglas Avenue near the Artisan and parking Garage. Work is scheduled to begin in the Spring of 2020.

Business Recruitment and Retention

- Staff has actively visited and researched Business Innovator and Apprenticeship programs around the County. Staff recently met with Florida Funders in an effort to connect local entrepreneurs to investment funding.

Wayfinding

- The new Wayfinding signs are in production and are due to be installed before the end of the year. Final approval is needed before moving forward with the production of the rest of the signage. The Trademark process for the orange wayfinding signage is under way.

Special Event Parking

- Staff has been working on the Special Event Parking Committee to help locate additional parking during special events downtown.



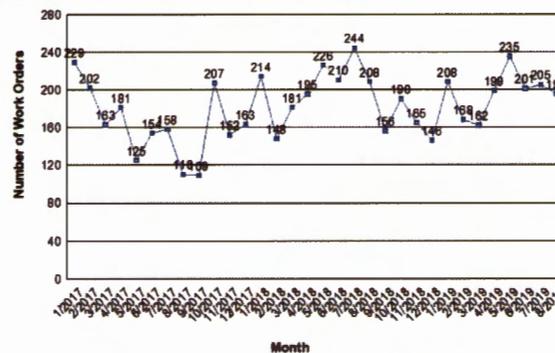
INFORMATION TECHNOLOGY DEPARTMENT:

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

Monthly Ticket Counts	
Tickets Created	195
Resolved Tickets	177
Open Tickets	127
Malware Tickets	0

Tickets by Priority	
Critical Tickets	1
High Priority Tickets	33
Low Priority Tickets	160
Project Tickets	0

IT Services Help Desk Requests YTD for 2017-2019:



- During the month of August 2019, IT Services received 195 new on-line help desk support tickets. IT Services is averaging approximately 190 system generated help desk ticket per month and the department receives over 200 support-related phone calls and emails each month. The IT Department received their 10,000th help desk ticket in August.

On-Going IT Projects:

- **ERP (Enterprise Resource Program)** – This capital improvement project is replacing the City’s current financial, HR and time-keeping systems. 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, cashing 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	December, 2019
Phase 4 - MUNIS Payroll/HR (Migrate from HTE/NavLine)	January, 2019	January, 2020
Phase 5 - MUNIS Work orders, Fleet & Facilities Management	January, 2020	December, 2020
Phase 6 - MUNIS Utility Billing	January, 2020	December, 2020
Estimated ERP Project Completion Date	January, 2021	

- **Phase 1** of the ERP solution started in November of 2017. This phase is the Financials system. The City's Finance Department has completed the installation and conversion of this phase of the project. As of April 16, 2019 the City went live on the new financial system. In August, the Train Database for the ERP was upgraded to version 2018.1. The Purchasing Section invited staff from each department to test the new version upgrade to compare to the Production Database that is using version 2017. After initial testing is completed, the City will schedule the other two ERP databases of Production and Test to be upgraded as well. In mid-September, the members of the Finance Department will partake in "Year End Training" on the new ERP. This training is necessary so that the Finance staff will know how to process the fiscal year end tasks to prepare the new ERP for the Fiscal Year 2020 budget.
- **Phase 2** of the ERP solution started in November of 2017 and went live in August 2018. This phase is the ExecuTime Time & Attendance module. 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. The City's IT Department is currently planning for a version upgrade to ExecuTime in the next couple of months.
- **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. Data and process analysis are currently being implemented for this project to build the infrastructure. Phase 3 is planned for an 18 month implementation and is expected to go live in mid-December of 2019.
- **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 early January of 2020.
- **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 have been 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.
- **IT Policies and Procedures** – The IT Department is currently updating all of the computer usage policies and procedures to coincide with the current software versions and changes in technology. Items such as internet usage, computer file storage, email usage and USB device connectivity will be included in the updated documents. Employees will be required to sign a document that they have read and understand the policies.
- **Relocation of Staff** – The IT Department is working on the pre-planning of moving and installation of data and telco communications for the staff located in the Municipal Services and Technical Services Buildings. Those staff will be relocated to other office space for the demolition of those buildings. This project includes coordinating the move, disconnection and new installations of data and telecom lines with six separate vendors within six different locations. Each telco vendor has a specific role for this project. IT staff are also purchasing new network equipment for those various locations and moving existing equipment from an existing facility into the new location for the staff being relocated. IT staff also have to coordinate each office move with each department that is moving and with the City's Facility staff that are involved in the build-outs of temporary office space for the staff. The planning, scheduling, coordination and physical work to be performed by the IT staff for this project will be by far one of the most vital and complex projects ever undertaken by the City. Without the IT staff overseeing the communications aspect for the entire relocation project, the City would not be able to move forward with the construction of the new City of Dunedin Government Center in a timely manner. The relocation of staff, the demolition of the existing buildings and the construction of the new facility all rely on the IT Department handling these tasks in a few short months' time.
- **New PRI Telephone Circuits** – The IT Department is working on the installation of new PRI telephone circuits to be located in the current Data Center in the Public Services Building. Those telco circuits will replace the existing circuits located in the Technical Services Building that will be demolished in October. Once those telco circuits are installed, the existing 192 phone lines at the Technical Services Building will have to be ported over to the new circuits and tested to make sure they continue to work properly. Once the lines are proved to be functioning properly, the IT Department will coordinate the disconnection of the old telco circuits. This must all be accomplished before the old buildings are demolished in preparation of the new Government Center Building that is being planned.
- **Fiber Cabling Project for Relocation of Staff** – The IT Department is working on various scenarios for the installation and relocation of the City's fiber optics cabling for the upcoming demolition of the Municipal Services and Technical Services Buildings. Once the staff are relocated from those buildings, the IT Department will coordinate the "cutting" of the existing fiber cabling in those buildings and having them "spliced and "fused" at the point



of entry at the street. This fiber cabling is the main data line that provides the City with internet and phone lines. The splicing and fusing of the fiber cabling will allow the City to continue its operations for network access, internet and phone support internally to the City staff and for to the public. Once the new Government Center Building is constructed, the IT Department will coordinate the task of connecting this fiber cabling into the new building.

- **Fiber Cabling Project for EOC Building** – The IT Department working in conjunction with the Fire Administration and Public Works Department on the installation of new fiber optics cabling from the City's current Data Center to the location of the new Emergency Operations Center (EOC) Building that will be constructed next to the Fire Station #62 on Belcher Road. This fiber cable project will include connectivity to several other City sites that include: the future Parks & Recreation Maintenance Building to be located in the Englebert Sports Complex site located off Solon Avenue, the Water Tanks on Belcher Road and connection to Fire Station #62 on Belcher Road. This cabling project will also allow for future fiber cable installations that will allow for redundant network connectivity to the existing City facilities around the Dunedin Community Center on Pinehurst Road and Fire Station #61 on Michigan Blvd. This project will also allow for a redundant network connectivity for all of the City facilities located on Virginia Street that include the Water Tanks at Jerry Lake, the Fleet and Solid Waste Buildings as well as Fire Station #60 and the Fire Admin Building.
- **Fiber Cabling Project for New Government Center Building** – The IT Department is working on various scenarios for the installation and relocation of the City's fiber optics cabling for the upcoming construction of the new City of Dunedin Government Center Building. This new building to be located on the existing site of the City's Municipal Services and Technical Services Buildings will house a secondary Data Center for redundancy purposes. The new building will allow for three points of entry for the City's fiber optics cabling as opposed to the single point of entry that now exists in the Technical Services Building.

Completed IT Projects:

- **Telephone System Upgrade** – During early May, the IT Services Department implemented an upgrade to the City's current telephone system. This project included an upgrade to the existing phone servers and services only, while retaining the telephone desk sets to save costs.
- **Fiber Cabling Project for Water Treatment Plant Upgrade** – The IT Department in conjunction with the Public Works Department has installed new fiber optics cabling along the service road next to the Water Treatment Plant. This new fiber cabling was bored four feet underground and is currently the main fiber line that feeds from the City's Data Center to the rest of the City

Future IT Projects:

- **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 2020. 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 January of 2020. Both Phases 5 and 6 are anticipated to be completed by December of 2020. The implementation and training of each ERP Phase requires the cooperation and collaboration of staff from every City department.
- **MS Office 2019** – The City has purchased the Microsoft Office 2019 software licenses to replace the aging version 2010 that will no longer be supported after October 12, 2020. MS Office is used for the City's word processing, email, spreadsheets, and presentation materials. The IT Department will be searching for a vendor to provide hands-on training to employees on using the new version 2019.



- **Cyber Security Training** – The IT Department will be developing a curriculum to provide required hands-on training for all City employees to help them understand the issues with ransomware, cyberattacks, hacking and other computer-related threats. This training will provide instruction on how to recognize threats, how to handle them and how to avoid exposure to protect the City’s information technology assets. To help prepare for the training sessions, City IT staff have been attending bi-weekly cyber security training seminars being held by the Florida Local Government Information Systems Association (FLGISA). The City network team will be attending an onsite cyber security training symposium in Plant City in September of 2019. This conference being led by Tyler Technologies, the City’s ERP vendor.
- **Fiber Cable Audit** – The City’s has over 12 miles of its privately-owned fiber optics cabling that was installed at various stages over the past 20 years. The IT Department will be seeking vendor support to perform a physical inspection of the City’s entire fiber infrastructure to help determine the condition and location of the fiber cabling for future projects.

PARKS & RECREATION

Parks & Recreation Administration:

- Submitted documentation for the Program Plan of the Florida Communities Trust grant requirement for the Hammock Park land acquisition reimbursement.
- The column work has been completed in preparation of the new shade sails on the Sindoon Stage at the Dunedin Community Center.
- Received the bid opening for the replacement bridges at Hammock Park.
- Conducted first and second round interviews for the Senior Administrative Assistant position.
- Continued work on the rate study for the Dunedin Marina taking into account the long-range capital improvement plan.
- Finalized preparations for the Stirling Links Golf Course workshop presentation.
- Met with the City Attorney and Planning Department staff to discuss changes to the Parkland Impact Fee application and informational brochure for developers to reflect changes to the new codes.
- Met with the City Attorney to develop procedures for cancelling marina slip agreements due to non-payment or other violations.
- Finalized the design of the replacement playground for Elizabeth Skinner Jackson Park playground and installation is scheduled to begin at the end of September.

Marketing:

- Printed and distributed the new fall edition Parks & Recreation Magazine. Copies were distributed throughout the city and promoted through the city website, e-notifications, and social media platforms.
- Printed and distributed the monthly Community Events Calendars (print and online), populated information on the City’s website calendar and promoted through eNews and local newspapers. Continue to maintain online calendars with new information and revisions.
- Continue to coordinate with Community Relations Department to help promote Parks & Rec events on DunedinTV.
- Designed and printed various types of marketing materials including posters, postcards and flyers for upcoming Department events and programs.
- Coordinating the marketing outreach and various print and online promotions related to the building transitions and Dunedin on the Move operation, including posters, flyers, signs, eNews, newspaper ads, as well as website and social media promotions.
- Continued to create, promote and monitor Department events, programs, and announcements through social media.

- Continued maintenance of Department webpages including populating with new information, updating and reviewing content, digital photo editing, creating news stories, e-notifications, support and troubleshooting.
- Attended the annual Florida Recreation & Park Association Conference in Orlando, including educational seminars, speakers, exhibit hall of vendors and networking with fellow peers and professionals in the field.

Special Events:

- On Wednesday, August 7, 2019, approximately 200 Dunedin residents, veterans and active military service members attended the 12th Annual Purple Heart Recognition Day Ceremony, in Purple Heart Park, to honor the brave men and women who were either wounded on the battlefield or paid the ultimate sacrifice while defending their country. Throughout the ceremony we honored our Purple Heart service members through prayer, poetry, and song. Our keynote speaker, Sgt. Luke Ryan (former Army Ranger), spoke about his personal trials and tribulations while serving overseas. He also honored his former teammates and best friends who lost their lives while serving alongside him. Following Sgt. Ryan's speech, The Quilts of Valor Foundation awarded several of our Purple Heart recipients with quilts. These quilts help comfort and heal our wounded veterans from the physical and psychological scars of war. The ceremony concluded with a beautiful rendition of "God Bless America" by Thurnell "Chip" Shields Retired Marine GySgt.

Recreation:

- **Community Center:**

- The Community Center had a total of 11 rentals that brought in 230 guests. This included City and Community meetings, private yoga classes, a First Time Home Buyer seminar, a memorial service, a Back to School Party, two baby showers, and a Real Estate seminar.
- Summer Camp came to an end at the beginning of the month. Between Kids Camp, Pre-K Camp, Multi-Sports Camp, Baseball Camp, Dance Camp, Music Beginners, Afternoon Adventures, Bagpipe Camp, Little Art Masters, and Theater Camp, we hosted over 150 children each week. 9 of 10 weeks of Summer Camp were sold out.
- "Toastmasters" continues to thrive. Patrons meet every Monday evening to help prepare themselves for speeches and crowd speaking. 20 patrons attend this class each week.
- Dunedin Showcase Theater began their auditions/rehearsals for their upcoming show that will take place in mid-October. 15 actors were chosen for the show.
- Dunedin Junior Falcons continue to meet every week to go over video of their past games to help improve the teams. 10 coaches with players meet each week.
- Construction has begun on the Elliot Room. For the next two years, our Finance Department and Purchasing Department will make their home there until the new City Hall Complex is complete.
- The Wearable Art Fundraiser, hosted by the Dunedin Fine Art Center, brought in a total of 450 attendees. The show included big, vibrant outfits that wowed the crowd.
- The Community Center was the host site for Dunedin Little League sign-ups. For 3 days, over 200 families stopped in to sign their children up for baseball or softball.
- Employees are busy re-organizing the facility now that Summer Camp has come to an end. Staff is also planning for upcoming events that will be taking place within the next few months.

- **Fitness Center:**

- Fitness Center visits and group exercise attendance totaled 2,580 for the month of August.
- Fitness/GEX class drop-in attendance: 84

- Our Fitness Facility went through major improvements, including new flooring and re-arranging of the fitness equipment and TVs. This is only the beginning of what is yet to come to help improve our Fitness Facility.
- Glow Yoga event was held on August 16th and had 20 participants.
- **Athletics:**
 - Dunedin High School Cross Country team had a meet and 3 schools attended – Dunedin, Palm Harbor, and Countryside. The Dunedin High School Boys took 1st and 3rd place.
 - Twenty-two (22) athletic rentals were held in August.
 - Cross Country has 21 participants.
 - Twenty-seven (27) kids attended Multi Sports Camp.
 - Received approval to refurbish lights at Highlander Tennis Courts.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - Summer Camp programming wrapped-up on August 9th with Teen, Hammock, Nature, Gymnastics, Basketball, Skate and Cooking Camps providing youth with a fun, safe 10 week summer time experience.
 - Staff hosted our second Back to School Open House and Expo; over 500 people attended the event. 200 backpacks filled with free school supplies were distributed to school age children. Over 40 vendors regarding health, wellness, finances, insurance and other family oriented businesses/organizations presented families with information/services to help prepare for the upcoming school year.
 - Volunteers helped stuff over 300 bags for the Buddy Bag Program to help support children in foster care.
 - Staff prepared for Before and After School Programs for 2019-20 school year, including program planning, organization and training; attended open houses August 13th. First day of school, August 14th, was a great success and BASP enrollment increases daily.
 - Staff currently undergoing contract renewal process with Juvenile Welfare Board and Pinellas County School Board for Promise Time. Promise Time is a program that extends the school day and offer children free tutoring and enrichment activities in order to boost their academic success. JWB funds are set to increase to assist families with program costs. Dunedin and San Jose Elementary Schools will serve as Promise Time sites for the 2019-20 school year.
 - Coordinated with Humans Resources as a host site for annual open enrollment for City Employees.
 - The Youth Advisory Committee and Staff hosted Midnite Madness, a special event for 200 teens and tweens. The event was a night of fun and excitement challenged by laser tag, an two extreme inflatable, game raids, mini skate park jams with snack food buffets, music and raffle prizes.
 - Staff attended the annual FRPA Conference, with one staff completing Abraham's Academy and all others attending various learning sessions to advance the Department and stay abreast of trends and best practices.
 - Staff working on events including Parent's Night Out, Halloween Happenings, Boat Parade, Holiday Parade and Intergenerational Week.
- **Hale Activity Center:**
 - Held 40 adult classes & programs, with a grand total of 1,629 participants.
 - Hosted 5 meetings with an attendance of 15
 - Held the Wild West BBQ luncheon, which had 48 participants. The luncheon was sponsored by United Vein Centers.
 - Held the first Transportation Expo with an attendance of 122.
 - Hosted 3 rentals with an attendance of 560.
 - Total attendance for the month of August was 2,374 visitors.

- Hale Center staff is preparing for our upcoming annual Volunteer Appreciation Breakfast.
- Two staff members attended the Florida Recreation and Park Association Conference in Orlando.
- **Highlander Pool**
 - Total attendance for the month of August was 2,901.
 - Hosted 5 Big Wet Birthday Bashes, 4 after-hours rentals, and 1 swim meet.
 - Staff the annual FRPA Conference for new build ideas for the new Aquatic Center.

Parks:

- Assisted Recreation staff cleaning off tennis courts at Fisher and Highlander.
- Re-hung all banners on fencing around Fisher Little League Fields.
- Re-hung all of the windscreens at the Fisher Tennis Courts.
- Added over 100 tons of clay across 6 baseball/softball fields, roto-tilled and leveled.
- Cut out all 7 field edges in preparation for fall season.
- Replaced home plates and pitching rubbers at Fisher L.L. as needed.
- Aerated all 4 fields at Jerry Lake and all 7 at Fisher.
- Treated all sedge and crabgrass at Jerry Lake and Fisher.
- Cleaned up, mulched, removed bench, and painted light poles at Purple Heart Park.
- Installed a directory sign at Douglas and Main St.
- Installed an ashtray at the Lari White Music Pavilion.
- Removed tree branches and wasps at MLK Center.
- Repaired fence at Hammock Park.
- Landscaped Downtown beds with plants and mulch.
- Changed out slats for memorial bench on the Causeway.
- Dropped two trees at Amberlea Park.
- Moved osprey pole at the Marina.
- Raised trees at Jerry Lake Soccer Complex.
- Cleaned up landscaping and replaced parking stop at Community Center.
- Assisted contractor with the renovation of Sindoon Stage at the Community Center- removed concrete poles, cleaned up, pressure washed.
- Fixed washouts at Achieva Paw Park and MLK Center.
- Prepared Elizabeth Skinner Jackson Park for installation of new playground, including removing mulch and raising trees.
- Re-mulched swing area at Highlander Park Playground.
- Fixed shell at Good Shephard parking lot.
- Joe Marshall, Parks Maintenance Worker I, attended the Florida Recreation and Park Association Conference in Orlando.
- Provided logistical support for a variety of events and rentals, including Summer Camp, Midnite Madness, Wearable Art Fashion Show, and Purple Heart Recognition Day.
- Completed monthly safety checks of parks, playgrounds, and parking lots.

Marina:

- Marina's boat ramp users for August:
 - Resident Daily Ramp Users: 54
 - Daily Non-Resident Ramp Users: 59
 - Annual Resident Decals: 7
 - Non-Resident Decals: 1
 - Transient "visiting" Boaters: 22
 - Annual Parking Passes: 1
- The handrail around the stairs and second story of the Harbormaster's office is competed.

- The repair work on the day docks including welding of the aluminum ramp, cleats, and repairing the hand rails will begin this week.
- The new bumpers on the day docks are in the process of being installed as weather and sea conditions permit.
- The permit for the new shed has been approved and we will proceed with the order.
- The construction of the new small vessel launch ramp for kayaks, prams, etc., will begin on September 30th and will take approximately 45 days to complete (weather permitting).

FINANCE

- In anticipation of the move to temporary offices, completed an exhaustive purge of all stored documents in accordance with retainage policy.
- Also in anticipation of the move, boxed all items, labeled all furniture and marked all computers/office equipment.
- Participated in testing of Munis release 18 to determine if upgrading will resolve issues we are experiencing with release 17.
- Created a master "daily credit" Munis import J/E file. This file no longer filters through Naviline. This new import consolidates all entries that we previously did as separate templates into one template. This tool will save time and makes it easier to use for both the assigned staff person and more importantly for the staff filling in when that person is out of the office.
- Continued learning and refining Munis processes.
- While still working to get caught up from the Munis implementation, Finance was able to get current with recording daily deposits, daily withdrawals, payroll recording and most of the recurring monthly journal entries.
- Enacted hurricane preparations for the expected onset of Dorian.

CURRENT BID & RFP STATUS LIST

An update on the status of bids and requests for proposals will be provided in the ensuing update. Status for this update is unavailable as the Procurement Manager is enjoying a well-earned extended vacation.

BUDGET

- Prepared FY 2020 Tentative Operating & Capital Budget
- Presented FY 2019 3rd Quarter Budget Amendments
- Began packing for upcoming Finance Department relocation on September 13th.
- Hurricane Irma update:
 - Responded to additional State and FEMA requests
 - Reimbursements received in August 2019: \$33,530.71
 - Total reimbursements received to date: \$179,844.87

August 2019 CRF:

Early CRF payoffs: 5 totaling \$3,327.12

New CRF loans: None

CRF paid at install: None

LIBRARY

- 623 people visiting the Branch Library at the Community Center
- Notary Service at Library –25 stamps
- Delivered 104 items to 16 users of our Homebound Delivery Service

- Dunedin Youth Volunteers donated 61.25 hours of their time
- Adult Volunteers donated 195 hours of their time
- 371 patrons utilized the study rooms
- 145 seeds packets “checked out”
- E-books checked out – 2469
- E-audiobooks checked out – 1144
- Interlibrary loan books obtained for Dunedin Patrons – 60 books
- Proctored 1 exam
- 107 DVDs/CDs cleaned and put back into circulation
- Webinars: Partnering w/ FTC, FLYP, Weeding 101, CLSP Ordering webinar, Teens & Adults w/ Autism, Telling Stories, 20 books to recommend, All about Audiobooks, Gen Z Webinar,
- Staff attended the following meetings: Commission Meeting, Weekly City Department Head Meeting, weekly Library Management Team meetings, phone system meeting, Budget Planning, Summer Reading Evaluation, Adult Special Interest Group, E-content Special Interest Group, Cataloging Special Interest Group, City Manager Meet & Greet, Tampa Bay Library Consortium VIP conference, Circulation Special Interest Group, Materials budget planning, Library Foundation and Friends of the Library
- Partnership with Dunedin Fine Art Center on their library collection
- Started new service Kanopy – streaming films
- Staff attended open enrollment
- Staff completed pre-evaluations and met with Supervisors on evaluations
- Attended City of Dunedin MLK Back to School Event
- Hosted City of Dunedin Committee on Environmental Quality Solar Information session
- Staff delivered donations to Dunedin Cares and Dunedin Elementary
- Hosted Summer Reading Luncheon with author Craig Pittman
- Hosted Chamber After Hours event with 150 people in attendance
- Tour of seed library to Pasco County librarians
- Storm preparations with Hurricane Dorian watch
- Hosted Veterans Board with Congressman Bilirakis

STATISTICS

Door Count	24,971
Total Transactions	89,303
Average Circulation Per Hour	151.86
Adult and Youth Programs	98
Program Attendance	1888
Internet Usage (Adult & Youth)	2745
Wireless Usage	1606

HUMAN RESOURCES

- **Recruitment & Selection:**
 - Total applications received: 248
 - Ongoing Positions Posted:
 - Lifeguard I & II positions are seasonal and open until filled.
 - Recreation positions are seasonal and open until filled.
 - Re-Posted Positions
 - Accountant/Financial Analyst, Open Until Filled

- Senior Librarian, Open Until Filled
- New Positions Posted:
 - Code Enforcement Inspector
 - Library Aide
 - Parks Maintenance Worker I
 - Parks Maintenance Worker II
 - Parks Maintenance Worker III
 - Public Services Maintenance Worker I
 - Recreation Leader III
 - Solid Waste Driver/Loader
 - Wastewater Plant Operator
- Positions in the Selection Phase:
 - HR Specialist
 - Firefighter/Paramedic
 - Parks Maintenance Worker I
- Employees hired during August:
 - City Clerk
 - Savva Psaras- Water Service Worker 8/14/19
 - Joseph Tuttle- Lifeguard 8/23/19
 - William Harrison- Wastewater Service Worker 8/26/19
 - Angel Espinosa- Water Service Worker 8/28/19
 - Rodney Rainey- Wastewater Collection Superintendent 8/30/19
- Employee Promotions during August:
 - Justin Snyder- Public Service Maintenance Worker II 7/31/19
 - Sean Stebor- Water Plant Operator 8/14/19

● **Employee Benefits:**

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for August was \$ 230,614.73, which was almost 11% more than July's totals. The average weekly claims for August were \$ 57,653.68.
- 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 7/1/19

	<u>Employee Count</u>	<u>Participation Level %</u>
Platinum	87	30%
Gold	31	11%
Silver	46	16%
Bronze	65	22%
Blue	62	21%
Total Eligible Employees	291	100%

- **Family Medical Leave Act (FMLA):**
 - Number of Employees with approved/pending FMLA: 14 - (Regular - 5, Intermittent – 10, Pending - 0). Number of new requests in August: 2
- **Other (Non-WC, Modified Duty)**
 - Number of employees currently working on a modified schedule (some restrictions) – 5
- **Records Requests:** Number of Records Requests processed: 12
- **DROP (Deferred Retirement Option Program):**
 - Number of Employees in DROP: 17
 - Employees who entered DROP during August: 0

- **Performance Management:**
 - Number of Disciplinary Actions: 2
- **Employment Separations (Regular Full- and/or Part-Time):**
 - Number of Separations from Employment: 6
- **Risk Management:**
 - Workers' Compensation:
 - ✓ Number of new workers' compensation claims: 3
 - ✓ Total current open workers' compensation claims (2019): 1
 - ✓ Employees on light duty: 1
 - ✓ Employees out of work: 0
 - Property/Liability/Motor Vehicle Claims: 1
 - ✓ New Property/Liability Claims: 1; total open cases = 1
 - ✓ New Moving Vehicle Accidents: 0; total open cases = 0
 - Cases Closed During the Month:
 - ✓ Worker's Compensation Claims: 2
 - ✓ Property/Liability Claims: 7
 - ✓ 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) = \$1030.00.
- **Safety:**
 - 93 employees completed 102 online safety training courses during the month of August.

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering Division:

Utilities Section

- **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 and establishment of the Guaranteed Maximum Price (GMP) for construction, which is complete. Phase II, recently awarded by the Commission, includes the detailed design, construction, commissioning and turnover to the City.
 - In July, 2019, a small screw press pilot was operated to determine feasibility for sludge handling for the pretreatment system. The City is awaiting scope and cost information from the consultant to install a new sludge drying system.
 - Construction has commenced and substantial completion is scheduled for Dec. 2020.
- **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 emergency power outages. 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 5th, in the amount of \$476,245. A pre-construction meeting occurred on April 27th. A "Notice to Proceed" (NTP) was issued for July 15th. Shop Drawings/Submittals have been reviewed and approved. Contractor has mobilized and started work on Lift Station 15.

- **Wastewater Treatment Plant SCADA System Upgrades –**
 - This project consists of upgrades to the City's existing PLC's and 'InTouch' application in the Advanced Wastewater Treatment Facility (AWWTF) and Collections system. The 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.
 - Final design and completion of panel construction drawings and specification compilation was awarded to McKim & Creed. The design portion began in January and is 100% complete. The project is currently on hold for potential planning of a State Revolving Loan to fund the project.
- **Wastewater Lift Station #3 Force Main Replacement –**
 - This project will 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 pipe.
 - The project was awarded to GA Nichols Company on July 23rd for \$281,815.60.
 - A Pre-Construction meeting was held on September 5th. A 'Notice to Proceed' (NTP) will be issued for the second week in October.
- **Wastewater Treatment Plant – Electrical System Upgrades**
 - The City intends to replace the Motor Control Centers (MCC's), switchgears, breakers, add localized generators and related electrical equipment at its Wastewater Treatment Plant (WWTP), and the electrical equipment, starters, etc., at the City's 44 Lift Stations. The electrical equipment at the WWTP and lift stations have reached the end of useful life and maintenance has become difficult to perform, with parts a challenge to acquire. Installation of this new equipment increases safety measures for operational and maintenance staff.
 - Information and background gathering has been initiated by EDT and the basis of design report is expected to be completed in October.
 - Design is scheduled to be completed by April 2020.
- **Wastewater Treatment Plant – Aeration Basin Rehabilitation**
 - The City is replacing the fine bubble diffusion system, all related piping, gaskets, valves, instruments, etc., required for the proper operation of the aeration basins at the City's WWTP. The fine bubble aeration systems at the WWTP have reached the end of useful life and require replacement. Installation of this new equipment increases reliability and operability of the system.
 - The City awarded the project to WPC Industrial Contractors in the amount of \$745,943. A Pre-Construction meeting will be held in September, with construction expected by the end of 2019.

Roadway Section

- **Fenway Crosswalk –** This Edgewater Drive crossing has been approved by the FDOT and staff has requested and received quotes from 3 contractors. A Purchase Order for the work will be issued in September.
- **Milling & Overlay –** The 2019 annual paving contract was put out for bid in August with a bid opening date of September 24, 2019. Work under this agreement is expected to be completed within this calendar year.
- **Crack Seal, Micro Surface and Full Depth Reclamation –** This project was awarded to Asphalt Paving Systems, Inc (APS) on February 5th (\$552,678.10). A 'Notice to Proceed'

(NTP) was issued on June 3rd (contract time of 90 days). All Construction has been completed with the exception of final striping of the roadways, and addressing punch list items.

Drainage / Interdepartmental Support

- **Dunedin Pines** – The ‘in-house’ design of this drainage / sidewalk project design is complete and has been turned over to Public Services for planned construction this Fall. Curbing, sidewalks and underdrains will be added to portions of the neighborhood.
- **Marina Sediment Removal Project** – Phases 1 and 2 (regulatory approvals) are complete. The City received an FDEP Exemption Verification to dredge the channel and marina basin to the previously approved (2003) bottom elevations. The ACOE has approved their permit; a condition of the FDEP exemption is that sediment material must be hauled to a landfill, as it exceeded residential threshold limits for disposal. Staff is awaiting a scope of services with Wood, Inc. (consultant for Phases 1 & 2) to provide construction plan, bidding, and construction phase services. Preliminary sediment dewatering testing was completed in June.
- **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. The project was awarded to Midcoast Marine LLC. A pre-construction meeting has held on August 16th at the Harbor Masters Conference Room.
- **Idlewild Ditch Project** – This project will address erosion and sediment issues affecting adjacent properties, and the City maintained ditch system. The SWFWMD (regulatory agency) permit application was approved in February. The Timm Group Building & General Contractors was awarded the construction contract (\$240,115) at the June 4th Commission meeting. Construction of the project began on September 4th. Entry into the park in this area will be closed during construction.
- **Hammock Park Bridge Replacement** - This project will replace two existing wooden bridges over the east / west drainage ditch (Channel A) with aluminum bridges. These wooden bridges are in need of replacement. Bids were received on August 27, 2019 and staff is moving forward with bid review for preparation of award recommendation.

Development

- **Site Infrastructure / Development Review Participation:**
Projects discussed / researched as part of DRC meetings – (1)
Site / Infrastructure plan sets reviewed – (2)

Public Services Division:

Streets Section

- Continued new installations and repair of concrete sidewalks (1420 SF).
- Removed / replaced military and event banners.
- Staff continues right-of-way tree trimming in Lakewood Estates subdivision:
 - Trimmed and hauled tree canopies for roadway clearance Citywide
 - Trimmed hardwood trees and palms (22.5 tons hauled).
- Continued Traffic Sign & Post maintenance Citywide:
 - Manufactured (42) new signs, and replaced (25).
- Repaired utility cuts for the Water and Wastewater Divisions (8 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (63.4 tons hauled).
- Regraded the alley way behind 459-487 Main Street.
- Performed sidewalk trip step grinds in Countrywoods subdivision.
- Cleaned catch basins during rain events

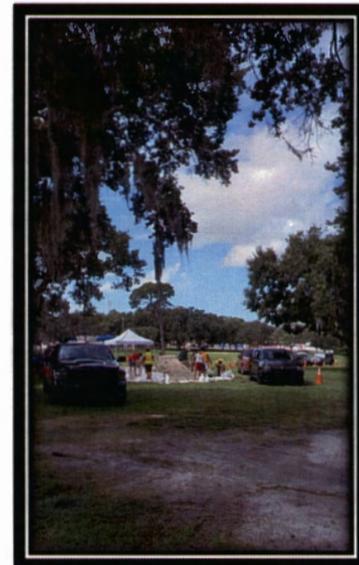
- Upgraded School Zone Crossing signage, and set times for School Zone Flashers
- Assisted Facilities with framing of MLK and Elliot rooms
- Attended CPR and AED training



- Assisted residents at Hurricane Dorian sandbag site
- Provided Special Event support – Wearable Art fashion show.

Stormwater Section

- Cleaned 5,029 linear feet of stormwater piping
- Continued slope ditch mowing
- Continued ROW mowing
- Continued residential street sweeping activities
- Continued catch basin repairs Citywide (5).
- CMP pipe repair at 1733 Sutton Place
- Underdrain repair at 1255 Nelson Street
- Cleaned out retention pond at 986 Lexington Street
- Cleaned catch basins during rain events
- Continued residential street sweeping activities:
 - Hauled 11.4 tons / 15 cubic yards of street sweeping debris to the County landfill.
 - Hauled 10.5 tons / 14 cubic yards of catch basin debris to the County landfill.
- Continued ditch maintenance Citywide.
- Hauled 186 cubic yards of sand for the Hurricane Dorian sandbag site
- Assisted residents at Hurricane Dorian sandbag site



- Assisted Facilities with framing of MLK and Elliot rooms
- Attended CPR and AED training
- Continued stormwater pipe maintenance and repairs Citywide.

Stormwater Program Coordinator

- Worked with City Attorney on language edits to proposed Stormwater Enforcement Ordinance.

- Coordinated data collection for the upcoming MS4 Annual Report with all City Departments.
- Participated in the Dunedin Citizens Academy (DCA) preparations as a Dean for the DCA.
- Collected and organized all required data for the CRS audit pertaining to Stormwater Maintenance, and participated in the CRS audit.
- Met with a Pinellas County School Board representative to discuss an erosion issue originating from a School Board property affecting the City of Dunedin stormwater system.
- Reviewed two projects for DRC concerning stormwater permitting through FDEP and the SWFWMD. Informed developers regarding the need for proper BMP's during construction.
- Reviewed one project for Infrastructure Review to notify the developer of potential site contamination, permit requirements through FDEP and/or the SWFWMD, and proper BMP's.

Facilities Section

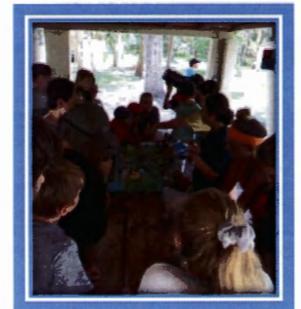
- Performed FDEP Aboveground Storage Tank (AST) diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- Replaced approximately 400 HVAC filters Citywide in City facilities on a monthly cycle.
- Repaired exit /emergency lighting Citywide.
- Performed fire extinguisher preventative maintenance / replacements Citywide.
- Cleaned all diesel fuel tanks Citywide.
- Continue HVAC apprenticeship and internship programs with Pinellas Technical College.
- Responded to maintenance requests Citywide, as needed.
- Completed construction of the Finance office space at the Elliott Room/CC.
- Started construction of the Utility Billing and Human Resources/Risk Management office space at the MLK Center.
- Completed all required inspections and preparations in preparation for Hurricane Dorian.

Solid Waste & Recycling Division:

- **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.
 - Staff continues to assist unincorporated residents with private market vendor information.
- Staff presented Reduce, Reuse, Recycle on August 19th at the Dunedin Public Library to provide insight to the state of recycling and provide attendees with further information regarding waste reduction.
- Future Outreach Events
 - Reduce, Reuse, Recycle – Saturday, October 5th, 2019 at the Dunedin Public Library from 11:00 AM – 12:00 PM.

Sustainability Program Coordinator:

- Presented at the Environmental Explorers Day Camp at Hammock Park using an EnviroScape to teach students about the impact human activities have on various land/water ecosystems.
- Installation of new electric vehicle charging stations via the Duke Energy Park & Plug Program has begun. Staff is coordinating with Duke Energy and NovaCHARGE on final details.
- The planning process for the City's Ready for 100 Renewable Energy commitment has begun. Staff is currently working on a timeline that will incorporate several listening sessions, planning meetings, and various workshops in the months to come. Staff is coordinating with neighboring cities and the County to collaborate on implementation strategies for reaching the City's Ready For 100 goals.
- The City is excited to announce that Dunedin residents have worked with Mission Blue to designate the Florida Gulf Coast as a Hope Spot! This means more education, research, and



protection will come to these natural resources. The City will formally announce this at the October 3rd, 2019 Commission meeting. The new designation will be celebrated with a formal Gala at the Fenway Hotel on Friday, October 25th; for event tickets visit: <https://bluegreenconn.org/>

Celebration and activities will continue the following day, October 26th, in downtown Dunedin.

- On August 31st, staff coordinated with the Committee on Environmental Quality (CEQ) to hold a presentation on Residential Rooftop Solar Power at the Dunedin Public Library which provided attendees with educational information on how to obtain solar power at their homes. More information about the City's Solar grant can be found in Planning & Development website page:

<https://www.dunedingov.com/home/showdocument?id=13469>

- Outreach events:

- The month of September has been designated as *Drive Electric Dunedin* and the week of September 14th – 22nd has been designated as *National Drive Electric Week!* To celebrate this, the City of Dunedin and the City of Oldsmar are co-hosting an event. Join us for *Drive Electric Tampa Bay* – Saturday, September 21st from 9am–1pm at 100 State Street, in Oldsmar. More event information can be found at: www.driveelectrictb.com



Wastewater Division:

Plant Summary

• **Wastewater Treatment flows:**

- Influent Average Daily Flow: 6.047 Million Gallons
- Influent Monthly Total Flow: 187.451 Million Gallons
- Reclaimed Water Average Daily Flow: 2.754 Million Gallons
- Reclaimed Water Monthly Total Flow: 85.359 Million Gallons
- Final Effluent Average Daily Flow: 2.811 Million Gallons
- Final Effluent Monthly Total Flow: 87.136 Million Gallons

• **Maintenance and Repairs:**

- Contractor – Exceletech Coatings is onsite repairing concrete leaks at Facility #8 (filter Building) and Facility #5 (Anaerobic tanks).
- Contractor – P & R Coatings is onsite pressure washing and painting the Belcher reclaim pump house, Facility #8 (filter building), and Facility # 4 (maintenance repair shop).
- Maintenance replaced all overhead lighting in the Collection concrete storage building with LED fixtures.

• **Compliance:**

- July 2019 Discharge Monitoring report submitted to FDEP via EZDMR; [No Issues].

- The annual Discharge Monitoring Report-Quality Assurance (DMRQA) Study (#39) through EPA is underway with outside contracted laboratories (Advanced Environmental Laboratories [AEL] and Marinco). This is an EPA requirement/study to evaluate the analytical ability of the contracted laboratories that we use to perform our environmental analyses, per our NPDES permit.
- Annual FDEP (Florida Department of Environmental Protection) compliance inspection took place on August 22, 2019 and we are waiting on the final inspection report.

Collections Summary

- **Scheduled repairs:**

- Preventive R-O-W (right-of-way) clean outs installed on Pinewood Drive (3).
- Searched and mini scouted 32 laterals for Infiltration/Inflow (I&I) sources during heavy rain events.
- Machine dug and repaired sewer main and laterals at 792 Lakeside Drive and 1530 Fairway Drive due to depressions.
- Pumping of sludge at LS (lift stations) #20, #31, and #32 due to heavy rains and already saturated grounds.
- Prepared for Hurricane Dorian by setting up pumps and generators at various Lift Stations (LS) throughout the City.
- Responded to citizen blockage calls (34) & daily utility field locates of sewer/fiber optics.



- **Vac / Cleaner Truck:**

- Cleaned Facility #15, WWTP manholes to plant pump station due to heavy sand and stones.
- Continued cleaning trouble spot list – San Salvador Drive and St. Mary Drive.
- Cleaned charcoal out the odor control unit at LS #10.
- Followed up by applying ROOTX (root killer) in mains that were televised and found to have roots blocking flows.
- Cleaned wet wells at LS's #17, #19, #23, #33, #40, #41, & #42.
- Total cleaned: 9,626 lineal feet (LF) and applied ROOTX in 5,835 LF of sewer mains.



- **TV Truck:**

- Continued to follow up on TV inspections of mainline root control list and working on generating follow up ROOTX work orders.
- Continue cleaning LS #10 area and inspecting the manholes.

- Continued searching for Infiltration/Inflow sources during the heavy rains.
- Total televised: 4,962 LF with 18 set ups and installed 1 sectional liner repair.

- **Lift Stations:**

- LS #20 – replaced fuses at disconnect.
- LS #17 – replaced fuse and phase monitor in control box.
- LS #23 – pulled pump #2 - cleaned out rags in impeller.
- LS #10 – replaced carbon in odor control unit.
- State inspections done for E-One Stations – Causeway #44, Marina # 47, Marina, and Boathouse #45.
- Continued checking telemetry on computer and printed reports.
- Continued preventative maintenance:
 - Exercised valves; Cleaned out check valves and wet wells; Grounds keeping, checked high floats in stations, etc.



Water Division:

Water Production

- **Production Numbers:**

- | | |
|---|------------------------|
| ○ Average Daily Potable Water Production: | 3.62 Million Gallons |
| ○ Monthly Potable Water Production: | 112.10 Million Gallons |
| ○ Annual YTD Potable Water Production: | 906.12 Million Gallons |
| ○ Annual YTD Rainfall: | 50.50 Inches |
| ○ Monthly Rainfall Total: | 9.25 Inches |

- **Maintenance:**

- Operators continued normal PM program on plant equipment.
- Operators have installed a temporary sludge holding tank to reduce arsenic levels in Wastewater sludge.
- The element cleaning on Skids 3 and 4 has been completed.

- **Noteworthy Events:**

- The plant operator's temporary sludge hauling fix has greatly reduced the Wastewater Treatment Plant (WWTP) Arsenic issue.
- OCI/Wharton-Smith have begun construction activities at the Water Treatment Plant.

Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 83% complete, with approximately 6,892 backflows tested for the calendar year. The large meter program is 100% complete, with 98 large meters tested for the calendar year. This year, the Hydrant Program has installed 0 new hydrants, repaired 23, replaced 4, painted 204, and flow tested 196. During this time period, the Valve Program exercised 146 valves. For the year; the Valve Program has installed 2 new, replaced 1, repaired 5, and exercised 1,010 potable and reclaimed distribution valves.

Wellfield

- Check valves for Well's #6, #31, and #86 have been ordered.
- City Staff is preparing a service authorization for Ardurra (*formerly King Engineering*) for design services to renovate Well #1 with a new pump/motor, piping, and electrical features.
- Repairs due to water damage have been completed at Well #3.
- Southeast Drilling Service has completed the redevelopment of Well #89. In addition, a new pump and motor was installed at Well #89. Well #89 is now back in operation.
- A new flow meter has been ordered for Well #11.
- Arry's Roofing has been contracted to install a new roof for Wellhouse #28.

PLANNING & DEVELOPMENT DEPARTMENT
Building Division

August 2019

PERMITS		
Total Permits Issued		460
Total Permit Fees Collected		\$91,601.50
Total Valuation of Construction		\$5,070,834.00
Permits by Group:	NUMBER	VALUATION
Building Permit	221	\$3,319,120.00
Electrical Permit	53	\$579,488.00
Fence Permit	43	\$158,824.00
Gas Permit	5	\$331,520.00
Mechanical Permit	95	\$597,720.00
Plumbing Permit	40	\$70,322.00
Sign Permit	3	\$13,800.00
Tent Permit	0	\$0.00
New Construction by Building Type:	NUMBER	VALUATION
New Single Family Residences	0	\$0.00
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		1,162
LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	TAXES
New Business Tax Receipts	20	\$1,280.05
Renewed Business Tax Receipts	595	\$46,595.83

Code Enforcement Division

Code enforcement staff performed 123 inspections, responded to 10 public records requests, opened 59 new cases and closed 321 existing cases in August.

August 6, 2019 Code Enforcement Board Meeting Actions:

- Old Business Cases Heard: 5
- New Business Cases Heard: 20
- Affidavits of Compliance Accepted: 10
- Reconsideration of Fine Requests: 1
- City Attorney presented one memorandum regarding foreclosure.

The Code Enforcement Board collected \$9,961.70 in unpaid fines and fees in August.

August 20, 2019 City Commission Work Session Actions:

- Code Enforcement Board – Reappoint regular members:
 - David R. Pauley to his 2nd and final 3-yr term that expires 9/01/22.
 - Lowell Suplicki to his 7th and final 3-yr term that expires 9/01/22.

Planning Division

August 20, 2019 City Commission Work Session Actions:

- Disability Advisory Committee – Reappoint regular member:
 - Susan C. Arendell to her 4th and final 3-yr term that expires 9/01/22.

August 22, 2019 City Commission Regular Meeting Actions:

- Approved First Reading of Ordinance 19-13 regarding Vacation Rental Registration.
- Approved First Reading of Ordinance 19-21, Historic Preservation Ordinance Amendments.
- Approved Second Reading of Ordinance 19-22, Scottish American Society – Historic Landmark Designation. Property located at 917 Loudon Avenue.

August 21, 2019 Board of Adjustment & Appeal Meeting Actions:

- Approved Conditional Use Permit Application BAA 19-11C: Conditional Use to open an artisan-style Nano Brewery at 2058 Bayshore Boulevard, Unit #5.

COMMUNITY RELATIONS

No report submitted

Development Project Update 9-5-19

Current Projects - City Commission Review			LPA	CC 1st	CC 2nd	under const	% comp
Aberdeen Oaks	1441-1461 Virginia St	20 single-family home subdin	√	√	√	Yes	75%
Arcadia	265 Causeway Blvd	16 4-story condos	<i>on hold - infrastructure expired</i>			Yes	5%
Beyond the Wall B&B	520 Skinner Blvd	adding 3 add units	√	√	√	No	
Courtyard on Main- <i>amende</i>	Main/Douglas/Monroe	18 condos; retail; parking gar	<i>infrastructure & permit under review</i>			No	0%
Dunedin Commons	375 Patricia Ave	mixed-use (retail, TH, apts);	√	√	√	Yes	98%
Dunedin Cove	93 Lexington Ave	20 single-family homes	√	√	√	Yes	75%
Gramercy Ct Ph II	Howard Ave	18 townhomes - phase II	<i>new developer & contractor</i>			Yes	20%
Grant St B&B	418 Grant St	22-unit vacation rentals	√	<i>owner selling dev. rights</i>		No	0%
Oak Bend Townhomes	801 Main St	32 townhomes	<i>infrastructure under review; demo beginning 9/2</i>			No	0%
Pura Vida (now Mira Vista)	1413 Bayshore Blvd	7 townhomes replacing bung	√	√	√	Yes	40%
Sea Palms - <i>amended</i>	2624 Paula Dr N	9 townhomes	5/8/19	9/5/19	9/19/19	Yes	20%

Current Projects - Staff Review Only			Comments	under const	% comp
630-643 Athens St	630-643 Athens St	4 single-family homes with shared drive	<i>permit under review</i>	Yes	5%
2058 Bayshore Blvd	2058 Bayshore Blvd	Nano-brewery in existing bldg; Cond. Use Permit from BAA 8/21/19		Yes	5%
Blue Jays player complex & training facility		rennovations, etc	<i>infrastructure approved</i>	Yes	25%
Carriage House	1040 Broadway	convert to event venue	<i>new permit under review</i>	No	0%
Discovery Academy	1380 Pinehurst	demo front building, replace with portable		Yes	100%
EOC	Belcher	EOC and future training	<i>infrastructure & permit under review</i>	No	0%
Faith United Church	1650 Pinehurst	1100 sf addition		Yes	100%
Government Center	737 Loudon Ave	holding meetings w/committees & public		No	0%
227 & 229 Hancock St	227 & 229 Hancock St	keep SF home and add duplex		Yes	90%
962 Highland Ave	962 Highland Ave	4-unit apt building/vacation rental	<i>permit app'd; not issued</i>	No	0%
James St. Cottages	603 Scotland	SF property to 4 (Glencairn-style) cottages		Yes	100%
Retail strip center	1440 Main St	demo bldg, replace w/retail bldg (pizza & urgent care)	<i>infrastructure & permit app'd 3/11; not issued</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%

Potential Future Projects - City Commission Review			Comments
Highland Avenue THs	968 Highland Ave	15 2-story townhomes	
521 Howell St	521 Howell St	5 condos	
424 James St	424 James St	3 townhomes: rezone to PRD, design review	
Union Street Townhomes	1180 Union St	36 (market price) townhome development	

Potential Future Projects - Staff Review Only			Comments
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	
The Foundry	351 Albert St	6 short-term (container) rental units	
526 Frances St	526 Frances St	demo existing home and build a triplex	
Funtastic Creamery	2602 Bayshore Blvd	ice cream kiosk in Causeway Plaza, west of Sandbar Grill	
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)	

DUNEDIN
Home of Honeymoon Island
Fire Department Administration
MEMORANDUM

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

Fire Prevention Division:

Projects completed:

- Dunedin House of Beer – 324 Monroe St – Interior Renovation

Current projects:

- Dunedin Commons Apt. – 375 Patricia – Commercial Units
- Arcadia Luxury Condo – 265 Causeway Blvd
- Gramercy Court Townhomes – Highland Ave
- The Courtyard on Main – Main St – New mixed use project
- Mira Vista Townhomes – 1413 Bayshore Blvd
- 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
- Clearsky – Renovation/Addition – 680 Main St.
- City Municipal Building – New Construction – 737 Loudon Ave.
- Pfeifer Warehouse – New Construction - 1385 Lady Marion Ln

Fire Prevention Staff Activities:

Inspections – 74	Fire Investigations - 1
Re-inspections - 1	Event Inspections – 1
Fire extinguisher training – 0	Fire Safety presentations – 0
Plans Reviewed – 26	Station Tours – 0
Construction Inspections – 8	Pub. Ed Contacts (Total) – 0
Final Inspections/BTR - 10	Hurricane Awareness presentation - 0
Meetings / Consultations – 14	Home Safety Checks/Smoke Alarm Install - 1
Referrals / Complaints - 1	

Training and Safety Division:

- August monthly facility inspections reviewed and scanned into files.
- Quarterly pre-plans assigned for 3rd and 4th quarter (Updates)
- Attended North County Training (NCT) group meeting to plan NCT drills
- Attended Pinellas County Training Chief meeting
- Attended all NCT on Small boat and Shallow water training at Dunedin Causeway
- Worked on Training and Logistics trailer. Developing layout for storage and Task Force deployments. Added cabinet and storage shelves along with placement of boat and 4x4 UTV.
- Updated Target Solutions Bulletin board
- Completed monthly CME
- Conducted CPR class for City Public Works Department (30 Students)
- Worked on Pre-Plan program and digitizing to desktops and mobile devices
- Updating all current pre-plans (continual process)
- Updating Qualification Programs on Target Solutions for Acting District Chief and Truck Driver
- Administered Truck Driver test to FF/P Clauss
- Administered Fire Boat Operator test to Lt. Young and FF/P Murphy
- Prepared Training Trailer for Hurricane Deployment and purchased food and water for team responding to Hurricane Dorian.
- Coordinating storage room cleanup. Gear racks added and entire room cleaned and organized. County provided gear inventoried and placed in containers
- Completed training reports for all shifts for the month of August 2019.
- Continued process of scanning and digitizing all training records and certifications and at 90% complete.

A Shift completed 498 Hours

B Shift completed 517 Hours

C Shift completed 436 Hours

Department total of 1451 hours

Operations:

<u>Type of Incident</u>	<u>Month of Aug</u>	<u>Year to Date</u>	<u>Emer Resp by Uni</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	494	4222	<u>EMS</u>		
Rescue Incident Response	53	399	<u>Station 60's Area</u>		
Fire Alarm	51	333	E60	141	4:30
Fire Incident Response	17	105	E61	14	7:13
Structure Fire Response	18	141	E62	13	6:31
Special	3	52	E51 (CFD)	1	7:26
Cardiac Arrest Response	6	48	<u>Station 61's Area</u>		
Water Rescue Response	6	76	E61	67	5:19
Major Incident Response	6	37	E66 (PHFD)	9	6:47
Support incident (Fire)	2	17	E60	2	6:04
Unconfirmed Structure Fire	6	36	E62	2	7:50
Fire Incident Response Special	9	60	E68 (PHFD)	1	9:51
Air Transport Incident	0	8	E39 (LFD)	1	5:49
Trauma Alert	5	48	<u>Station 62's Area</u>		
Support Incident (DC)	0	30	E62	75	5:15
Medical Incident Special	1	6	E65 (PHFD)	7	6:15
Support Incident (Medical)	3	35	E60	5	6:06
HazMat Invest	1	1	E50 (CFD)	5	5:12
Moveup - Coverage	1	11	S65 (PHFD)	5	6:42
Special Event	0	1	E61	2	8:08
Hospital Landing Zone	0	1	E53 (SHFD)	1	5:50
MVC Possible Extrication	0	4	R48 (CFD)	1	7:12
Brush Fire Incident Response	0	1	<u>FIRE</u>		
Extrication	0	4	<u>Station 60's Area</u>		
Rescue Incident Special	0	4	T60	12	5:55
Rescue (Technical/Confined)	0	1	E60	3	5:05
Support Incident (Truck)	0	1	U60	1	9:22
Rescue (High Angle/Below)	0	1	E51 (CFD)	1	9:48
Auto Crash	0	1	E50 (CFD)	1	8:54
Extrication (Vehicle)	0	1	E62	1	4:57
Code H	1	1	<u>Station 61's Area</u>		
Totals	683	5686	E61	10	6:32
			E68 (PHFD)	1	9:09
			T60	1	6:53
			E66 (PHFD)	1	6:38
			<u>Station 62's Area</u>		
			E62	6	5:37
			E61	2	7:32
			T60	1	6:52

45 (8.51%) of the 529 calls within the DFD District were handled by units other than DFD.

Below (and following) are letters, emails and notes received from residents in recognition of City departments and individual employees:

From: Stephen T Udovich [mailto:XXXXX@gmail.com]
Sent: Wednesday, September 4, 2019 8:37 AM
To: Parks, Jeff
Subject: Many thanks, Steve Udovich, VFW Post 2550, Dunedin

Chief Parks:

Many thanks for your two Paramedics that helped our fellow member last night at VFW Post 2550.

They were on scene quickly and handled things in a very low-keyed and professional manner.

Thanks,

Steve Udovich

Dunedin, FL 34698

September 6, 2019

Mayor, Commissioners, and City Manager,

The purpose of the letter is to inform you of a job **well done!**

I had a major structure fire at one of my properties here in Dunedin. The Incident Number is 9121339.

The fire occurred on August 3rd, 2019. The property was occupied by a single mother, and her three children, and thankfully all are okay. No one was injured.

Our Fire Department responded, and knocked down the fire, and made an effort to make sure the family was okay and safe. At the time of the fire, the grandmother and the oldest daughter were present within the unit. Fire Marshall Micheal Handoga called me to inform me that the property had caught fire, but they had the situation under control and asked if I could come to the property. Since I live in Dunedin, I was able to be at the property within ten minutes. Fire Marshall Micheal Handoga explained what was happening and what had been done. He stated that everyone was okay!

We sometimes take for granted the services the City of Dunedin provides its citizens. I thought I might someday need assistance from an EMT, but never dreamed I would need the Fire Department for a fire. To see our fire teams from three different fire stations and equipment at work was amazing. I can attest that my tax dollars are well spent!

Thank you Dunedin Fire Department for a job well done!

Sincerely,

Larry Franklin.

On Sep 6, 2019, at 11:37 AM, Richard Morea < @tampabay.rr.com > wrote:

Julie:

You're probably aware that today school libraries have become media centers and their library books have diminished greatly in favor of computers. Poetry being the *leanest* section on the shelf.

Dunedin Library's **Kathy Smuz** has been extremely helpful in providing donated books of **poetry** to my teen and adult poetry workshops and my high school classes and clubs. I'd like to express my thanks to her.

I know you, as well as I, believe in recognizing staff that go that extra mile to help residents, students, teachers, etc. Thanks to Kathy my high school students and my senior adults appreciate all she does for us at the library and at school.

A **letter** from you would go along way as an impressive thank you, a remembrance for a job well done.

Regards,
Richard

MOREA COMMUNICATIONS

Richard Morea

Journalist, Essayist, Fictionist, Poet, Mentor, Educator, Performance Artist

PINELLAS COUNTY SCHOOL BOARD:

Writing Mentor, Team Teacher,

Writing Clubs Sponsor

Creative Writing Program

PINELLAS EDUCATION FOUNDATION:

Scholarships Mentor

Take Stock in Children Program



CITY OF TREASURE ISLAND, FLORIDA

Treasure Island Fire Rescue

180 108th Avenue, Treasure Island, FL 33706
Phone (727) 547-4590 Fax (727) 547-4582
www.mytreasureisland.org | TIFD@mytreasureisland.org



September 9, 2019

Fire Chief Jeff Parks
Dunedin Fire Rescue
1046 Virginia St
Dunedin, FL 34698

Chief Parks,

I would like to take this opportunity to commend your personnel that deployed to the Hurricane Dorian SERP response September 2-5, 2019.

Lieutenant Cameron and Firefighters Reinhardt, Denison and Sanford performed their assigned duties with enthusiasm and were a pleasure to work with. Although we did not deploy from the staging area, the three days that we were there were logistically challenging. Your crew exceeded my expectations of professionalism during this difficult period.

Sincerely,

A handwritten signature in black ink, appearing to read "Trip Barrs".

Chief Trip Barrs
Treasure Island Fire Rescue



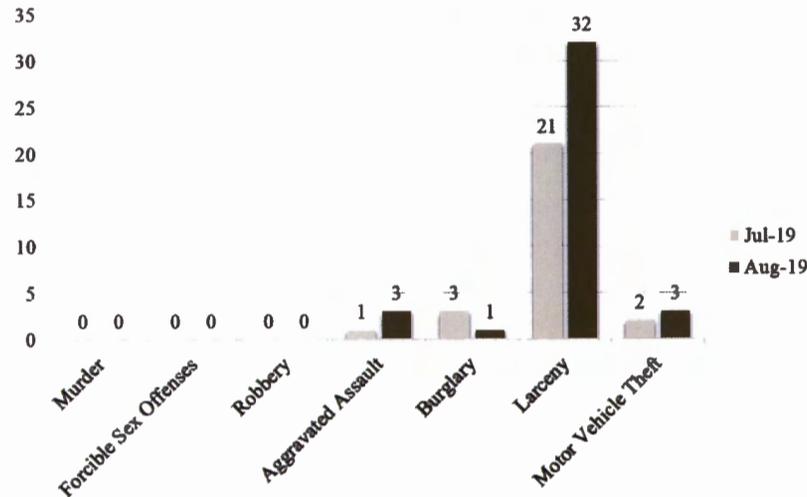
STRATEGIC PLANNING BUREAU

DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

August 2019

UCR Part I Crime Category	July 2019	August 2019	August 2018 YTD	August 2019 YTD
Murder	0	0	1	0
Forcible Sex Offenses	0	0	10	5
Robbery	0	0	3	3
Aggravated Assault	1	3	25	18
Burglary	3	1	52	36
Larceny	21	32	386	247
Motor Vehicle Theft	2	3	24	19
GRAND TOTAL	27	39	501	328



Arrests

August 2019

There were a total of 57 people arrested in the City of Dunedin during the month of August resulting in the following charges:

ARREST TYPE AND DESCRIPTION	TOTAL
Felony	20
Aggravated Assault	1
Aggravated Assault-Domestic Related	1
Aggravated Battery-Domestic Related	1
Child Abuse	2
Child Pornography	1
Dealing In Stolen Property	1
False Report Of Bomb, Explosive, Or Weapon Of Mass Destruction	1
Felony Battery-Prior Convictions	1
Grand Theft-Auto	2
Possession Of Controlled Substance	2
Possession Of Firearm/Ammo By Felon	1
Resist LEO With Violence	1
Theft By Employee-Lodging/Restaurant	1
Violation Of Probation-Juvenile	1
Violation Of Probation/Community Control-Adult	3
Misdemeanor	31
Battery	1
Battery-Domestic Related	6
Carrying Concealed Weapon	1
Criminal Mischief	1
Dating Violence Domestic	1
Disorderly Intoxication	3
Loitering/Prowling	1
Possession Of Certain Drugs Without Prescription Unlawful	1
Possession Of Controlled Substance	3
Possession Of Drug Paraphernalia	1
Resist/Obstruct LEO Without Violence	4
Spouse Battery	1
Trespass After Warning	3
Trespass In Structure/Conveyance	1
Unlawful Use Of License	2
Violation Of Injunction Protect Domestic	1
Warrants	9
Violation Of Probation/Community Control-Adult	2
Warrant Arrest	7

Traffic Felony	1
Fleeing/Attempt To Elude LEO	1
Traffic Misdemeanor	17
Driver's License Suspended/Revoked	7
Driving Under The Influence	7
Leave Scene (With Damage)	2
Refusal Submit To Test-Intoxicated	1
Grand Total	78

*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 **3,326** events in the City of Dunedin during the month of August resulting in **5,286** 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 August.

**CAD data is filtered by problem type.*

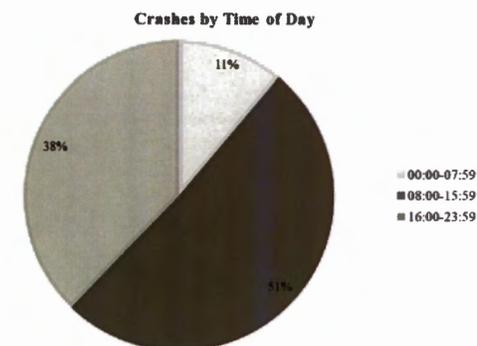
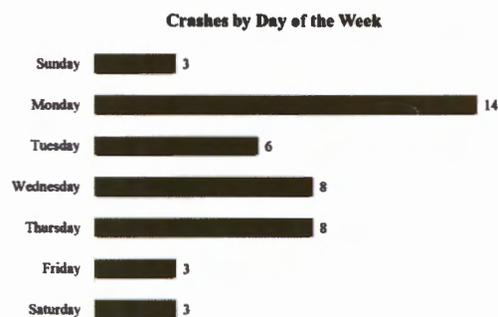
August 2019

DEPUTY ACTIVITY	TOTAL
Traffic Stop	1,069
House Check	310
Directed Patrol	204
Special Detail	176
Information/Other	132
Assist Citizen	88
Suspicious Person	84
Building Check Business	72
Alarm	59
Contact	58
Transport Prisoner	57
Fraud/Forgery-Not In Progress	54
Traffic Violation	52
Accident	52
Suspicious Vehicle	50
Supplement	45
Vehicle Abandoned/Illegally Parked	45
Surveillance	38
Assist Motorist	34
Operation Medicine Cabinet	33
Assist Other Agency	30
Domestic-In Progress	29
Trespass	25
Community Contact	25
Lost/Found/Abandoned Property	25

Crash & Citation Analysis

There were a total of **45** crashes in the City of Dunedin during August 2019. *Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

TOP 10 CRASH LOCATIONS	TOTAL
Belcher Rd/Main St	3
154 Patricia Ave	2
CR 1/Amberlea Drive N	2
Main St/Keene Rd	2
1491 Main St	1
Main St/US 19 N	1
Magnolia St/Milwaukee Ave	1
1568 Burnham Lane	1
US 19 N/Curlew Rd	1
Challenger Drive/Curlew Rd	1



There were a total of **998** citations and warnings issued in the City of Dunedin during August 2019.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
County Road 1 & Main St	13
Main St & Belcher Rd	7
Patricia Ave & Union St	7
Patricia Ave & Lexington Drive	6
62 Causeway Blvd	4
Main St & Patricia Ave	3
N Keene Rd & Achieva Way	3
1915 Main St	3
2570 Gary Circle	3
Grant St & Main St	3

