

City Manager's ^{Up}date

January 6, 2020

This ^{Up}date will refer to the events since the date of the last ^{Up}date of December 17, 2019.

CRA/ECONOMIC & HOUSING DEVELOPMENT

Capital Program Committee

- Staff prepared for and participated in the newly formed CPC, an oversight committee on major capital projects.

Penny IV

- Staff attended the County presentation on the Joint Review Committee on the Penny for Affordable Housing and Economic Development Program Guidelines. The JRC was sunset upon this presentation.

Patricia Corridor

- Staff continues its work with the Patricia Corridor Business Alliance (PCBA) on identifying areas of need. Staff is working on soliciting proposals for an Implementation 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 Downtown parking needs and City Hall parking at the Wood Street property.

Affordable/Workforce Housing

- Staff is working to develop an Affordable Housing Action Plan and Tool Box and has scheduled a Task Force Workshop on January 9, 2020.
- 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 submitted a Grant request to Forward Pinellas for a one million dollar Complete Streets infrastructure Grant for Skinner Blvd. Results will be issued in early Spring 2020. The \$500,000 Safety Grant is in the fourth and final review Phase and results should be issued soon.
- Staff is working to assemble an RFQ for the Design Phase of Skinner Blvd.

CRA/CRAAC/Downtown Projects

- Staff continues to meet quarterly with the new County CRA Workgroup to go over reporting legislative requirements and County requirements.
- Staff once again this year organized the Operating Twinkle Lamp Post Contest for the downtown lamp post.
- Staff worked with the Arts and Cultural Committee on the Give Me Shelter Too Artistic Bus Shelter (located on Main Street at the First United Methodist Church) and awarded a \$19,000 Grant to the artist. Design work should begin in February.
- 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 painted as well as enhancements to the main entry signs to downtown.
- With Commission direction, Staff has moved to the design phase for the John R. Lawrence Pioneer Park enhancements.

- Staff has issued a request for a proposal to design brick pavers enhancements on the sidewalk 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

- Business Demographics for 2019 show a total of 1,539 total businesses that employ 12,304, (according to Esri Community Analyst/Pinellas County). The top employer industries are; Health Care, Retail and Hospitality.
- In an effort to inspire future leaders, the Economic Development Director made a presentation on the impact of Community Redevelopment (CRA's) and tourism for Leadership Pinellas participants.
- Staff continues to work with the Dunedin Downtown Merchants Association (DDMA) and attend their monthly meetings.
- Staff continues to work closely with Pinellas County Economic Development (PCED) and attend the monthly Economic Development Partners meetings with leadership from the surrounding municipalities.
- An Agreement was signed with the new Florida Business Incubator Inc. Board in December.
- Staff continues to respond and to assist businesses find available space in the business community

Wayfinding

- The new Wayfinding signs are in schedule to be installed in February/March. 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.

PLANNING & DEVELOPMENT DEPARTMENT

Code Enforcement Division

- Code enforcement staff performed 45 inspections, responded to 2 public records requests, opened 11 new cases and closed 59 existing cases in December.
- December 10, 2019 Code Enforcement Board Meeting Actions:
 - Affidavits of Compliance Accepted: 5
 - Old Business Cases Heard: 3
 - New Business Cases Heard: 9
 - Reconsideration of Fine Requests: 1
 - Representatives from Calvin, Giordano and Associates (CGA) met with Code Enforcement Board members to discuss the code enforcement process.
- The Code Enforcement Board collected \$11,550 in unpaid fines and fees in December.

Zoning Division

- Zoning staff responded to the following requests for information in December:
 - Zoning & Land Use Inquiries: 151
 - Short-Term Vacation Rental / Transient Use Inquiries: 36
 - Zoning Verification Letters: 3
 - Address Changes: 1

Building Division

December 2019

PERMITS		
Total Permits Issued		356
Total Permit Fees Collected		\$234,276.00
Total Valuation of Construction		\$14,870,294.00
Permits by Group:		
	NUMBER	VALUATION
Building Permit	212	\$14,107,135.00
Electrical Permit	31	\$259,066.00
Fence Permit	18	\$73,036.00
Gas Permit	5	\$12,370.00
Mechanical Permit	49	\$330,719.00
Plumbing Permit	36	\$75,743.00
Sign Permit	3	\$13,025.00
Tent Permit	2	\$500.00
New Construction by Building Type:		
	NUMBER	VALUATION
New Single Family Residences	0	\$0.00
New Two-Family Residences	1	\$643,000.00
New Multi-Family Residential Buildings	0	\$0.00
New Mobile Homes	0	\$0.00
New Commercial Buildings	3	\$4,218,866.00
New Mixed-Use Buildings (Commercial & Residential)	0	\$0.00
BUILDING INSPECTIONS		
Building, Electrical, Gas, Mechanical, Plumbing:		NUMBER
TOTAL		969
LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	TAXES
New Business Tax Receipts	14	\$1,688.00
Renewed Business Tax Receipts	141	\$2,662.18

Planning Division

- December 3, 2019 City Commission Work Session Actions:
 - The City Commission postponed the Settlement Agreement for the property located at 1045 Martin Luther King, Jr. Avenue to the December 17, 2019 City Commission Work Session.
- December 4, 2019 Board of Adjustment & Appeal Actions:
 - The Board of Adjustment & Appeal approved a Conditional Use Permit to operate a Bed & Breakfast at 418 & 420 Locklie Street.
- December 10, 2019 City Commission Workshop Actions:
 - Staff presented the following item to the City Commission for comments, questions and direction:
 - ❖ Multi-Family Zoning Concern (south of the CRA)
- December 17, 2019 City Commission Work Session Actions:
 - The City Commission did not take action on the Settlement Agreement for the property located at 1045 Martin Luther King, Jr. Avenue.

PARKS & RECREATION

Parks & Recreation Administration:

- Finalized the rate study for the Dunedin Marina. Staff will present the recommendations to the Advisory Committee in January and the Commission Workshop in February.
- Finalized installation of the new playground equipment at Elizabeth Skinner Jackson Park.
- Attended the Friends of the Hammock strategic planning meeting.
- Held an initial staff discussion regarding the need to conduct a prescribed burn at Hammock Park per the Management Plan and discussions with the Florida Forest Service.
- Held a workshop on December 3, 2019 regarding the future use of Dunedin Stirling Links. A final decision will be made at the January 14, 2020 Commission meeting.

Marketing:

- Completed and printed the new Parks & Recreation Magazine (Winter/Spring, January-April edition). Updated website, populated the online events calendar and webpages with new information.
- Promotion and distribution of the new Winter/Spring Magazine around the community, as well as website, eNews, e-notifications, social media and lobby ads at the recreation centers.
- Completed first draft of the Summer Camp Magazine which staff is currently reviewing content and information. Preparing to print and distribute in January. Registration for summer camp opens in March.
- Printed and distributed this month's Community Events Calendar, populated new events 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.
- Continued to maintain and oversee Department webpages which includes creating and publishing news stories, updating and reviewing content, digital photo editing, e-notifications, support and troubleshooting.
- Continued social media monitoring and advertising for special announcements, programs, events and various projects.

Special Events:

- Wreaths Across America was able to fundraise wreaths for all the Veterans in Dunedin Cemetery; approximately 60 people attended the ceremony
- The Dunedin Half Marathon had 450 finishers and collected toys and money for area kids and teenagers.
- The Christmas Extravaganza Golf Cart Parade had over 120 golf carts and raised almost \$2,000 for the VFW Relief Fund.
- The Suncoast Brotherhood 39th Annual Motorcycle Toy Run had thousands of participants supporting foster and adoptive children in Pinellas County.

Recreation:

- **Community Center:**
 - The Community Center had a total of 7 rentals. From City and Community meetings, a Christmas party, 2 birthday parties, a Creative Artists Guild class, and a Christmas Eve Service which takes place outside on the Rotary Stage area on Christmas Eve. A grand total of 430 guests.
 - Breakfast with Santa was a great success. 175 people came to eat and take their picture with Santa himself. The children enjoyed the fun activities after they ate their breakfast.
 - Old Fashioned Christmas had another great year. The parade to kick it off and all the fun activities throughout the evening brought over 8,000 people to downtown Dunedin. Families from all over attended and had a great time.
 - The Chorus concert titled, "Unwrap the Holidays" brought a sold out crowd. 500 people came to hear their favorite classic Christmas songs.
 - The Chorus program also hosted their annual holiday luncheon. The members get to celebrate with one another as they share a potluck lunch. All 80 members attend as well as some of their family members.
 - The Drive-In Movie was sold out selling enough tickets to hold 70 cars. Around 250 people attended and enjoyed Christmas music, kid trivia, and raffle prizes before they got to watch "How the Grinch Stole Christmas."
 - The Band Concert titled, "Santa Loves to Cha Cha" played all Holiday favorites, old and new tunes. There were a total of 270 guests and all had a great time.

- 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 done well and numbers continue to increase as existing and returning costumers come to town for the Holiday season.
- Staff has been busy organizing and getting ready for all upcoming events taking place after the New Year.
- **Fitness Center:**
 - Fitness Center visits and group exercise attendance totaled 3,553 for the month of December.
 - Fitness/GEX class drop-in attendance: 113
 - We held a successful 12 Days of Wellness Challenge with the members of the Community Center and picked a winner of an annual fitness pass
- **Athletics:**
 - Tennis had 54 people signed up.
 - 22 athletic rentals were held in December.
 - We had 30 kids for Flag Football Evaluations.
 - Resurfaced the Highlander Tennis Courts
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - Staff hosted events for Intergenerational Week promoting meaningful connections between generations in the community with chair volleyball at the Hale Center, interactive cooking, Happy Taps dancing and story time at the Library. The Committee on Aging also reintroduced the "My Favorite Older Person" essay contest for students in grades 6-8. Winning essayists received prizes and read their entries at the December 5th Commission meeting.
 - Staff hosted the Holiday Boat Parade and Tree Lighting Ceremony in conjunction with Dunedin Boat Club and Marker One Marina.
 - Staff attended Dunedin Golf Club Children's annual Christmas Party and acted as liaison to provide names of families in need.
 - Before/After School Program staff attended Pinellas County Sheriff Department Active Assailant Training.
 - Staff worked the Holiday Parade and Old Fashioned Christmas event; Before/After School Program staff and children walked in the Holiday Parade.
 - Staff hosted the first week of Jack Frost Camp for school age children during winter vacation. 30 children enjoyed winter and holiday themed crafts, games and sports activities.
 - Staff working on coordinating a new middle/high school girls' basketball program and pickleball.
 - Senior basketball, hosted every Tuesday and Thursday, continues to build and garner interest in the community.
 - Staff continuing to work on preparations for MLK Diversity Breakfast and March, Summer Camp 2020 and Teen Leadership Program.
- **Hale Activity Center:**
 - The "Holiday Feast" luncheon was sponsored by National Cremation Society and had an attendance of 65. The seniors were entertained by the kindergarten classes from Curtis Fundamental.
 - Held 50 adult classes & programs, with a grand total of 2,011 participants.
 - Hosted 3 meetings with an attendance of 17
 - Hosted 3 rentals with an attendance of 600
 - Total attendance for the month of December was 2,934 visitors.

- Held a trip to Bok Tower with a participation of 54.
- Held a trip to Mt. Dora with a participation of 54.
- Held Holiday Light Tour with 28 in attendance
- Held Santa's Calling with 8 volunteers servicing 75 local children
- Held the Intergenerational Chair Volleyball with 30 in attendance
- Three of the Hale Center Staff worked setting up, during, and tearing down of Old Fashioned Christmas. Staff prepared for Santa's Calling acquiring volunteers and donations for event. All staff drove for the Holiday Light Tour.
- **Highlander Pool**
 - Staff planned and hosted the Holiday Parade with 105 floats. Lots of time and planning made for a successful and safe parade.
 - Operation Twinkle is twinkling with over 40 lamp posts adopted.
 - Staff made a repair & regular maintenance list and have begun contacting companies for work to begin in January.
 - Set up purchase order for new feature at the Sprayground and new slide pad at boat slide to be installed in Feb 2020
 - Preparing to advertise for variable on demand Head lifeguard and front desk Recreation Leader as well as lifeguards

Parks:

- Renovated the fields at the Fisher Little League Complex. We have been adding clay, rototilling the new in with the old and leveling the fields as needed.
- Pressure washed the infield edges on fields 1 and 2 to wash clay from the grass, back into the clay portion of the infield.
- Began re-painting all of the parking bumpers in the shell parking areas to help make them more visible.
- Replaced a broken swing chain at Edgewater Park.
- Installed golf cart signs.
- Repaired pier at Marina.
- Installed bollards at Idlewild Drive and Fisher Complex.
- Installed shell path at Fisher Complex.
- Laid shell at Weaver Park.
- Prepped Elizabeth Skinner Jackson Park for install of new playground equipment and rubber surface
- Provided logistical support for a variety of events and rentals, including Breakfast with Santa, Wreaths Across America, Demo Day, Holiday Boat Parade & Tree Lighting, Old Fashioned Christmas, Drive-In Movie, and the Downtown Market.
- Completed monthly safety checks of parks, playgrounds, and parking lots.

Marina:

- Marina's boat ramp users for December:
 - Resident Daily Ramp Users: 16
 - Daily Non-Resident Ramp Users: 15
 - Annual Resident Decals: 14
 - Non-Resident Decals: 0
 - Transient "visiting" Boaters: 28
 - Annual Parking Passes: 97
- We are currently conducting interviews for the Marine Maintenance Technician position and hope to have someone in place very soon.
- The Boat Parade was a huge success with staff receiving very positive feedback from the slip renters.

- Annual slip renter parking passes and ramp passes for 2020 are available for purchase in the Harbormaster's office.

INFORMATION TECHNOLOGY SERVICES DEPARTMENT:

- The Information Technology Services Department (a.k.a. "IT") assists all City departments (*our customers*) in responding to the needs of the citizens by enabling City employees to quickly access vital information through the use of technology and technical devices such as computers and mobile tablets. The IT Services Department is dedicated to providing the highest quality of service using the latest technology to create business partnerships, and in the development of team and individual strengths.
- During the month of December 2019, the IT Services Department received 129 new on-line help desk support tickets from their internal customers and the department resolved 133 tickets. IT Services is averaging approximately 190 system generated help desk tickets per month and the department receives an additional 200 or more phone calls and emails each month for IT-support.

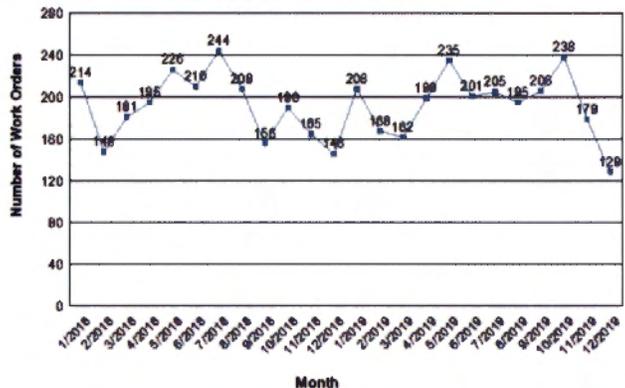
IT Services Help Desk Requests for the Month of December, 2019:

Monthly Ticket Counts		Tickets by Priority	
Tickets Created	129	Critical Tickets	3
Resolved Tickets	133	High Priority Tickets	13
Open Tickets	150	Low Priority Tickets	113
Malware Tickets	0	Project Tickets	0

During calendar year 2019, the IT Department received 2,325 on-line help desks requests and more than 2,400 phone calls and emails for IT support. The IT Department closed 2,245 tickets in 2019.

Monthly Ticket Counts 2019 TOTALS		Tickets by Priority 2019 TOTALS	
Tickets Created	2325	Critical Tickets	30
Resolved Tickets	2245	High Priority Tickets	379
Open Tickets	145	Low Priority Tickets	1914
Malware Tickets	0	Project Tickets	2

IT Services Help Desk Requests YTD for 2018-2019:



On-Going IT Projects:

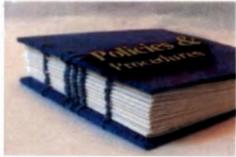
- **ERP (Enterprise Resource Program)** – This capital improvement project is replacing the City's current Financial, HR, Payroll, Recruiting, Timekeeping, Permitting and Code Enforcement systems. Eventually it will also include modules to replace Utility Billing and Work Order systems.
- In July of 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/Naviline)	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. Although the City has been live on this phase of the project as of April 2019, the Finance and Purchasing Departments are continuing to review data and documents from the legacy system that they may wish to convert into the new Munis ERP solution before that legacy system is sunsetted.
- **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. Although the City has been live on this phase of the project as of August 2018, the Human Resources Department is continuing to review data and documents from the legacy system that they may wish to convert into the new Munis ERP solution before that legacy system is sunsetted.
- **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. The EnerGov module will utilize mobile devices such as iPads for remote field work. Staff can access and update the City's live data while working in the field.
- **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:
 - *Deliver employee content*
 - *Be a key communication tool*
 - *Enable collaboration amongst City staff and departments*
 - *Support the culture of the City*
 - *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. The IT section of this City Manager Update document is using the "Arial 12" font and size.

- **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 will be located on the existing site of the City's Municipal Services and Technical Services Buildings at 737 Loudon Avenue. 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 at the old 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:

- **Removal of old Phone Circuits and Cable Lines** – The IT Department worked with various vendors on the disconnection and removal of old phone circuits and cable lines from the soon to be demolished Municipal Services and Technical Services Buildings. During this process, IT Services discovered four unnecessary phone circuits that were no longer needed due to the recent relocation of the City phone system. Those old phone circuits were disconnected and will result in a cost savings to the City in FY20 budget in the amount of over \$7,800. In FY21 and thereafter, the City will not need to budget the \$10,486 to cover the costs for those old phone circuits.
- In addition, IT Services worked with the various telco providers to remove the cable wires that ran from the utility poles and were physically connected to the two buildings that are to be demolished. The result being that the City's IT Services Department no longer has any technology connections to those buildings and their demolition will not affect any City data or telco services.

Future IT Projects:

- **ERP Project Phases 5 and 6** – The City Commission has approved the purchase of the additional Tyler Technologies' ERP modules for work orders, assets and utility billing. The IT Services Department is working on the pre-planning stages for those two additional phases to start in spring of 2020. The ERP Phase 5 includes the *Enterprise Asset Management (EAM)* system and the ERP Phase 6 includes the *Utility Billing* module. The implementation and training of each ERP Phase requires the cooperation and collaboration of staff from every City department. These two phases are expected to take approximately one year to complete.
- **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, the 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 has also been attending an onsite cyber security training symposiums held locally and via webinars. 
- **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** – When successfully deployed, security camera systems enhance overall campus safety and security, deter crime, and otherwise support the protection of people and property. 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. Additional City facilities will also receive upgrades to their surveillance systems. 

COMMUNITY RELATIONS

Community Relations Department continues to work with all City Departments in an effort to keep citizens engaged and informed via Web, Television, Social Media and Print:

- City of Dunedin Facebook page grew to 24,467 followers in Dec. 2019.
- Managed Social and Digital Media (Facebook, Twitter, Instagram, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 1,178 subscribers • 268,575 views
- Grew Instagram followers to 3,079 and following 63 local accounts to booster community partnerships
- Christmas events promotion.



- Coordination of photography for City website and citywide requests.
- Staff Liaison for Public Relations Action Advisory Committee
- Community relations assistance with visitors to City Hall
- Social Media Archiving management.
- City website follow-up and troubleshooting

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

- December Spotlight on Dunedin: Fire Training at MSB, Holiday Parade Promo, DYG Tour of Homes Promo, Christmas Events Featuring Boat Parade/Tree Lighting/Breakfast with Santa/Holiday Parade/Old Fashioned Christmas
- Holiday Parade - Broadcast Live to Facebook
- Produced all video content for Dunedin TV, City website, Facebook and YouTube.
- Upload and maintenance of Granicus (video on demand).
- Coverage of City Commission meetings, Collective Agenda Reviews, Workshops and LPA meetings.
- Dunedin TV Scheduling and Bulletin Board Maintenance.
- Maintained DTV Broadcast systems/Chamber and edit suites.
- Participated and assisted with Citizens
- Assisted with BAA meeting audio broadcast



City Webmaster continues to support all departments Citywide:

- Assisted web editors with City website.
- YC@W December
- Updated Hot Topics to remove Holiday Items
- Added Legislative priorities to Commission page
- Changed Heather Gracy's title to Vice Mayor
- Training with Kristin and Randy at Wastewater for new pages
- Worked with Anna at Water Dept. to put new CCRs on website
 - Made "friendly"
 - Removed old links
 - Created an archive page
- Created new EOC page
- Removed "2019" from all references to our Epic Goals
- Facebook posts
 - Holiday Schedule
 - Facebook responses to questions
 - Posted SS for Green Scene on Facebook
- Configured and Deployed new homepage widget platform via Vision.
- Worked with Granicus to change all fonts on site
 - Sent style guide to developers to fix 12/10 issues fixed
- Hero homepage images updated.
- Lots of Social Media Posts to Instagram, Facebook, Twitter
- Maintained "Dunedin Green Scene" pages
- Created new images and graphics for web homepage.
- Website overview and analysis.
- Digital photo editing.
- E-notification distribution and management.
- Constant Contact email distribution list maintenance

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.
- Demolition of the old gaseous chlorine building interior is complete and installation of the pads and containment area for the new hypochlorite system has commenced.
- The electrical installation is complete and is awaiting final wiring and startup.
- Duct bank installation to the solids handling area was started and will be completed in January 2020.
- Installation of the cable trays is complete and has passed load testing.



- **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.

- **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 30% design deliverable is underway and is expected January 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.



- Construction of the forcemain is completed and has been placed into service. Construction of the gravity main will commence in January 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 reutilize portions of the existing forcemain to reduce costs.

- The 30% design deliverable is underway and is expected January 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 60% design submittal is underway and 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.

- Construction has commenced. Basin #3 has been drained and demolition of the old aerators has begun. Once completed, all debris will be cleared and a new coating will be applied, followed by installation of the new aerators.

- **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 pre-construction meeting will be held in January 2020, with construction dates to be set.

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. Additional soil borings have been requested to determine extent of unsuitable soils. Staff is reaching out to entities with brick street restoration experience for cost estimating. Plan drawings are expected to begin once survey, geotechnical borings and an alternative (to full removal of unsuitable soils) base stabilization is received.
 - **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. Public Services have requested replacement of cross pipes as part of the street restoration and will be part of the design, which is underway.
 - **Rejuvenation:** The FY20 contract for rejuvenation of streets paved in FY19 has been approved and 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 March, after costs for Santa Barbara and San Salvador are determined.
 - **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 March.

Drainage / Interdepartmental Support

- **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. Bid was released in January 2020 with a bid opening by March. Award of bid will come before the Commission for approval.
- **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 – (2)

Public Services Division:

Streets Section

- Continued new installations and repair of concrete sidewalks (1,508 SF).
- Completed sidewalk grinding in the Countrywoods subdivision.
- Remove/replace military and event banners.
- Staff continues right-of-way tree trimming in Fairway Estates subdivisions.
 - Trimmed and hauled tree canopies for roadway clearance Citywide.
 - Trimmed hardwood trees and palms (17.7 tons hauled).
- Continued Traffic Sign & Post maintenance Citywide:
 - Manufactured (56) new signs and replaced (40).



- Repaired utility cuts for the Water and Wastewater Divisions (13 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (73.28 tons hauled).
- Continued hauling road base material into street yard (89.70 tons)
- Sent 2 employees to Signs and Markings refresher class
- Provided Special Event support – Holiday Boat Parade, OFC and Holiday Parade, Wreaths Across America, Suncoast Brotherhood Toy Ride

Stormwater Section

- Continued slope ditch mowing
- Continued ROW mowing
- Continued residential street sweeping activities
- Continued catch basin repairs Citywide (5).

- Clean catch basins during rain events
- Continued residential street sweeping activities:
 - Hauled 34.57 ton / 40 cubic yards of street sweeping debris to the County landfill.

- Hauled 6.71 ton / 6 cubic yards of catch basin debris to the County landfill.
- Continued ditch maintenance Citywide.
- 1978 Lynwood Ct made 6" underdrain repairs.
- 1550 Carolina installed new 6" underdrain.
- 1178 Brook Dr. E repaired damaged manhole.
- Continued stormwater pipe maintenance and repairs Citywide.



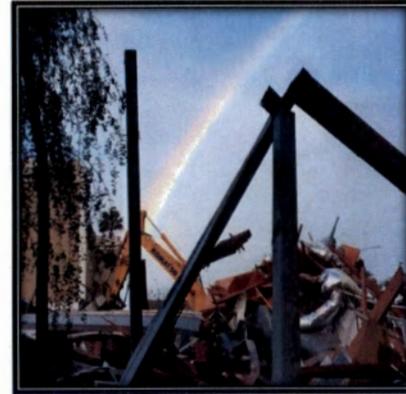
Stormwater Program Coordinator

- Coordinated the kick-off meeting of the Community Rating System (CRS) portion of the City of Dunedin Stormwater Master Plan Update.
 - All portions of the project are anticipated to be draft submitted in late February.
- Scheduled the citizen input meeting for the City of Dunedin Stormwater Master Plan Update.
 - The meeting will be held at the Hale Activity Center at 5:30pm on February 4, 2020.
 - An insert will be sent to all City of Dunedin utility billing customers in the January utility bill mailing.
- Participated in the Stirling Links Golf Course walk-thru to formulate ideas moving forward for stormwater control and treatment.
- Attended the Pinellas County Local Mitigation Strategy Working Group meeting.
- Attended the Florida Department of Environmental Protection quarterly MS4 meeting.
- Participated in the second DREAM Plan meeting to map out steps moving forward to create the Dunedin Resilient Environmental Action Master Plan.
- Reviewed one project on the DRC platform concerning stormwater permitting through FDEP and the SWFWMD. Also instructed developers in the need for proper BMPs 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 BMPs.

Facilities Section

- Continued addressing Code / Safety Inspections Citywide.
- Replaced approximately 400 HVAC filters Citywide in City facilities on a monthly cycle.
- Installed new A/C at the Pinehurst offices, for the City Clerk Area.
- Repaired clogged kitchen drain at the Dunedin Golf Club.
- Repaired roof leak at Highlander Pool storage building.
- Setup/Breakdown Downtown City Christmas Holiday Event, Electrical Service.
- Continued HVAC Apprenticeship and Internship programs with Pinellas Technical College.
- Responded to maintenance requests Citywide, as needed.
- Started Demolition of MSB & Technical Services Buildings.





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 continues to educate residents about correct recycling. Partnering with Pinellas County, Dunedin Solid Waste shared the holiday correct recycling flyer:



- Outreach events:
 - [SHREDFEST](#)
 - Saturday, February 29th, 2020 from 8:00 AM – 12:00 PM at Achieva Credit Union Headquarters (1659 Achieva Way, Dunedin, FL)

Sustainability Program Coordinator:

- Join the City for its 2020 Sustainability Speaker Series! It will be a year filled with sustainability-themed presentations and workshops including rain barrels, garden to table, solar power, electric vehicles, stormwater, composting, landscaping, and more! For a detailed calendar and more information visit www.DunedinGov.Com/GreenScene or call 727-298-3215 x1324.



- 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. This initiative will incorporate discussions and plans for the City's 'Ready for 100' commitment. Keep an eye on the City's [Environmental Calendar](#) to view details about the next public meeting.
- 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.
- Outreach events:
 - [Rain Barrel and Bee Bath Workshop](#)
 - Saturday, January 11th, 2020 from 10:00 AM – 12:00 PM at the Dunedin Community Garden (1040 Virginia St, Dunedin, FL)
 - [The Wild Side of Dunedin](#)
 - Tuesday, January 28th, 2020 beginning at 7:00 PM at the Hale Activity Center (330 Douglas Ave, Dunedin, FL)
 - [Exotic Plant Removal](#)
 - Saturday, February 1st, 2020 from 9:00 AM – 12:00 PM at Hammock Park (1900 San Mateo Dr., Dunedin, FL)
 - [Residential Rooftop Solar](#)
 - Wednesday, February 19th, 2020 from 6:00 PM – 8:00 PM at the Dunedin Community Center (1920 Pinehurst Rd, Dunedin, FL)
 - [Dunedin Stormwater: Water Quality & You](#)
 - Monday, March 16th, 2020 beginning at 6:00 PM at the Dunedin Public Library (Room A) (223 Douglas Ave, Dunedin, FL)
 - [Landscaping for Wildlife](#)
 - Monday, March 30th, 2020 beginning at 6:00 PM at the Dunedin Public Library (Room A) (223 Douglas Ave, Dunedin, FL)

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.340 Million Gallons
 - Influent Monthly Total Flow: 134.533 Million Gallons
 - Reclaimed Water Average Daily Flow: 2.937 Million Gallons
 - Reclaimed Water Monthly Total Flow: 91.0329 Million Gallons
 - Final Effluent Average Daily Flow: 1.545 Million Gallons
 - Final Effluent Monthly Total Flow: 47.895 Million Gallons
- **Maintenance and Repairs:**
 - Plant operators are conducting annual painting of all above ground piping at the Wastewater Treatment Plant (WTPP).
 - Contractor - P&R Painting repainted the 24" overhead redundant raw sewage piping.
 - Maintenance drained, hosed and pressure washed the South Clarifier for semi-annual preventative maintenance. Seals are being replaced and metal inspected for corrosion issues. Sand blasting and recoating of all metal surfaces is recommended.
 - Contractor – WPC (Water Processing Contractors) is dewatering aeration tank #3 for rehabilitation. WPC will be removing all existing piping, valves, and air diffusers and replacing with new equipment.

- Contractor – C&T Contracting replaced one 16" plug on the South Clarifier.
- Contractor – Air Masters replaced 1.5 ton AC unit in Facility #13 (blower, electrical room).
- Contractor – Rocha Controls made repairs to the onsite 2.0 million gallon reclaim storage tank. They installed a new level transmitter and provided additional programming.
- Contractor – Insituform is preparing a quote and a plan to inspect, clean, and line the final outfall pipe to Clearwater North Harbor (St. Joseph Sound).

- **Compliance:**

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

Collections Summary

- **Scheduled repairs:**

- Cleanout installs: (2) – 1590 Coachlight Way and 2156 Edythe Drive.
- Lateral liners installed: (2) – 2594 Redwood Circle and 2044 Heidelberg Avenue.
- Time-dated Mini-Scout list.
- Responded to citizen blockage calls (19) and continued with PM inspections.
- Maintenance at Greenbriar facility – clean-up and repairs.
- Routine maintenance.



Manhole Repair

- **TV Truck:**

- Continued to follow up on TV inspections of mainline root control list and working on generating follow up ROOTX work orders.
- Installed (2) main line sectional liners at San Salvador Drive and Bramblewood Drive N.
- Manhole repair - (1) SW 27 Jackson Street M/H (man hole) #37
- Depression repair - (1) 1631 Amberglen Drive.
- Televised main lines on San Salvador Drive for upcoming city paving project.
- Total televised: 3,631 LF with 19 set ups, and installed 1 sectional liner.
- Routine maintenance.

- **Vac / Cleaner Truck:**

- Cleaned Grids SE 27, 34, 15, 22, NE 22, and NE 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, 3, 15, and 11.
- Total cleaned: 6,566 linear feet (LF) and applied ROOTX in 1,556 LF of sewer mains.
- Helped contractor, G.A. Nichols at LS # 3 pump wet well, as new force main was tied in.
- Routine maintenance.



Lift Station #3

• **Lift Stations:**

- LS #29 – Replaced pump #2.
- LS #8 and #15 – By-pass pump start and walk through.
- LS #5 – Replaced radio in RTU (remote terminal unit).
- LS #12 and #39 – Replaced battery chargers and installed all new connectors.
- LS #15 – Cleaned pump's #1, 2, and 3 and checked swing and gate valves on dry side.
- Cleaned wet wells at LS's #1, 3, 11, and 15.
- Continued checking telemetry on computer and printed reports daily.
- Continued preventative maintenance:
- Routine maintenance.



Lift Station #15 Diesel Pump Installation with G.A. Nichols

Water Division:

Water Production

• **Production Numbers:**

- | | |
|---|-------------------------|
| ○ Average Daily Potable Water Production: | 3.38 Million Gallons |
| ○ Monthly Potable Water Production: | 104.73 Million Gallons |
| ○ Annual YTD Potable Water Production: | 1350.74 Million Gallons |
| ○ Annual YTD Rainfall: | 62.83 Inches |
| ○ Monthly Rainfall Total: | 3.98 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 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 38, replaced 4, painted 330, and flow tested 284. During this time period, the Valve Program exercised 410 valves. For the year; the Valve Program has installed 3 new, replaced 1, repaired 5, and exercised 1,931 potable and 289 reclaimed distribution valves.

Wellfield

- Ardurra (*formerly King Engineering*) is currently developing the engineering drawings for the design and renovation of Well #1 with a new pump/motor, piping, and electrical features.
- Southeast Drilling replaced the pump and motor at Well #11. Access issues created a delay with the installation.
- The 2019 Annual Reuse Report was submitted to the Florida Department of Environmental Protection on 12/19/19.

HUMAN RESOURCES

- **Recruitment & Selection:**

- Total applications received: 297
- Ongoing Positions Posted:
 - Lifeguard I & II positions are seasonal and open until filled.
 - Recreation positions are seasonal and open until filled.
- Re-Posted Positions
 - Parks Maintenance Worker I
 - Solid Waste Driver/Loader
- New Positions Posted:
 - Library Aide
 - Head Lifeguard
 - Fire Inspector
 - Mechanic
 - Social Media Specialist- Independent Contractor
 - Sr. Public Works Designer
- Positions in the Selection Phase:
 - Engineering Project Manager
 - Accountant/Financial Analyst
 - Planning & Development Technician
 - Lead Mechanic
 - Engineering Project Manager
 - Marine Maintenance Technician
- Employees hired during December:
 - Peter Britt- Parks Maintenance Worker I 12/2/19
 - Alex Miller- Firefighter/Paramedic 12/2/19
 - Kristyn Savage- Recreation Leader II 12/6/19
 - Richard Helton- Wastewater Service Worker 12/30/19

- Employee Promotions during November:
 - Susan LaPaugh- Library Assistant 12/18/19
 - Leah Collins- Library Assistant 12/18/19
- **Employee Benefits:**
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for December was \$354,124.52, which is 6.8% higher than November's totals. The average weekly claims for December were \$ 70,824.90.
- **Family Medical Leave Act (FMLA):**
 - Number of Employees with approved/pending FMLA: 20 - (Regular - 7, Intermittent – 13, Pending - 0). Number of new requests in December: 5
- **Other (Non-WC, Modified Duty)**
 - Number of employees currently working on a modified schedule (some restrictions) – 3
- **Records Requests:** Number of Records Requests processed: 0
- **DROP (Deferred Retirement Option Program):**
 - Number of Employees in DROP: 18
 - Employees who entered DROP during December: 0
 - 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

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

- **Performance Management:**
 - Number of Disciplinary Actions: 2
- **Employment Separations (Regular Full- and/or Part-Time):**
 - Number of Separations from Employment: 2
- **Risk Management:**
 - Workers' Compensation:
 - ✓ Number of new workers' compensation claims: 2
 - ✓ Total current open workers' compensation claims (2019): 2
 - ✓ Employees on light duty: 0
 - ✓ Employees out of work: 0
 - Property/Liability/Motor Vehicle Claims:
 - ✓ New Property/Liability Claims: 3; total open cases = 3
 - ✓ New Moving Vehicle Accidents: 0; total open cases = 0
 - Cases Closed During the Month:
 - ✓ Worker's Compensation Claims: 2
 - ✓ Property/Liability Claims: 3
 - ✓ 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) = \$ 5738.50.
- **Safety:**
 - 122 Online safety training courses were completed by 95 employees during the month of December.

FINANCE

- Took training and converted to on-line filing of quarterly Building Code Administrators & Inspectors Board permit surcharge fee.
- Interviewed candidate for the open accountant position and offered her the position. She has accepted and will be starting on January 21st.
- Performed the accounting close for the months of June-August FY2019
- Completed J/E's for year-end accruals and continued to make progress toward the fiscal year end 2019 close.
- Compiled the supporting documentation, prepared the invoice and submitted it to Pinellas County for reimbursement of costs totaling \$4.0 million relating to the Stadium/Spring Training Facility project.

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- December 3, 2019 City Commission meeting:
 - Bid 20-1143 titled "Beltrees Street and Eagle Lane Sanitary Sewer Extension."

SCHEDULED FOR CITY COMMISSION DISCUSSION

N/A

UNDER EVALUATION

- Bid #20-1145 was titled "Dunedin Community Center Rotary Pavilion." All bids were rejected because they were significantly over budget.
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ACTIVE ON THE STREET

- Bid #20-1145 was titled "Dunedin Community Center Rotary Pavilion." All bids were rejected because they were significantly over budget.
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REJECTED

- Bid #20-1145 was titled "Dunedin Community Center Rotary Pavilion." All bids were rejected because they were significantly over budget.

UNDER DEVELOPMENT

- Dunedin Marina Dredging Project

BUDGET

- Prepared financial data and project status report for each capital project over \$100,000 in preparation for the 1st quarter Capital Program Committee meeting.
- Hosted the 1st quarter Capital Program Committee meeting.
- Began drafting the FY 2021 Budget Calendar.
- Hurricane Irma update:
 - Reimbursements received in December 2019: \$717,449.
 - Total reimbursements received to date: \$1,549,897.
- **November 2019 CRF:**
 - November early CRF payoffs: 4 totaling \$3,084.52
 - November new CRF loans: 1 at \$1,828.97

November CRF Paid at install: None

- **December 2019 CRF:**

December early CRF payoffs: 2 totaling \$1,646.75

December new CRF loans: None

December CRF Paid at install: None

LIBRARY

- 509 people visiting the Branch Library at the Community Center
- Notary Service at Library –22 stamps
- Delivered 108 items to 17 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 200.5 hours of their time
- Adult Volunteers donated 171 hours of their time
- 288 patrons utilized the study rooms
- 146 seeds packets “checked out”
- E-books checked out –1285
- E-audiobooks checked out – 1081
- Interlibrary loan books obtained for Dunedin Patrons – 46 books
- Proctored 9 exams
- Prison reference project – 15 letters received and answered
- 164 DVDs/CDs cleaned and put back into circulation
- Webinars: Motivation from the Inside out, Niche Widgets, Blue Cloud Cataloging, Florida Humanities Council, 21st Century Strategies, Retrieving and Using Reliable Sources.
- Staff attended the following meetings: Commission Meeting, Weekly City Department Head Meeting, weekly Library Management Team meetings, Sound System Training, branch library space planning, p-card training and youth services special interest group.
- Partnership with Dunedin Fine Art Center on their library collection
- 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
- Hosted SHINE seminars and Medicare open enrollment sessions
- Food Drive for Dunedin Cares
- Hosted Noon Eve Event
- Staff hosted intergenerational program at Manor Care
- Staff presented Santa Sing-a-Long
- Staff worked on Library 2020 Survey
- Staff participated in Holiday Parade/Old Fashion Christmas

STATISTICS

Door Count	22,248
Total Transactions	76,878
Average Circulation Per Hour	145.16
Adult and Youth Programs	78
Program Attendance	2382
Internet Usage (Adult & Youth)	2402
Wireless Usage	2926

Development Project Update 1-3-20

Current Projects - City Commission Review				LPA	CC 1st	CC 2nd	under const	% comp
Aberdeen Oaks	1441-1461 Virginia St	20 single-family home subdiv	√	√	√	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.; 1 permit approved</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 comp.</i>			Yes	5%	
Pura Vida (now Mira Vista)	1413 Bayshore Blvd	7 townhomes replacing bunc	√	√	√	Yes	50%	
Sea Palms - <i>amended</i>	2624 Paula Dr N	9 townhomes <i>ARC on 11/5/19</i>	√	√	√	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	3%
2058 Bayshore Blvd	2058 Bayshore Blvd	Nano-brewery in existing bldg	<i>Bldg 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	80%
Crown and Bull	319 Main St	outdoor dining	<i>BAA 12/4/19 postponed</i>			No	0%
EOC	Belcher	EOC and future training	<i>infrastructure & permit cond. approved</i>			No	5%
526 Frances St	526 Frances St	demo existing home; build 4 THs	<i>permit approved</i>			No	0%
Government Center	737 Louden Ave	holding meetings w/committees & public	<i>Bldg demo'ed</i>			No	1%
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 previously approved, but never built	<i>Site work begun</i>			No	3%
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	
Ceilliah	990 Broadway	indoor market (see Armature Works)	
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: January 6, 2020
Re: Monthly Report for December 2019

Fire Prevention Division:

During the month of December Fire Prevention and Operations worked to deliver the annual Santa Fire Truck program to the community. Volunteers from the fire department and various city departments teamed up to ensure that the truck was in the community each night from December 10th to December 20th. The Santa truck also participated in the Christmas Parade and led the Annual Suncoast Brotherhood Motorcycle Toy Run.

Progress continues on the life safety systems at both Blue Jays projects. These are in depth inspections and almost daily interaction with the team from the Blue Jays to ensure that the life safety systems are ready by the project completion date.

Fire inspector applications have been received and reviewed for the current opening and interviews have been scheduled for 1/9/2020.

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 – 39	Fire Investigations – 2
Re-inspections - 3	Event Inspections – 5
Fire extinguisher training – 0	Fire Safety presentations – 1
Plans Reviewed – 28	Station Tours – 0
Construction Inspections – 23	Pub. Ed Contacts (Total) – 30
Final Inspections/BTR - 14	Hurricane Awareness presentation - 0
Meetings / Consultations – 33	Home Safety Checks/Smoke Alarm Install - 2
Referrals / Complaints - 2	

Training and Safety Division:

- Monthly station inspection forms completed in Check It
- Orientation process for New Firefighter
- Attended NCT group meeting to plan NCT drills
- Attended Pinellas County Training Chiefs meeting
- Updated Target Solutions Bulletin board
- Completed monthly EMS on Target Solutions
- Conducted 14 sessions of NCT in city services building
- Conducted 6 drills for DFR crews in city services building
- Updating all current pre-plans(continual process)
- Completed Qualification Programs for Probationary Firefighter in Target Solutions.
- FIT test for SCBA on New Hire
- Attended Florida Firefighter Health and Safety Collaborative Conference in Orlando.
- Completed training reports for all shifts for the month of December 2019.
- All members have met all required year end ISO training hours.

A Shift completed 678 Hours

B Shift completed 450 Hours

C Shift completed 380 Hours

Department total of 1508 hours (December 2019)
2019 total training hours by shift personnel was 18,075 hours

Operations:

<u>Type of Incident</u>	<u>Month of Dec</u>	<u>Year to Date</u>	<u>Emer Resp by Unit</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	560	6378	<u>EMS</u>		
Rescue Incident Response	47	593	<u>Station 60's Area</u>		
Fire Alarm	47	462	E60	174	4:28
Fire Incident Response	14	152	E62	14	5:32
Structure Fire Response	17	192	E61	10	6:21
Special	7	69	E51 (CFD)	3	5:15
Cardiac Arrest Response	9	82	E50 (CFD)	2	6:26
Water Rescue Response	2	94	E66 (PHFD)	1	7:31
Major Incident Response	4	52	T60	1	0:25
Support incident (Fire)	1	29	<u>Station 61's Area</u>		
Unconfirmed Structure Fire	2	53	E61	62	5:40
Fire Incident Response Special	9	89	E62	3	7:05
Air Transport Incident	5	15	E66 (PHFD)	3	6:37
Trauma Alert	7	75	E60	3	6:02
Support Incident (DC)	2	37	<u>Station 62's Area</u>		
Medical Incident Special	1	9	E62	108	5:08
Support Incident (Medical)	5	50	E50 (CFD)	11	5:11
HazMat Invest	0	1	E60	10	6:39
Moveup - Coverage	0	12	E65 (PHFD)	3	7:48
Special Event	0	1	E61	2	5:57
Hospital Landing Zone	1	3	S65 (PHFD)	2	6:26
MVC Possible Extrication	1	10	E66 (PHFD)	1	7:53
Brush Fire Incident Response	0	1	<u>FIRE</u>		
Extrication	0	5	<u>Station 60's Area</u>		
Rescue Incident Special	0	4	T60	12	5:42
Rescue (Technical/Confined)	0	1	E60	4	4:56
Support Incident (Truck)	0	1	E50 (CFD)	1	6:55
Rescue (High Angle/Below)	1	2	<u>Station 61's Area</u>		
Auto Crash	0	1	E61	8	5:50
Extrication (Vehicle)	0	1	T60	3	6:18
Code H	0	1	E66 (PHFD)	1	9:38
Totals	742	8475	E60	1	6:26
			<u>Station 62's Area</u>		
			E62	3	5:11
			E61	1	5:04

38 (6.16%) of the 617 calls within the DFD District were handled by units other than DFD.

Notes of Encouragement

From: Parks, Jeff
Sent: Monday, December 23, 2019 7:50 AM
To: #FIREFIGHTERS
Cc: Bramley, Jennifer; Hutchens, Doug
Subject: FW: Family Sponsor

Thank you to "A" shift for making the effort to give a family in need a better holiday. Hopefully this will create a tradition that can spread throughout the department for next year! Great job!
Chief Parks

From: Cameron, Thomas
Sent: Sunday, December 22, 2019 6:13 PM
To: Young, Brandon; Miklinski, Michael; Murphy, Bruce; Robinson, Justin; Brown, Craig; Edwards, Erik; Fast, Dewayne; Knieja, Jeff; Hulbert, William; Denison, Chadwick; Clauss, Steven; Jones, Michael; Viera, Ethan; Miller, Alex
Subject: RE: Family Sponsor

We also were able to give them \$80 towards the water bill.

From: Cameron, Thomas
Sent: Sunday, December 22, 2019 6:01 PM
To: Young, Brandon; Miklinski, Michael; Murphy, Bruce; Robinson, Justin; Brown, Craig; Edwards, Erik; Fast, Dewayne; Knieja, Jeff; Hulbert, William; Denison, Chadwick; Clauss, Steven; Jones, Michael; Viera, Ethan; Miller, Alex
Subject: Family Sponsor

Hey Guys,

Just wanted to let you know that the family we sponsored came to the station today with two of her daughters. She was presented with everything we were able to raise for her over the last couple weeks. To say she was overwhelmed with the generosity of A-Shift would be an understatement. I also would like to pass along my thanks to all of you, the pride I feel to be part of A Shift and the way we have come together is awesome. Together we were able to present the family with:

- \$200 in ALDI Gift cards
- \$150 in Wal-Mart gift cards
- \$20 in Target gift cards
- \$100 in pet food and toys
- 4 AMC Movie tickets for the parents
- A Box filled with gift bags for all the girls

This would not have been possible without all of your generosity.
Thank You again,
Lt Cameron



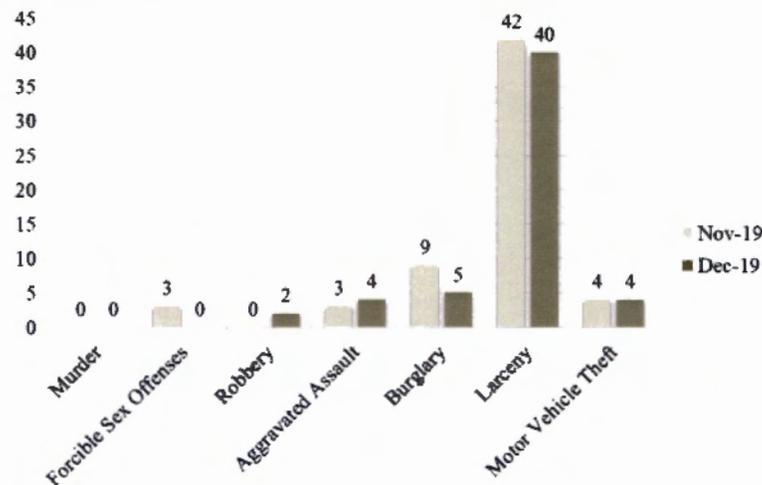
STRATEGIC PLANNING BUREAU

DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

December 2019

UCR Part I Crime Category	November 2019	December 2019	December 2018 YTD	December 2019 YTD
Murder	0	0	1	0
Forcible Sex Offenses	3	0	18	9
Robbery	0	2	5	6
Aggravated Assault	3	4	37	30
Burglary	9	5	82	59
Larceny	42	40	561	402
Motor Vehicle Theft	4	4	35	29
GRAND TOTAL	61	55	739	535



Arrests

December 2019

There were a total of 56 people arrested in the City of Dunedin during the month of December resulting in the following charges:

ARREST TYPE AND DESCRIPTION	TOTAL
Felony	12
Battery-65 Or Older	2
Battery On LEO	1
Burglary-Assault (With Intent)	1
Felony Battery-Prior Convictions	1
Fraudulent Use Of Credit Card	1
Possession Of Controlled Substance	3
Violation Of Probation-Juvenile	1
Violation Of Probation/Community Control-Adult	2
Misdemeanor	20
Battery	3
Battery-Domestic Related	2
Disorderly Conduct/Breach Peace	1
Disorderly Intoxication	3
Petit Theft-Shoplifting	1
Possession Of Drug Paraphernalia	1
Resist/Obstruct LEO Without Violence	2
Trespass After Warning	2
Trespass On School Grounds	1
Violation Of Injunction Protect Domestic	2
Violation Of Probation-Juvenile	1
Violation Of Probation/Community Control-Adult	1
Warrants	13
Failure To Appear	1
Warrant Arrest	12
Traffic Felony	2
Driver's License Suspended/Revoked	1
Fleeing/Attempt Elude LEO	1
Traffic Misdemeanor	27
Driver's License Suspended/Revoked	10
Driving Under The Influence	11
Leave Scene (With Damage)	4
Refusal To Submit To Test-Intoxicated	1
Unlawful Use Of License	1
Grand Total	74

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

Prepared by: Casey Taylor

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

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

- 2 -

1/9/2020

Deputy Activity

There were a total of **3,186** events in the City of Dunedin during the month of December resulting in **5,361** 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 December.

**CAD data is filtered by problem type.*

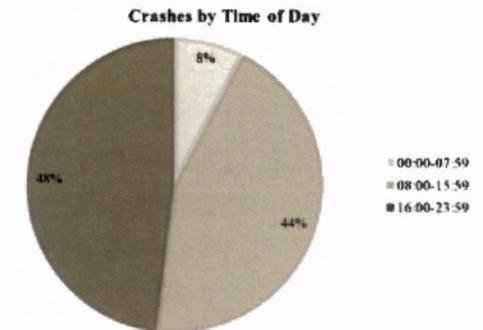
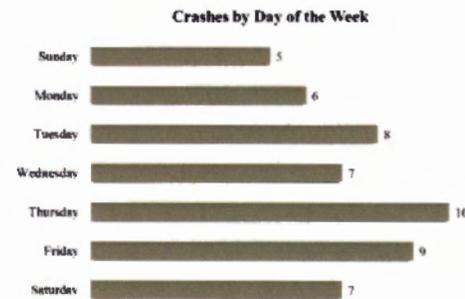
December 2019

DEPUTY ACTIVITY	TOTAL
Traffic Stop	1,217
Directed Patrol	154
House Check	146
Assist Citizen	118
Special Detail	107
Information / Other	96
Contact	88
Suspicious Person	79
Alarm	72
Surveillance	60
Suspicious Vehicle	58
Accident	58
Supplement	57
Transport Prisoner	47
Traffic Violation	46
Building Check Business	45
Veh Abandoned / Illegally Park	43
Lost/Found/Abandoned Property	41
Theft - Not In Progress	41
Trespass	34
Assist Other Agency	29
Civil Matter	27
Warrant Service / Attempt	27
Operation Medicine Cabinet	25
Noise	25

Crash & Citation Analysis

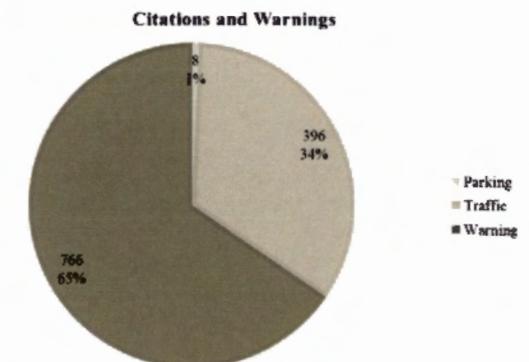
There were a total of 52 crashes in the City of Dunedin during December 2019. *Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

TOP 10 CRASH LOCATIONS	TOTAL
Curlew Rd/Alt 19	4
Belcher Rd/Main St	3
Main St/Keene Rd	3
1645 Main St	2
62 Causeway Blvd	2
Enterprise Rd/Main St	2
Virginia St/Keene Rd	1
Country Woods Ln/CR 1	1
1763 Main St	1
1442 Chesterfield Drive	1



There were a total of 1,170 citations and warnings issued in the City of Dunedin during December 2019.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
Santa Monica Drive & San Salvador Drive	31
Belcher Rd & Curlew Rd	24
Keene Rd & Achieva Way	19
Keene Rd & Main St	16
Keene Rd & Virginia St	14
Highland Woods Drive & Belcher Rd	12
Belcher Rd & Main St	12
Alt US Highway 19 & State Road 580	10
Main St & King Arthur Ct	8
Pinehurst Rd & Friar Tuck Ln	7





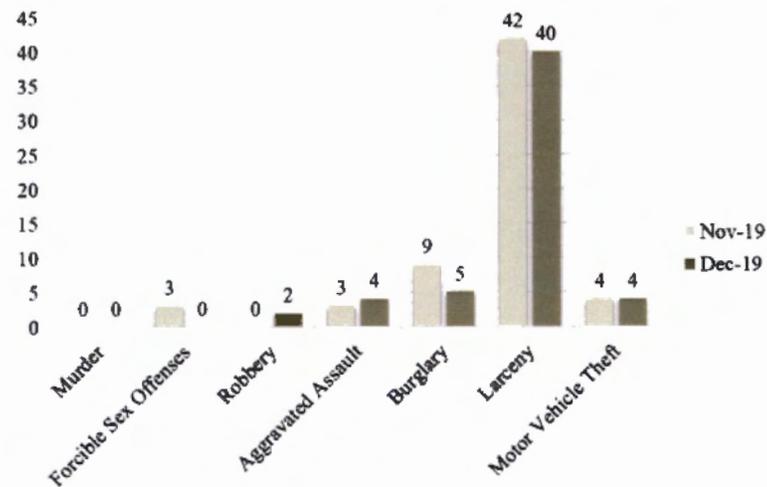
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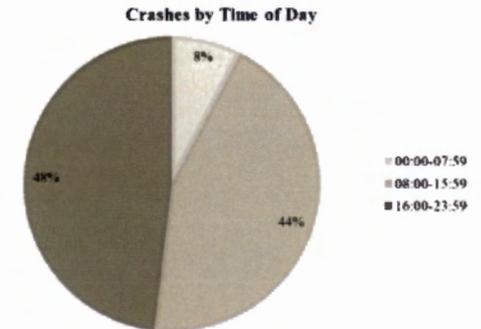
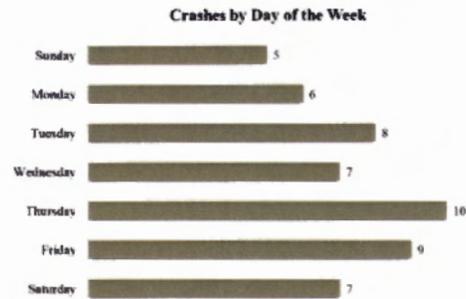
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