

City Manager's ^{Up}date

December 17, 2019

This ^{Up}date will refer to the events since the date of the last ^{Up}date of November 9, 2019.

PLANNING & DEVELOPMENT DEPARTMENT Building Division

November 2019

PERMITS		
Total Permits Issued		373
Total Permit Fees Collected		\$126,324.50
Total Valuation of Construction		\$7,616,614.00
Permits by Group:		
	NUMBER	VALUATION
Building Permit	208	\$6,611,981.00
Electrical Permit	38	\$492,155.00
Fence Permit	28	\$86,308.00
Gas Permit	3	\$7,094.00
Mechanical Permit	52	\$314,925.00
Plumbing Permit	42	\$93,551.00
Sign Permit	1	\$9,000.00
Tent Permit	1	\$500.00
New Construction by Building Type:		
	NUMBER	VALUATION
New Single Family Residences	8	\$3,222,250.00
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		1,001
LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	TAXES
New Business Tax Receipts	10	\$1,013.00
Renewed Business Tax Receipts	234	\$5,653.26

Code Enforcement Division

- Code enforcement staff performed 79 inspections, responded to one public records request, opened 28 new cases and closed 23 existing cases in November.
- November 5, 2019 Code Enforcement Board Meeting Actions:
 - Old Business Cases Heard: 7
 - New Business Cases Heard: 7
 - Affidavits of Compliance Accepted: 6
 - Reconsideration of Fine Requests: 1
- The Code Enforcement Board collected \$6,414.27 in unpaid fines and fees in November.
- November 7, 2019 City Commission Regular Meeting Actions:
 - Accepted a settlement offer of \$1,200 in exchange for a Partial Release of the lien against the property located at 1527 Sandalwood Drive (DCEB Case No. 11-116 and 14-387).
- November 19, 2019 City Commission Work Session Actions:

- Authorized the City Attorney to accept the settlement offer of \$10,000 in exchange for a Release of the lien on the property located at 1387 Robin Hood Lane (DCEB Case No. 19-264).

Planning Division

- November 7, 2019 City Commission Regular Meeting Actions:
 - Approved First Reading of Ordinance 19-12 - Supplemental Height Amendments.
 - Approved Application AN-LUP-ZO 19-17 for vacant property located on Bass Blvd to include the following:
 - Approved First Reading of Ordinance 19-23 - Annexation
 - Approved First Reading of Ordinance 19-24 - Land Use Plan designation of Residential Urban (RU)
 - Approved First Reading of Ordinance 19-25 - Zoning designation of Multi-Family Residential (MF 7.5)
- November 19, 2019 City Commission Work Session Actions:
 - The City Commission authorized the Mayor to execute the Certified Local Government (CLG) Agreement between the City of Dunedin and the State of Florida, Department of Historic Resources.
 - Staff presented the following item to the City Commission for comments, questions and direction:
 - ✓ Comprehensive Plan Update - Housing Element
- November 21, 2019 City Commission Regular Meeting Actions:
 - Approved Second Reading of Ordinance 19-12 - Supplemental Height Amendments.
 - Approved Second Reading of the Seaside Palms Twin Villas Design Review Application DR-LDO 19-14.
 - Approved Application AN-LUP-ZO 19-17 for vacant property located on Bass Blvd to include the following:
 1. Approved Second Reading of Ordinance 19-23 - Annexation
 2. Approved Second Reading of Ordinance 19-24 - Land Use Plan designation of Residential Urban (RU)
 3. Approved Second Reading of Ordinance 19-25 - Zoning designation of Multi-Family Residential (MF 7.5)

LIBRARY

- 505 people visiting the Branch Library at the Community Center
- Notary Service at Library –22 stamps
- Delivered 114 items to 16 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 242.5 hours of their time
- Adult Volunteers donated 152 hours of their time
- 351 patrons utilized the study rooms
- 212 seeds packets “checked out”
- E-books checked out – 2209
- E-audiobooks checked out – 1078
- Interlibrary loan books obtained for Dunedin Patrons – 46 books
- Proctored 4 exam
- 204 DVDs/CDs cleaned and put back into circulation
- Webinars: 24 Adulting Ideas, Creating Digital Assistants, No the Customer Isn't Always Right, Fandoms, 20 Ways to Make workspace more efficient, Creating Boundaries with Patrons, How to Market Florida Electronic Library, Google Products and Florida Library Association webinar

- Staff attended the following meetings: Commission Meeting, Weekly City Department Head Meeting, weekly Library Management Team meetings, Sound System Training, Prisoner Reference Letters, Florida Humanities Grant Meeting, Circulation Special Interest Group and Friends of the Library
- Partnership with Dunedin Fine Art Center on their library collection
- Hosted All Staff Meeting with
- Staff attended Curtis Fundamental and Garrison Jones Elementary SAC meetings
- Worked with AVI/SPL on Meeting Room Sound System Upgrade
- Staff delivered donations to Dunedin Cares
- Staff participated in Great American Teach-In
- Hosted SHINE seminars and Medicare open enrollment sessions
- Supervisors attended Tampa Bay Library Consortium Annual Meeting
- Library Director attended Public Library Directors Meeting in Tallahassee
- Food Drive for Dunedin Cares
- Completed State Library Annual Report

STATISTICS

Door Count	23,879
Total Transactions	79,197
Average Circulation Per Hour	157.76
Adult and Youth Programs	95
Program Attendance	2331
Internet Usage (Adult & Youth)	2492
Wireless Usage	2616

CRA/ECONOMIC & HOUSING DEVELOPMENT

Patricia Corridor

- Staff continues its work with the newly formed (PCBA) on identifying areas of need. Staff is working on soliciting proposals for a Master Plan for the corridor.

DEEP Project

- **Gateway** – Staff has been meeting to develop a unified site plan.
- **City Hall Downtown Parking** – staff has been working on a review of parking needs

Affordable/Workforce Housing

- Staff is working to develop an Affordable Housing Action Plan and Tool Box and has scheduled a Workshop in January with stakeholders.
- 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 of Skinner and issue an RFQ by the end of the year.

CRA/CRAAC/ Downtown Projects

- Upon direction from the Community Redevelopment Agency staff is working with the CRA Advisory Committee to provide additional capital improvements culminating with the sunset of the CRA in 2033.
- Staff continues working on enhancements for downtown including, benches, pavers, parking lot upgrades as well as renewal of parking lot leases. The Downtown Rail Road Trestle over Main Street is currently being scheduled for painting.

- Staff presented the revised concept drawings for the John R. Lawrence Pioneer Park to CRA at the November 21, CRA Meeting. The CRA approved the concepts with revisions and staff will move to design phase.
- Staff worked with Planning on the Housing Elements in the Comprehensive Plan
- Staff has issued a request for a concept plan for replacement of the brick pavers in front of Casa Tina restaurant.

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 early Summer of 2020.

Business Recruitment and Retention

- Staff has been working with the new Florida Business Incubator Inc., on an Agreement with the Board and will bring to the Commission in December for approval.

Wayfinding

- The new Wayfinding signs are in production and are due to be installed in early 2020. Final approval by FDOT 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 continues to work with the City Team on special event parking focusing on pickup/drop-off location/signage for Uber/Lyft/Jolley Trolley/Tiki Rides and others.

FINANCE

- Continued interviewing for the open staff accountant position. Two qualified candidates are being further considered, with the next step in the process being reference checks.
- Attended three days of Munis follow-up training with the finance department getting specific issues addressed.
- Finalized the formal documentation of the new check run procedure for the Munis software and had A/P clerk back-up person perform two check runs as practice in the event A/P clerk is indisposed.
- Completed one third of the fiscal year end entries in preparation for producing the City's Annual Financial Report.
- Prepared extensive analysis of cash flow pertaining to the Blue Jays' stadium project in order for senior financial staff to anticipate cash needs between receipt of future Blue Jay funding reimbursements.

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- November 19, 2019 City Commission meeting:
 - Bid 19-1139 titled "Loan Administration/Compliance Services for a State of Florida DEP SRF Loan"

SCHEDULED FOR CITY COMMISSION DISCUSSION

- Bid #20-1143 titled "Beltrees Street and Eagle Lane Sanitary Sewer Extension" is scheduled for discussion at the December 3, 2019 City Commission meeting.

UNDER EVALUATION

- RFP #19-1131 is titled "Dunedin Marina Retail Space Lease." Submittals were accepted until 2:00 pm Wednesday, July 10, 2019. The City is negotiating with the selected company.
- RFP 19-1140 is titled "City Attorney Services." Submittals are due at 2:00 pm Thursday, August 29, 2019. The evaluation process is underway.

- Bid #20-1144 is titled "Laboratory Testing Services." Bids were accepted until 2:00 pm Tuesday, November 26, 2019.

ACTIVE ON THE STREET

- Bid #20-1145 is titled "Dunedin Community Center Rotary Pavilion." Bids are due at 2:00 pm Tuesday, December 10, 2019.
- RFP #20-1146 is titled "Hammock Park Pre-Fabricated Modular Framed Boardwalk." Submittals are due at 2:00 pm Tuesday, January 7, 2020.

UNDER DEVELOPMENT

Sodium Bisulfite
 Hammock Park Picnic Pavilions

BUDGET

- Presented the FY 2019 Final BA
- Prepared and submitted the Municipal Reporting Form to the Office of Economic and Demographic Research (EDR)
- Attended Munis training
- Hurricane Irma update:
 - Responded to additional State and FEMA requests
 - Reimbursements received in November 2019: \$0.
 - Total reimbursements received: \$832,448.

November 2019 CRF

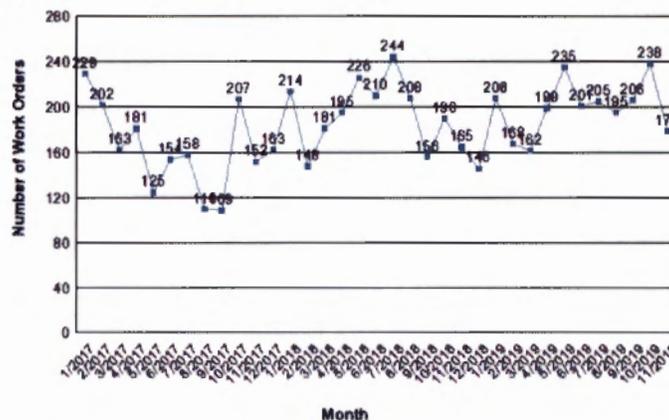
November CRF statistics are not yet available. November stats will be reported with December stats in the ensuing month's City Manager's Update.

INFORMATION TECHNOLOGY SERVICES DEPARTMENT:

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

Monthly Ticket Counts		Tickets by Priority	
Tickets Created	179	Critical Tickets	1
Resolved Tickets	179	High Priority Tickets	33
Open Tickets	139	Low Priority Tickets	145
Malware Tickets	0	Project Tickets	0

IT Services Help Desk Requests YTD for 2017-2019:



- During the month of November 2019, IT Services Department received 179 new on-line help desk support tickets. IT Services is averaging approximately 195 system generated help desk ticket per month and the department receives over 200 support-related phone calls and emails each month. The IT Department has serviced 2,143 on-line help desks requests in 2019.

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, cashiering and a citizen self-service portal. The proposed time line for all phases of this thirty-six 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	June, 2018	February, 2020
Phase 4 - MUNIS Payroll/HR (Migrate from HTE/NavilLine)	January, 2019	April, 2020
Phase 5 - MUNIS Enterprise Resource Management (EAM)	April 1, 2020	January, 2021
Phase 6 - MUNIS Utility Billing	May 1, 2020	January, 2021
Estimated ERP Project Completion Date	January, 2021	

- **Phase 1** of the ERP solution started in November of 2017 that included all of the City’s Financials, Purchasing and Inventory processes. The City has been live on this phase of the project as of April 16, 2019.
- **Phase 2** of the ERP solution started in November of 2017 that included the ExecuTime Time & Attendance module for employees to clock in and out. The City has been live on this phase of the project as of August 2018.
- **Phase 3** of the ERP solution includes the community development and infrastructure system, referred to as EnerGov. This phase is currently being implemented and 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 and is expected to go-live in late February of 2020.
- **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 April 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.
- **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.
- **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 City Hall 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 Dunedin City Hall Building. This new building to be located on the existing site of the City's Municipal Services and Technical Services Buildings. The new City Hall will house a secondary Data Center for redundancy purposes and the fiber cabling project will include 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.
- **IT Hardware Equipment Replacements** – The City has adopted a five year cyclical replacement for its desktop computers, laptops and network devices. IT Services staff are currently working on the schedule for the computer equipment replacements for this fiscal year.



Completed IT Projects:

- **Relocation of Staff** – The IT Department completed the installation of data and telco communications in various City sites for the staff that were relocated from the Municipal Services and Technical Services Buildings. Those staff relocated to 1415 Pinehurst Road, The Dunedin Community Center and the MLK Recreation Center. This project included 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 also purchased new network equipment for those various locations and move existing equipment from the old sites into the new locations. IT staff also worked with every employee in each of the departments that moved as well as with the City's Facility staff that were involved in the build-outs of temporary office space for the staff. The planning,

scheduling, coordination and physical work that was performed by the IT staff for this project was 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 have been able to move forward with the demolition of the old buildings for the future construction of the new Dunedin City Hall in a timely manner. The relocation of staff, the demolition of the existing buildings and the construction of the new facility all relied on the IT Department handling these tasks in a just few short months' time.

- **New PRI Telephone Circuits** – The IT Department completed the move and installation of the City's main PRI telephone circuits which are now located in the City's Data Center, in a Category 5 rated hurricane building. The old PRI circuits were located in the Technical Services Building which is slated for demolition in December of 2019. These telephone circuits are the Primary Rate Interface (PRI) phone service for the City to all to allow outgoing and incoming calls.
- **Relocation of City's Fiber Cabling** – The IT Department worked 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 staff were relocated from those buildings, the IT Department coordinated the removal of the existing fiber optics cabling from the buildings and re-routed the network data traffic to another facility.

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 Phase 5 includes the *Enterprise Asset Management (EAM)* system and the ERP Phase 6 includes the *Utility Billing* module. If approved by City Commission on December 5th, both phases of the ERP project would be slated for an implementation start date in spring 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 October 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.
- **Security Camera System Upgrades** – IT Services staff are in the planning stages to upgrade the existing security camera surveillance systems located in the Dunedin Library, the Fleet Services Facility and in the City Clerk's Office for this fiscal year. Those sites currently have



such systems however they are scheduled for camera upgrades that include motion-sensors and extreme high-definition video quality as well as alerting authorities during after-hours events.

HUMAN RESOURCES

• Recruitment & Selection:

- Total applications received: 239
- Ongoing Positions Posted:
 - Lifeguard I & II positions are seasonal and open until filled.
 - Recreation positions are seasonal and open until filled.
 - Solid Waste Driver/Loader, Open Until Filled
 - Transportation & Traffic Engineer, Open Until Filled
- Re-Posted Positions
- New Positions Posted:
 - Technical Support Assistant
 - Marine Maintenance Technician
 - Library Assistant
 - Recreation Leader II
 - Park Attendant III
 - Wastewater Service Worker VOD
- Positions in the Selection Phase:
 - Parks Maintenance Worker I
 - Engineering Project Manager
 - Code Enforcement Inspector
 - Accountant/Financial Analyst
- Employees hired during November:
 - Sarah Hornaday- VOD Recreation Leader 11/5/19
 - Jawhar Jackson- Parks Maintenance Worker I 11/5/19
 - Todd Hacker- Wastewater Service Worker 11/20/19
- Employee Promotions during November:
 - Phillip Beck- Park Attendant III 11/20/19

• Employee Benefits:

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for November was \$331,485.13, which is 29% higher than October's totals. The average weekly claims for November were \$ 66,297.03.
- 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 11/31/19

	<u>Employee Count</u>	<u>Participation Level %</u>
Platinum	6	2%
Gold	26	9%
Silver	84	28%
Bronze	97	32%
Blue	87	29%
Total Eligible Employees	300	100%

- **Family Medical Leave Act (FMLA):**
 - Number of Employees with approved/pending FMLA: 17 - (Regular - 4, Intermittent – 12, Pending - 0). Number of new requests in November: 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: 0
- **DROP (Deferred Retirement Option Program):**
 - Number of Employees in DROP: 18
 - Employees who entered DROP during November: 0
- **Performance Management:**
 - Number of Disciplinary Actions: 2
- **Employment Separations (Regular Full- and/or Part-Time):**
 - Number of Separations from Employment: 4
- **Risk Management:**
 - Workers' Compensation:
 - ✓ Number of new workers' compensation claims: 3
 - ✓ Total current open workers' compensation claims (2019): 2
 - ✓ Employees on light duty: 1
 - ✓ Employees out of work: 0
 - Property/Liability/Motor Vehicle Claims: 0
 - ✓ New Property/Liability Claims: 1; total open cases = 2
 - ✓ New Moving Vehicle Accidents: 0; total open cases = 2
 - Cases Closed During the Month:
 - ✓ Worker's Compensation Claims: 1
 - ✓ 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) = \$ 367.15.
- **Safety:**
 - 99 Online safety training courses were completed during the month of November.

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering Division:

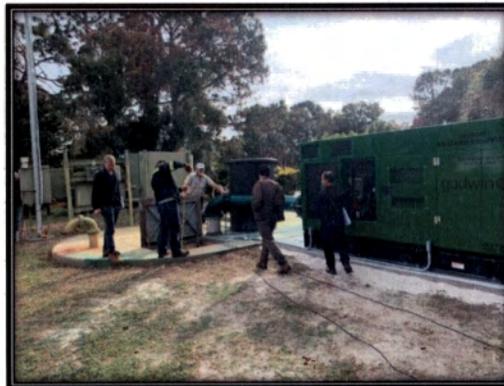
Utilities Section

- **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.
 - In November, 2019, construction continued on the water treatment plant.
 - The gaseous chlorine system was taken offline and the temporary bleach system was installed and started up for disinfection and pre-chlorination.
 - The electrical gear was received and installed and is awaiting final wiring and startup.
 - Duct bank installation to the new electrical room for pretreatment was completed.
 - Installation of the new chemical injection was completed and cleared through FDEP, enabling decommissioning of the existing degasification system.



- **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 in March to Danus Utilities, Inc., in the amount of \$476,245. A Pre-Construction meeting occurred in late-April, with a "Notice to Proceed" (NTP) issued in mid-July. Currently all underground piping has been completed, electrical and instrumentation rough-ins have been installed. LS #15 Emergency Pump has been successfully started and is operational at this time. It is anticipated that the Emergency Pump at LS #8 will be started up the second week of December. The project is being coordinated with the assistance of the Wastewater Division and Parks Department.



Emergency Pump at Lift Station #8

- **Lift Station 20 & 32 Rebuild Project**

- The City is planning to rebuild Lift Stations #20 & #32. Both lift stations are undersized, prone to overflow during heavy rain events, and are adjacent to a waterway. The rebuild of these lift stations will be appropriately sized, have emergency backup pumping, and will reduce the potential impact on public waterways.

- The City awarded a contract for the design, bidding and construction services for the lift station rebuild to McKim & Creed on October 15. The Design Kickoff meeting was held on November 20, 2019. Completion is expected by June 2020.
- **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, located in Weaver Park, and make some modifications to the Lift Station wet well. 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, with a 'Notice to Proceed' (NTP) issued for October 7th. The Contractor mobilized the week of October 28th. Currently, the Force Main has been installed. Pressure testing and FDEP approval for placing it in to service will be completed the week of December 16. The project is being coordinated with the assistance of the Wastewater and Parks Department. Final Completion is anticipated to occur during the first quarter of 2020.
- **Wastewater Lift Station #20 Force Main Replacement**
 - This project will replace the aged force main from Lift Station #20, which is constructed from a thin-walled PVC pipe that is prone to breakage. In addition, a portion of the forcemain is located under CR-1, which will be resurfaced by the County in the near future. Thus, replacement of the forcemain is required prior to resurfacing. Parallel to the forcemain replacement, the City will install a new fiber optic line to the new Emergency Operations Center, which will reuse portions of the existing forcemain to reduce costs.
 - The City awarded a contract for the design, bidding and construction services for the forcemain replacement and the fiber optic line installation to McKim & Creed on October 15. The Design Kickoff meeting occurred in November, with design completion expected by February 2020.
- **Wastewater Treatment Plant (WWTP) – 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 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 their 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.

- The draft of the basis of design report has been received. Staff met with the consultant to review and provide feedback.
- The 60% design submittal is expected at the end of January, 2020.
- 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 submittal process has begun. The Notice to Proceed for construction was issued on December 2, 2019. Construction schedule is 9 months for substantial completion.



Wastewater Aeration Basins

- **Wastewater – Beltrees Street & Eagle Lane Sanitary Sewer Extension**
 - The City is extending sanitary sewer service on Beltrees Street, between 2nd Avenue and 3rd Avenue, and on Eagle Lane, between Birdie Lane and Curlew Road. These extensions will add customers and allow for abandonment of existing septic systems.
 - The City completed design and permitting internally. The project bid opening was held on November 2. The City received four (4) bids ranging from \$201,677.85 to \$345,586.17. U.S. Water Services Corp. was selected for award of the project.
 - The Commission awarded the project on December 3, 2019 with construction scheduled to commence by the beginning of 2020.

Roadway Section

- **Milling & Overlay** – The 2019 annual paving contract bid was opened on September 24th, with a low bid of \$823,217 received from Gator Grading & Paving LLC. The award was approved at the October 15th Commission meeting. Pre-Construction meeting was held and the Notice to Proceed date is January 13, 2020. Work is anticipated to be done by May.
- **FY20 Pavement Management Program** – Staff is in the planning stages for fiscal year 2020 brick, milling & paving, crack seal, micro surface and FDR plan and contract preparation.
 - **Brick Streets:** The section of Santa Barbara south of the intersection with San Salvador has been prioritized for brick street restoration. This segment of brick street was ranked the highest priority by the Agile Assets pavement management program. Geotechnical testing was completed in October and indicated underlying clay soils and a degraded lime rock base. The clay and degraded base is causing pot holes and depressions. Survey to provide elevations and utility locations for gutter replacement and driveways is being done as gutters will need to be replaced to improve drainage. Plan drawings are being developed as this information is acquired.

- **San Salvador:** San Salvador, between Patricia Ave and Bass Blvd, has been identified for milling and paving, and full depth reclamation (FDR). Inspection of gutters and inlets is underway to determine the need for any replacement. Design is underway.
- **Rejuvenation:** The FY20 contract for rejuvenation of streets paved in FY19 has been approved with the work was completed in November.
- **Milling & Paving:** FY20 Milling & Paving street selection is underway using the Agile Assets software to prioritize streets. The target release of the bid is in February.
- **Crack Seal & Micro Paving:** FY20 street selection for crack seal and micro paving is underway using the Agile Assets software to prioritize streets. The target release of the bid is in February.

Drainage / Interdepartmental Support

- **Dunedin Pines** – The 'in-house' design of this drainage / sidewalk project is complete and has been turned over to Public Services for planned construction given staff availability. 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 approved the award of consultant services with Wood Environmental for preparation of plans, bid docs and construction assistance. Wood indicates plans and bids documents will be completed by January 2020.
- **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. At the October 15th Commission meeting the award to the contractor was approved and the Pre-Con meeting has been held. Work is anticipated to commence in mid-January.
- **Brady Drive:** The City assigned DRMP, Inc., (one of the City's GEC Firms) a task to provide a Preliminary Engineering Report (PER) to investigate elevating Brady Drive and conveyance alternatives where Jerry Branch passes under the road. DRMP will provide at least three alternative designs along with cost estimates. The PER will provide a cost/benefit which will allow staff to evaluate to merit of moving forward with the project. The PER is scheduled to be final by March 2020.

Development

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

Public Services Division:

Streets Section

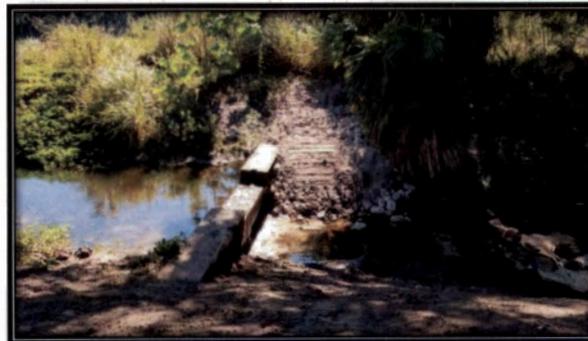
- Continued new installations and repair of concrete sidewalks (1187 SF).
- Removed / replaced military and event banners.
- Staff continues right-of-way tree trimming in the Fairway Estates subdivisions.
 - Trimmed and hauled tree canopies for roadway clearance Citywide
 - Trimmed hardwood trees and palms (19.8 tons hauled).
- Continued Traffic Sign & Post maintenance Citywide:
 - Manufactured (41) new signs, and replaced (30).
- Repaired 250 SF of brick pavers in the 1500 block of Santa Barbara Dr.



- Repaired utility cuts for the Water and Wastewater Divisions (10 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (12.7 tons hauled).
- Continued hauling road base material into street yard (27.0 tons)
- Graded for sidewalk replacement at Idlewild pipe project.
- Sent 2 arborist to a Master Arborist class
- Provided Special Event support – Art Harvest, Wines the Blues, Arts and Crafts, Celtic Festival

Stormwater Section

- Continued slope ditch mowing
- Continued ROW mowing
- Continued residential street sweeping activities
- Continued catch basin repairs Citywide (4).
- Cleaned catch basins during rain events
- Continued residential street sweeping activities:
 - Hauled 22.8 tons / 24 cubic yards of street sweeping debris to the County landfill.
 - Hauled 6.7 tons / 6 cubic yards of catch basin debris to the County landfill.
- Continued ditch maintenance Citywide.
- Repaired washout at the Channel A weir



- Continued stormwater pipe maintenance and repairs Citywide.

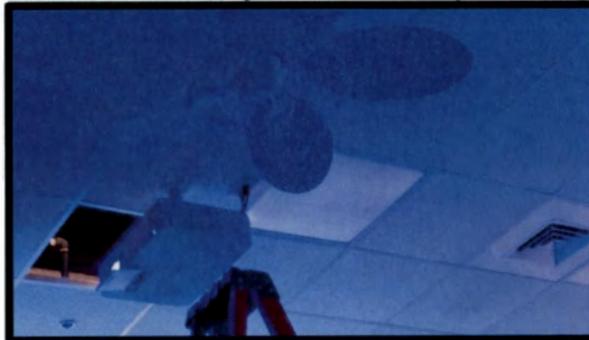
Stormwater Program Coordinator

- Participated in the San Mateo / Douglas Ave Pond meeting with Jones Edmunds & Associates (JEA) for updates on the project and to establish the following steps moving forward:
 - Calculate amount of vegetation to be removed to return the area to as-built conditions;
 - Send signed & sealed letter to Pinellas County for permitting of vegetation removal;
 - Once vegetation is removed, survey work can proceed to calculate the amount of material to be removed from the pond basin.

- Attended the Florida Stormwater Association Winter Conference
 - Participated in Conference Committee duties and meetings.
 - Participated in Board of Directors duties and meetings.
- Attended the Pinellas County Integrated Vegetative Management meeting.
- Attended the Pinellas County quarterly MS4 meeting.
- Attended the December CEQ monthly meeting. Presented an overview of the Stormwater program over the last 12 months.
- Participated in the first DREAM Plan meeting to map out steps moving forward to create the Dunedin Resilient Environmental Action Master Plan.
- Reviewed the draft City of Dunedin Surface Water Pollutant Loading Analysis with the consultant, Applied Sciences. Comments were provided, and next steps are taking place.
- Performed a technical review of the draft Interlocal Agreement with Pinellas County and Committees for Water Quality Monitoring and Assessment. Legal review shall commence once all technical comments have been incorporated.
- Reviewed one (1) project for DRC concerning stormwater permitting through FDEP and the SWFWMD. Provided information to developers regarding the need for proper BMP's during construction.
- Reviewed three (3) projects 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

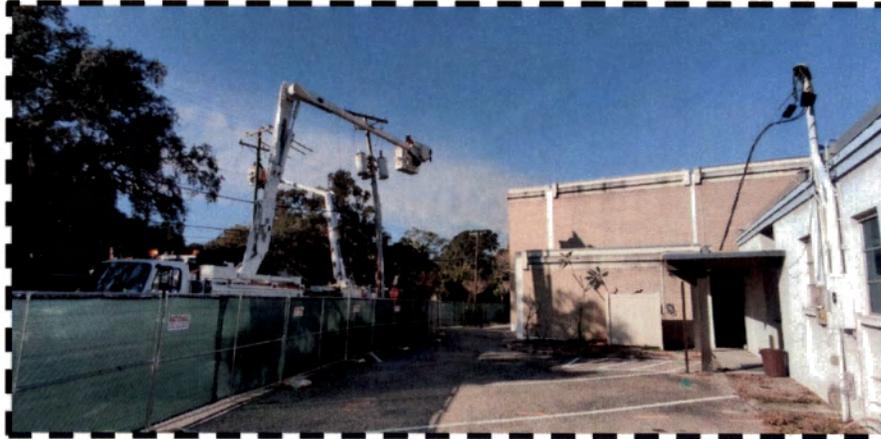
- Performed FDEP Aboveground Storage Tank (AST) diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- Replaced approximately 400 HVAC filters Citywide in City facilities on a monthly cycle.
- Installed new A/C ductwork at the Pinehurst offices, for the Permitting Area.
- Installed electrical for new audio / visual system at Library meeting rooms.



- Repaired clogged kitchen drain at the Golf Club
- Repaired roof leak at Highlander Pool storage building
- Removed generator and fuel tank at Loudon Avenue building in preparation for demolition.



- Repaired ice machine water pump at Solid Waste
- Setup and supported Dogtoberfest Special Event
- Repaired electric service to the welder at Fleet Services
- Installed construction fence around entire site and disconnected power to the TSB / MSB buildings in preparation for demolition.



- Repaired lights throughout Fire Station 61
- Performed exit / emergency lighting inspections and repairs Citywide
- Repaired water leak under cabinets in the Recreation Administrative Offices
- Repaired gymnasium lighting at the MLK Recreation Center
- Removed glass at the Pinehurst office in the Engineering Area for plotter / scanner install.
- Performed asbestos abatement and removal at the Loudon Ave demolition site.



- City staff removed rooftop A/C units at MSB for future re-use



- Setup and supported the Wines the Blues Special Event
- Replaced door closers at the Causeway Restrooms
- Replaced A/C unit for Public Works Director space at the Pinehurst offices.

- Continued HVAC apprenticeship and internship programs with Pinellas Technical College
- Responded to maintenance requests Citywide, as needed.

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 assisted Cueni Brewing Company to implement a new recycling program.
 - Staff continues to assist unincorporated residents with private market vendor information.
- America Recycles Day was celebrated through recycling presentations to the aftercare programs of San Jose Elementary, Dunedin Elementary, and Garrison Jones Elementary. As part of America Recycles Day and Great American Teach In, City staff presented to Curtis Fundamental Elementary School, Dunedin Elementary, San Jose Elementary, and Academie Da Vinci Charter School. Approximately 200 students learned about safety around trucks and how to correctly recycling.



Sustainability Program Coordinator:

- The Committee on Environmental Quality (CEQ) and City have partnered together to create the 1st Annual Dunedin Green Scene School Challenge. All Dunedin public students are eligible to participate in the challenge of reducing waste in their community. For more information visit [Dunedin Green Scene](#) or contact Natalie Henley at nhenley@dunedinfl.net or by phone at 727-298-3215 x1324.
- The City of Dunedin was recertified and recognized as a Platinum Level Green Local Government by the Florida Green Building Coalition (FGBC). The City was first certified through FGBC in 2007 and achieved Silver status. Four years later, in 2011, the City upgraded to Gold status. Then, in 2013 the City was the first in the State to achieve Platinum Level certification. The 2019 recertification represents the highest scoring City within the State of Florida. This certification demonstrates the dedication by City staff and the Commission towards sustainability. For more information check out the [Dunedin Green Scene page](#).





- Dunedin's Resilient Environmental Action Master Plan (DREAM) will be a detailed plan to be used as a guideline for sustainable initiatives and goals. The plan will bring cohesiveness to the various sustainable initiatives, and be used as a roadmap to help the City reach its environmental goals. Initial discussions regarding (DREAM) began on Tuesday, November 12th. The second public meeting for DREAM will be posted once scheduled: [click here](#) for the City's Environmental Calendar. This initiative will incorporate discussions and plans for the City's 'Ready for 100' commitment.
- CEQ members presented Residential Rooftop Solar Power on Saturday, November 23rd, at 10:00am at the Dunedin Public Library. This presentation is given every few months and provides residents with educational information regarding solar power for residential purposes. Solar power companies are prohibited from advertising at this event. For more information on the City's solar rebate, [click here](#).
- Outreach events:
 - The agenda for the 2020 Sustainability Speaker Series is currently underway. Topics that will be included in the series include Residential Rooftop Solar, Electric Vehicles, Florida Friendly Landscaping, Rain Barrels & Bee Baths, and more. Keep an eye on the [Environmental Calendar](#) and the City Facebook page for more information to come.
 - Dunedin Fine Arts Center – [Family Fun Nights](#) – Friday, December 13th, from 6:00 PM – 8:00 PM. Join the City for a night of creativity and upcycling!

Wastewater Division:

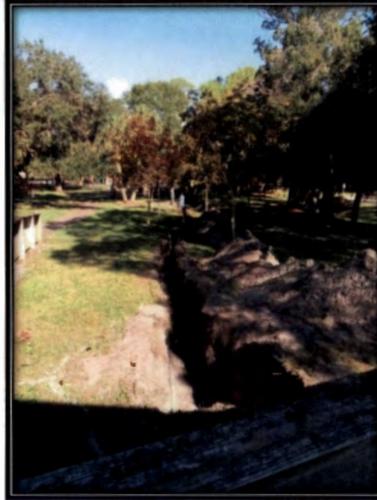
Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.308 Million Gallons
 - Influent Monthly Total Flow: 129.226 Million Gallons
 - Reclaimed Water Average Daily Flow: 3.579 Million Gallons
 - Reclaimed Water Monthly Total Flow: 107.369 Million Gallons
 - Final Effluent Average Daily Flow: .860 Million Gallons
 - Final Effluent Monthly Total Flow: 25.803 Million Gallons
- **Maintenance and Repairs:**
 - Plant operators are conducting annual painting of all above ground piping at the Wastewater Treatment Plant (WTPP).
 - Maintenance mechanics are converting all overhead lighting in Facility #8 (filter building) to LED.
 - Maintenance is installing the first of three, 100 horse power blower/motor/check valve and expansion joint assemblies at Facility #8 (Filter Building).
- **Compliance:**
 - October 2019 Discharge Monitoring report submitted to FDEP via EZDMR; [No Issues].

Collections Summary

• **Scheduled repairs:**

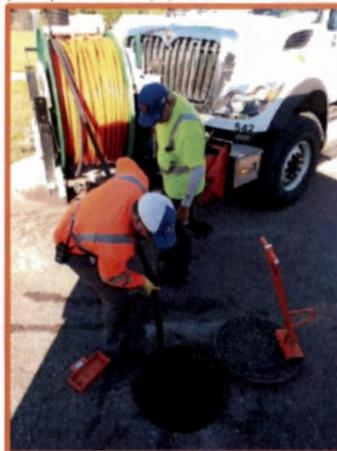
- Cleanout installs: (3) - 2624 Cedarglen Drive, 2610 Pinewood Drive, and 1540 Coachlight Way.
- Lateral liners installed: (5) - 2624 Cedarglen Drive, 2616 Cedarglen Drive, 2148 Bramblewood Drive North, 2610 Pinewood Drive, and 2570 Bramblewood Drive West.
- Lateral and main line point repairs: (3) - 2361 Demaret Drive, 1940 Ed Eckert Drive, and 314 Aristides Street.
- Time-dated Mini-Scout list.
- Responded to citizen blockage calls (16) and continued with PM inspections.



Worked with Contractors at Weaver Park

• **Vac / Cleaner Truck:**

- Cleaned Grids NW 13, SE 24, NE 36, and NW 27.
- Helped T.V. Truck Crew install liners.
- Followed up applying Root X (Root Killer) in mains that were televised and found to have root blockages.
- Cleaned wet wells at LS (lift stations) #'s 1 and 2.
- Total cleaned: 5,454 linear feet (LF) and applied ROOTX in 1,283 LF of sewer mains.



• **TV Truck:**

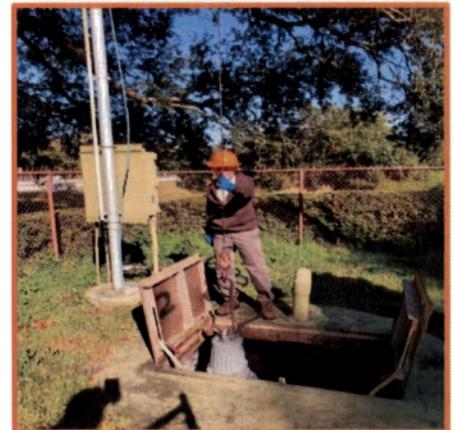
- Continued to follow up on TV inspections of mainline root control list and working on generating follow up ROOTX work orders.
- Installed 7 main line sectional liners.
- Installed 3 lateral section liners.

- Searched for Infiltration / Inflow in LS #32 area.
- Televised main lines on Edgewater Drive for upcoming F.D.O.T. (Florida Department of Transportation) construction work.
- Assisted Stormwater on Dinnerbell Lane South to retrieve their jetter.
- Total televised: 9,761 LF with 33 set ups, and installed 4 sectional liners.



- **Lift Stations:**

- LS #25 – replaced pump #2.
- LS #37 – replaced batteries in RTU (Remote Telemetry Units), installed vents, and replaced battery charger.
- LS #30 – pulled pumps #1 and #2 and de-ragged both pumps (they were clogged with cloths/“flushable wipes”).
- Cleaned wet wells at lift stations (LS’s) #23, 30, 40, and 41.
- Continued checking telemetry on computer and printed reports daily.
- Continued preventative maintenance:
 - Exercised valves; Cleaned out check valves and wet wells; Grounds keeping, checked high floats in stations, etc.



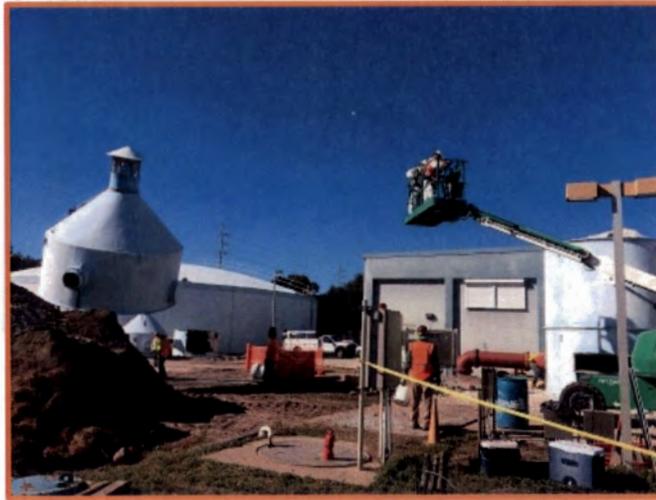
Water Division:

Water Production

- **Production Numbers:**

- | | |
|---|-------------------------|
| ○ Average Daily Potable Water Production: | 3.79 Million Gallons |
| ○ Monthly Potable Water Production: | 113.35 Million Gallons |
| ○ Annual YTD Potable Water Production: | 1246.01 Million Gallons |
| ○ Annual YTD Rainfall: | 58.85 Inches |
| ○ Monthly Rainfall Total: | 0.71 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.
- **Noteworthy Events:**
 - The plant operator's temporary sludge hauling fix has greatly reduced the Wastewater Treatment Plant (WWTP) Arsenic issue.
 - OCI / Wharton-Smith construction activities continue at the Water Treatment Plant.
 - Water Treatment Plant has converted from gas chlorine to sodium hypochlorite for disinfection of drinking water.



Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 100% complete, with approximately 9,390 backflows tested for the calendar year. The large meter program is 100% complete, with 107 large meters tested for the calendar year. This year, the Hydrant Program has installed 1 new hydrant, repaired 29, replaced 4, painted 300, and flow tested 280. During this time period, the Valve Program exercised 234 valves. For the year; the Valve Program has installed 3 new, replaced 1, repaired 5, and exercised 1,521 potable and 124 reclaimed distribution valves.

Wellfield

- Check valves for Well's #6, #31, and #86 have been received.
- City Staff had a kickoff meeting with Ardurra (*formerly King Engineering*) to begin designing and renovating Well #1 with a new pump/motor, piping, and electrical features.
- The City is requesting quotes for a new pump for Well #11. Access issues prevented the installation from occurring in November. The access issues have been resolved and staff expects the pump installation to occur during December.

PARKS & RECREATION

Parks & Recreation Administration:

- Developed Request for Proposal (RFP) documents for the Fern Trail modular boardwalk system and the replacement picnic shelters at Hammock Park.
- The posts were installed for the new shade structure at the Weaver Park playground. The shade material is being fabricated and will be installed at a later date along with the Sindoon Stage at the Dunedin Community Center.

- Attended the preconstruction meeting for the replacement bridges at Hammock Park. Installation is tentatively scheduled for January.
- Began installation of the new playground equipment at Elizabeth Skinner Jackson Park.
- Developed and finalized a new Parkland Impact Fee application for residential development. The form has been distributed and posted online for Developmental Review Committee and Permitting.
- A project completion memo was signed with Achieva Credit Union for the development of the Paw Park and corresponding final expenditures.
- Drafted proposed changes to the Tree Code to provide clarification as well as incorporate language relating to the new State Statutes. The draft changes are being reviewed by the City Attorney.
- Finalizing the presentation for the Future of the Dunedin Stirling Links workshop on December 3, 2019.

Marketing:

- Ordered additional LiveWell Dunedin staff shirts for all Department employees to wear on "LiveWell Fridays" and continue to promote LiveWell Dunedin.
- Completed draft copy and preparing to print the next Parks & Recreation Magazine (Winter/Spring, January-April edition).
- Printed and distributed this month's Community Events Calendar, populated new information on the city's website and promoted through e-news and at city/public facilities. Continued maintenance with new information and revisions.
- Designed and printed various types of marketing materials for the fall/winter programs and special events including posters, postcards, flyers, newspaper ads and banners.
- Coordinate with Dunedin TV/Community Relations and Utility Billing Departments to help promote special events and holiday camps.
- Continue to oversee and maintain Department webpages which includes populating new information, updating and reviewing content, digital photo editing, creating news stories, e-notifications, support, and troubleshooting.
- Continued social media advertising and promotions for Department programs, holiday events and special projects.

Special Events:

- Salty Soul Foundation's November Beach Cleanup had 143 volunteers and collected 565 pounds of trash from Dunedin Causeway. This brings the totals for the year to: 1,307 volunteers removing 6,048 pounds of trash from our beach.
- Art in the Park is a unique monthly pop-up outdoor art exhibit & art market presented by Dunedin's Creative Artists Guild. The event is held the 2nd Sunday October-April in Pioneer Park 10 AM to 3 PM. Visitors can shop, view art and learn about the Creative Artists Guild Artists. Attendance range averages in the low to mid-hundreds based upon weather and coinciding events.
- There were two Lantern Walks in Hammock Park – one with the Tinkergarten Group and the other with the Suncoast Waldorf School; both had approximately 100 people in attendance. By using LED lanterns, they celebrated the coming of winter when we turn our clocks back & embrace earlier sunsets.
- V's Collection on the corner of Grant & Highland Ave held their first outdoor Vintage Market.
- Once again, we had fantastic weather for the Annual Art Harvest 2 day event. More than 175 artist booths were set up in Highlander Park and approximately 10,000 people attended.
- Wines the Blues was another popular well attended event downtown Dunedin. There were 4 active stages providing music throughout the day along Main Street.

- It was the best Suncoast Animal League Dogtoberfest yet. There were demonstrations, vaccinations, and the famous wiener dog race. Almost 100 dogs were adopted and over 3,000 people attended.
- The Celtic Music & Craft Beer Festival enjoyed fantastic weather and strong crowds. Attendance and all sales were improved from last year's event, which bodes very well for the Scottish programs fundraising effort. We had a great music line up, welcoming Seven Nations, Bad Haggis, Off Kilter, and Leahy. New this year, we added a game area with a corn-hole tournament, an Irish Whiskey tasting event, and a craft-beer tasting village.

Recreation:

- **Community Center:**

- The Community Center had a total of 12 rentals that brought in 597 guests. Rentals included City and Community meetings, 3 HOA meetings, a baby shower, a birthday party and the Creative Artists' Guild class.
- The Dunedin Showcase Theater began their February Kids Show auditions. They hosted two tryout nights that brought in around 30 children, ages 8-16.
- The Toastmasters meetings continue to thrive each Monday evening. Around 15 participants partake in this class to help prepare them for public speaking.
- Our programs and activities have had a 10% increase due to the new signups and returning costumers that arrive for the holidays.
- Employees have been busy planning and preparing for all upcoming December events.

- **Fitness Center:**

- Fitness Center visits and group exercise attendance totaled 3,530 for the month of November.
- Fitness/GEX class drop-in attendance: 120

- **Athletics:**

- Tennis had over 50 people signed up.
- 35 athletic rentals were held in November.
- We handled paid parking for the Arts and Crafts Festival and Wines the Blues and parked over 2,000 cars. Monies collected will go towards the Dunedin For Youth scholarship fund.
- We redid the lights at Highlander Tennis Courts and made them compatible with the Musco Lighting system.

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

- San Jose Before/After School Program received its annual licensing inspection with 100% compliance.
- Supervisory staff conducted training regarding new Pinellas County Child Care License Board regulations.
- Staff prepared a special turkey dinner for After School Program participants at Dunedin, Garrison Jones and San Jose Elementary Schools.
- Staff scheduling enrichment overlays for Promise Time program.
- Staff conducted Turkey Trot Camp for 40 school-age children. Activities included a Thanksgiving thankful tree, leaf sprites craft, gratitude scavenger, capture the turkey, Thanksgiving charades and kick the pumpkin.
- Staff is currently working on preparations and planning for upcoming events including Intergenerational Week, Boat Parade, Holiday Parade, Dunedin Country Club Children's Christmas Party, and Diversity Breakfast & March.

- **Hale Activity Center:**

- Held the Community Garage Sale with 80 vendors and 2,800 in attendance.
- The "Thanksgiving & Gathering" luncheon was sponsored by Stratford Court Retirement Community Palm Harbor and had an attendance of 68.

- Held 54 adult classes & programs, with a grand total of 2,247 participants.
- Hosted 3 meetings with an attendance of 30
- Hosted 3 rentals with an attendance of 570
- Total attendance for the month of November was 5,685 visitors.
- Hale Center staff is busy preparing for upcoming special events: Santa's Calling, Old Fashioned Christmas, Intergenerational Week and Holiday Light Tour.
- **Highlander Pool**
 - Operation Twinkle is in full swing. The wreaths, rope lighting, and bows have all been installed Downtown and throughout the City.
 - Decorating Elves decorated the Historical Museum and are finishing the lights in the trees.
 - We have 53 applications for the Holiday Parade so far and enough vehicles for all dignitaries. We are currently working on staff logistics and finishing up the signage.
 - A PO has been submitted for a new feature at the Kiwanis Sprayground and shade structure maintenance has been scheduled for February.
 - In preparation for the new aquatic facility, staff researched municipalities in the state with public pools, what features they have, and the construction date. Staff will be contacting with interest to visit.
 - Hosted the Parks & Recreation Advisory Committee. They toured the current aquatic facility and discussed the new facility.
 - Submitted employment requests for seasonal 2020 staff and purchased new shirts and suits.

Parks:

- City Arborist Craig Wilson participated in the Great American Teach-In at Curtis Fundamental Elementary School for Mr. Tuttle's 2nd grade class. Students learned about the importance of trees and assisted in planting a Florida native tree on the school's campus. Each student then received a small native tree to bring home and plant on their own.
- A prescribed burn in Hammock Park has been deemed necessary by the Florida Forest Service and City Arborist. This prescribed burn is in alignment with the park's management plan and will require approximately 2.7 acres of scrubby flatwoods centrally located within the park to be burned by the Florida Forest Service.
- Prepped fields for 85+ games and hosted 2 separate tournaments.
- Re-hung wind screens and banners throughout the park at Fisher Little League fields.
- Hung backstop netting for new bullpen between fields 2 & 3.
- Purchased 20 new garbage cans for Fisher Little League fields.
- Prepped areas between fields 1 & 2 for Suncoast Sod to install 4,000 sq. ft. of new sod.
- Applied Annual Rye Seed to fields 2, 3 & 4 at Jerry Lake and all 7 fields at Fisher.
- Contracted Smith Fence to repair batting cages between fields 2 & 3, batting cage outside field 7 and replace 4 support posts for the backstop on field 2.
- Installed new sod at Weaver playground.
- Glued down all cut areas in playground turf after shade structure support post installation at Weaver Park playground.
- Disposed of all remaining hay leftover from Halloween event.
- Installed a shell golf cart path through the Fisher Little League Complex and installed new golf cart rules signs.
- Ground stump at Fisher Little League fields.
- Installed new benches at the Community Center playground.
- Removed and replaced grills at Weaver Park and Edgewater Park.
- Repaired the FitZone sign and installed signs on the Dunedin Causeway sign and in Edgewater Park.

- Removed and redistributed dirt leftover from contractors at Weaver Park.
- Set-up the Christmas tree at Edgewater Park in preparation for the Holiday Boat Parade & Tree Lighting event.
- Repaired a trip hazard at City Hall.
- Repaired the driveway between the Parks & Recreation Admin Office and Fine Art Center.
- Rolled and watered new sod at Weaver Park.
- Epoxied and sealed cut poles on Sindoon Stage.
- The Parks Maintenance Supervisor attended a seminar on supervisory systems and procedures.
- The City Arborist, as well as a Crew Leader attended a local Arborist Master Class hosted by The International Society of Arboriculture. The class offered extensive in-depth education while highlighting new advancements pertaining to arboriculture and will further advance the expertise of our staff and care for Dunedin's trees.
- Provided logistical support for a variety of events and rentals, including Art Harvest, Dunedin Wines the Blues, Dogtoberfest, Celtic Music & Craft Beer Festival, Arts & Crafts Festival, and the Community Garage Sale.
- Completed monthly safety checks of parks, playgrounds, and parking lots.

Marina:

- Marina's boat ramp users for November:
 - Resident Daily Ramp Users: 18
 - Daily Non-Resident Ramp Users: 25
 - Annual Resident Decals: 9
 - Non-Resident Decals: 0
 - Transient "visiting" Boaters: 29
 - Annual Parking Passes: 2
- The installation of railing along the commercial boat slips is temporarily on hold.
- Christmas lights are in place around the Harbormaster building and Olde Bay staff has put up additional Christmas lights in front of the restaurant.
- The Marina Maintenance Technician position was posted on our website as well as GovernmentJobs.com. We hope to fill the position in the near future.

COMMUNITY RELATIONS

Community Relations Department did not submit a report.

Development Project Update 12-6-19

Current Projects - City Commission Review				LPA	CC 1st	CC 2nd	under const	% comp
Aberdeen Oaks	1441-1461 Virginia St	20 single-family home subdi	✓	✓	✓	Yes	80%	
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	0%	
Courtyard on Main- <i>amende</i>	Main/Douglas/Monroe	18 condos; retail; parking gar	<i>infra. cond app.; 2 permits submitted</i>			No	0%	
Dunedin Cove	93 Lexington Ave	20 single-family homes	✓	✓	✓	Yes	80%	
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%	
Highland Crossing THs	968 Highland Ave	15 2-story townhomes	TBD	TBD	TBD			
Oak Bend Townhomes	801 Main St	32 townhomes	<i>infrastructure under review; demo begun</i>			Yes	3%	
Pura Vida (now Mira Vista)	1413 Bayshore Blvd	7 townhomes replacing bung	✓	✓	✓	Yes	50%	
Sea Palms - <i>amended</i>	2624 Paula Dr N	9 townhomes	ARC on 11/5/19	5/8/19	9/19/19 11/21/19	Yes	40%	

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>1 permit in review - 3 permits issued</i>	Yes	5%
1523 Bayshore Blvd	1523 Bayshore Blvd	add 4 tiny homes for vacation rentals - TP	<i>infrastructure under review</i>	No	0%
2058 Bayshore Blvd	2058 Bayshore Blvd	Nano-brewery in existing bldg	<i>bid app'd cond use permit 8/21/19</i>	Yes	5%
Blue Jays player complex & training facility		rennovations, etc	<i>infrastructure approved</i>	Yes	35%
Carriage House	1040 Broadway	convert to event venue	<i>new permit under review</i>	No	0%
Crown and Bull	319 Main St	outdoor dining	<i>BAA 12/4/19</i>	No	100%
EOC	Belcher	EOC and future training	<i>infrastructure & permit cond. approved</i>	No	0%
526 Frances St	526 Frances St	demo existing home; build 4 THs	<i>permit under review</i>	No	0%
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%
1385 Lady Marion Ln	1385 Lady Marion Ln	Warehouse/shop	<i>infrastructure under review</i>	No	100%
Retail strip center	1440 Main St	demo bldg, replace w/retail bldg (pizza & urgent care)	<i>permit issued</i>	Yes	5%
San Ruffino TH	1340 Bayshore Blvd	finish 7 townhomes	<i>construction to begin week of 12/16/19</i>	No	0%
Whiskey Cartel	1600 Main St	fully C.O.'ed, but not open		Comp.	100%

Potential Future Projects - City Commission Review			Comments
521 Howell St	521 Howell St	5 condos	
424 James St	424 James St	3 townhomes: rezone to PRD, design review	

Potential Future Projects - Staff Review Only			Comments
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	
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	
TüKrö Coffee	472 Wood St	previous tatoo parlor to be converted to coffee shop	

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: December 3, 2019
Re: Monthly Report for November 2019

Fire Prevention Division:

Dunedin Fire Prevention personnel and firefighters participated in the 2019 Great American Teach In at several of the area schools. This is an annual program that brings working professionals into the schools to discuss the aspects of their chosen careers. The fire department personnel were well received and provided information on the fire & EMS career field as well as discuss fire and life safety.

Fire Inspector Corey Lyons resigned his position with the City of Dunedin and accepted a position as the Director of Life Safety for Mease Manor. This is a bitter sweet loss for the Dunedin Fire Prevention division. It is great to see that the talent and professionalism of our employees is recognized by an outside organization, but the fire department lost a quality employee that was well respected in the community. Corey will be a great asset to Mease Manor as they move forward with renovating and developing the property.

Projects completed:

- No Projects Completed

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
- Blue Jays Player Development Center – Solon Ave – New Construction
- Kellys Chic-A-Boom – Outdoor Renovation – 319 Main St.
- Dunedin EOC – New Construction
- San Ruffino Building 3 & 5 – New Construction – 1340 Bayshore Blvd
- City Municipal Building – New Construction – 737 Loudon Ave.

- Pheifer Warehouse – New Construction - 1385 Lady Marion Ln
- Vacation Villas – New Constuction – 1523 Bayshore Blvd
- Spalding Warehouse – New Construction – 1375 Spalding

Fire Prevention Staff Activities:

Inspections – 34	Fire Investigations – 3
Re-inspections - 0	Event Inspections – 11
Fire extinguisher training – 0	Fire Safety presentations – 5
Plans Reviewed – 21	Station Tours – 2
Construction Inspections – 18	Pub. Ed Contacts (Total) – Est.1300
Final Inspections/BTR - 7	Hurricane Awareness presentation - 0
Meetings / Consultations – 29	Home Safety Checks/Smoke Alarm Install - 0
Referrals / Complaints - 11	

Training and Safety Division:

- November monthly facility inspections received in Check It
- Attended NCT group meeting to plan NCT drills in Dunedin
- Attended Pinellas County Training Chief meeting
- Gear sizing for new gear purchase
- Completed monthly CME and Updates
- Orientation Swim Test for New Hire
- Continued work on Pre-Plan program
- Completed revision to Probationary Firefighter Orientation Program
- Assisted crews with Tunnels to Tower Charity Run
- Interview and Survey with Leadership Coach Jim Rowan
- Scheduled webinars for crews to attend Leadership/Development seminar
- Attended 6 days of North County training
- Installing Orientation Program to Target Solutions
- North County Training set up and development of acquired structure
- Picked up emergency blankets from Pinellas County
- Completed training reports for all shifts for the month of November 2019.
- Continued coordinated information gathering for Firefighter SB 426 for City and department. (Cancer Presumption Bill)

Training Hours

A Shift completed 468 Hours
 B Shift completed 439 Hours
 C Shift completed 470 Hours
 Department total of 1377 hour

Operations:

<u>Type of Incident</u>	<u>Month of Nov</u>	<u>Year to Date</u>	<u>Emer Resp by Uni</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	530	5818	<u>EMS</u>		
Rescue Incident Response	47	546	<u>Station 60's Area</u>		
Fire Alarm	23	415	E60	164	4:37
Fire Incident Response	10	138	E62	17	5:31
Structure Fire Response	16	175	E61	13	5:48
Special	3	62	E51 (CFD)	3	6:05
Cardiac Arrest Response	6	73	R48 (CFD)	1	5:51
Water Rescue Response	5	92	E50 (CFD)	1	8:05
Major Incident Response	3	48	E48 (CFD)	1	5:48
Support incident (Fire)	1	28	E65 (PHFD)	1	8:02
Unconfirmed Structure Fire	3	51	<u>Station 61's Area</u>		
Fire Incident Response Special	4	80	E61	69	5:21
Air Transport Incident	0	10	E66 (PHFD)	6	6:20
Trauma Alert	5	68	E60	4	6:38
Support Incident (DC)	1	35	E62	4	6:53
Medical Incident Special	0	8	E68 (PHFD)	1	7:40
Support Incident (Medical)	4	45	R46 (CFD)	1	3:38
HazMat Invest	0	1	<u>Station 62's Area</u>		
Moveup - Coverage	0	12	E62	87	5:09
Special Event	0	1	E65 (PHFD)	7	5:35
Hospital Landing Zone	0	2	E50 (CFD)	6	4:53
MVC Possible Extrication	0	9	E61	2	8:11
Brush Fire Incident Response	0	1	E60	2	6:43
Extrication	1	5	E66 (PHFD)	1	8:50
Rescue Incident Special	0	4	E48 (CFD)	1	7:55
Rescue (Technical/Confined)	0	1	<u>FIRE</u>		
Support Incident (Truck)	0	1	<u>Station 60's Area</u>		
Rescue (High Angle/Below)	0	1	T60	6	4:16
Auto Crash	0	1	E60	5	5:18
Extrication (Vehicle)	0	1	DU400	1	0:50
Code H	0	1	E62	1	3:55
Totals	662	7733	<u>Station 61's Area</u>		
			E61	5	6:51
			E66 (PHFD)	1	7:14
			<u>Station 62's Area</u>		
			E62	4	6:32

45 (7.95%) of the 566 calls within the DFD District were handled by units other than DFD.

From: Bujalski, Julie
Sent: Tuesday, November 19, 2019 1:08 PM
To: di56carr1; Bramley, Jennifer; Hutchens, Doug; Stanek, Paul; Quintas, Jorge
Subject: Re: Kudos to Water Dept.

Thanks so much Dale! I know they will appreciate seeing this!

Julie Ward Bujalski
Mayor, City of Dunedin

On Nov 15, 2019, at 9:19 AM, di56carr1 <di56carr1@gmail.com> wrote:

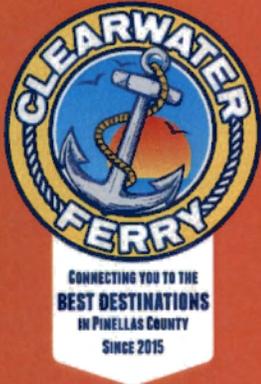
Madam Mayor,

I want to express my gratitude to the city's Water Department. Twice in the past month we saw a large water main break at our meter at 686 Patricia Ave. After the quick response and repair last month, we saw another, larger break this morning. The response again was quick, with a service tech arriving within minutes. Soon there were 4 Water Department workers professionally and efficiently repairing the pipe and filling in the hole. There were even a couple others who stopped by to see if they could help. I am extremely grateful that city employees handle emergencies like this so quickly and courteously.

Thanks to you and all city leaders for setting the example of taking great care of the citizens of Dunedin. Growing up in Dunedin in the 60's and 70's was great, and living here for the past 12 years (and for the rest of my life) is truly delightful!

Dale Carr
686 Patricia Ave.

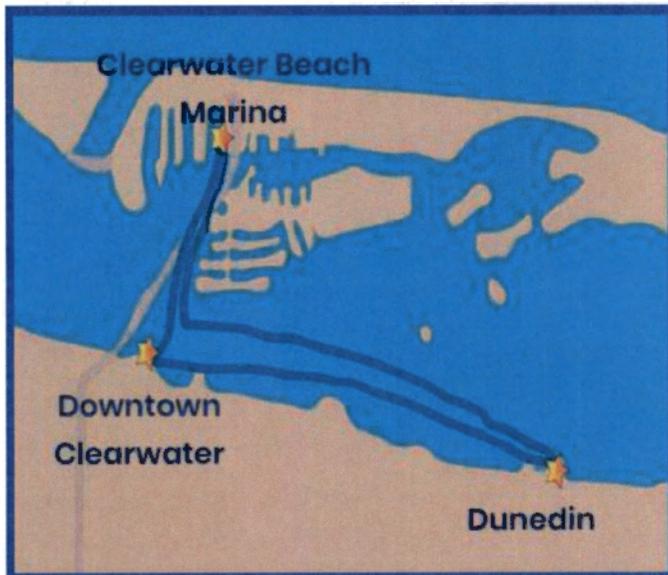
Sent from my Galaxy Tab A



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



Approved by the City of Dunedin Commission to start on July 6th, 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

SEPTEMBER 2019

- Number of Days of Operation of Blue Line with service to Dunedin: **16 days**
- Total Ridership on Blue Line with service to Dunedin: **743 passengers**
- Average daily Ridership on Blue Line with service to Dunedin: **46 guests**
- Passengers originating in Dunedin = 50.2% // Passengers originating in Clearwater = 49.8%

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

183 Days

15,192
Passengers

83 Guests
Daily Average

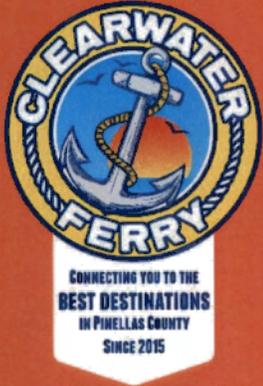
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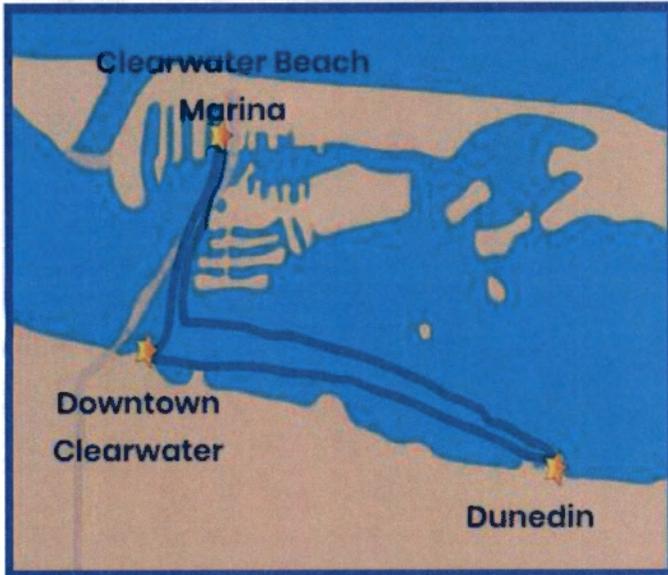




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4:40 PM	4:55 PM	5:30 PM
6:05 PM	6:20 PM	6:55 PM
7:30 PM	7:45 PM	8:20 PM
8:55 PM	9:10 PM	9:45 PM

OCTOBER 2019

- Number of Days of Operation of Blue Line with service to Dunedin: **14 days**
- Total Ridership on Blue Line with service to Dunedin: **882 passengers**
- Average daily Ridership on Blue Line with service to Dunedin: **63 guests**
- Passengers originating in Dunedin = 53.1% // Passengers originating in Clearwater = 46.9%

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

197 Days

16,074
Passengers

82 Guests
Daily Average

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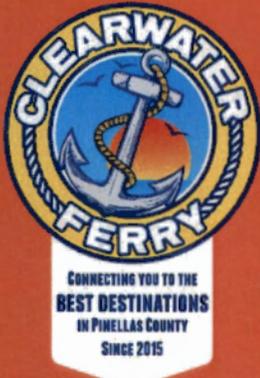
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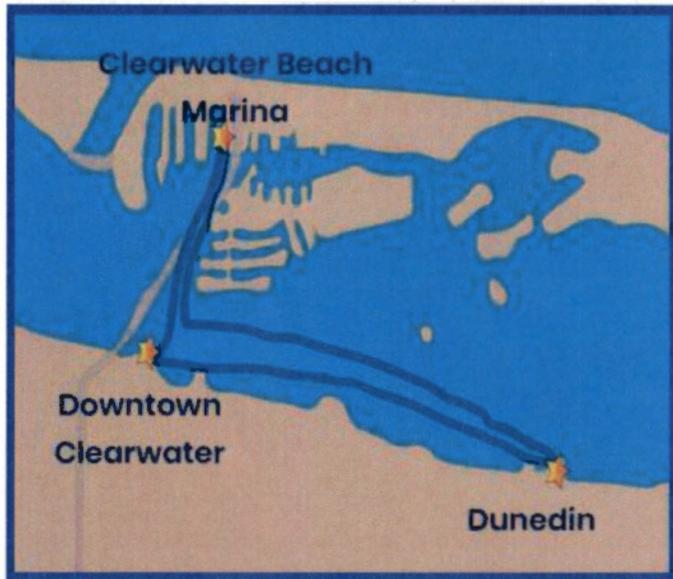
@ClearwaterFerry on





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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

NOVEMBER 2019

- Number of Days of Operation of Blue Line with service to Dunedin: **18 days**
- Total Ridership on Blue Line with service to Dunedin: **945 passengers**
- Average daily Ridership on Blue Line with service to Dunedin: **52 guests**
- Passengers originating in Dunedin = 52.9% // Passengers originating in Clearwater = 47.1%

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

<h1>215 Days</h1>	<h1>17,019 Passengers</h1>	<h1>79 Guests Daily Average</h1>
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