
CITY MANAGER'S OFFICE

TO: Mayor and City Commission
FROM: Robert DiSpirito, City Manager *RG-D*
DATE: January 14, 2016
SUBJECT: Dunedin's 2015 Year-End Report

I am pleased to provide you with my Year-End Report for 2015. I asked each department head, our City Clerk, our City Attorney and the Pinellas County Sheriff's Office, to list the primary activities and accomplishments of their operation. The City Commission has been instrumental in guiding my staff and me towards those goals, and in playing an active role in so many of them. These are truly team accomplishments. We continue to provide high-quality services to the residents and visitors of Dunedin.

Following are some of the more prominent team accomplishments (in no particular order):

1. Gateway (Pizzuti) project -- new partner secured, all approvals obtained, ground breaking done and construction set to begin.
2. Victoria Place (200 Main Street) project --- well under construction.
3. Dunedin Commons (375 Patricia) --- project brought forward and all approvals obtained.
4. Causeway Hotel/restaurant project --- approved.
5. Greater long-term City financial sustainability achieved with appropriate millage adjustment approved and additional efficiencies identified in the FY 2016 Budget.
6. Highland Ave. Townhomes project --- under construction.
7. Glenn Moor and Eco Village subdivisions --- under construction.
8. Gavin & Margaret Douglas Memorial Park --- opened to the public.
9. Fire/Rescue Boat became operational July 4th weekend at Dunedin Marina.
10. Two new public parking lot leases in Downtown Dunedin negotiated, to open in 2016.
11. Parking Management System for Downtown Dunedin was devised and approved (1/7/16).

12. \$2.9 million in BP funds were sought and awarded in 2015 for Dunedin's use.
13. Form-based Code re-zoning was implemented in downtown and commercial corridors.
14. Convinced Wells Fargo Bank to pay 100% for dredging of impacted Skye-Loch Villas retention pond. Obtained necessary easements from Wells Fargo and Dunedin Lanes to facilitate the construction of the Lakewood Drainage Improvement Project outfall, thereby avoiding the need to construct same within the R-O-W of Patricia Avenue.
15. Palm tree streetscape installed on Alt. 19, between Michigan Blvd. and Curlew.
16. New Finance Director (Joe Ciurro) and Budget Manager (Allison Broihier) hired.
17. Artisan Incubator project featuring the Creative Arts Institute and the Dunedin Fine Art Center was developed, negotiated, budgeted and approved.
18. Completed day dock renovations at the City Marina.
19. Budget and CAFR awards earned by the Finance Department.
20. Free 24/7 Pump-out service was installed and operational for customers at the Dunedin Marina.
21. Employer of Choice measures adopted by Human Resources.
22. New Information Technology Division Director position approved in FY2016 budget, and hiring is immanent. Comprehensive IT planning underway, with new IT Director to weigh in.
23. Completed contract negotiations for a new 3-year contract between the City and the International Association of Fire Fighters (IAFF), Dunedin Firefighters Local 2327.
24. Additional Downtown public parking spaces identified, including 26 new spaces at the Marina. Exploring more permanent options with regard to the Ocean Optics parking lot.
25. Increased marketing efforts via Aqua and partnerships with Visit Dunedin and Chamber.
26. City's investigation of bringing Higher Education to Dunedin was begun and on-going.
27. Collaborative project involving Dunedin High School, the Dunedin Historical Museum, a local architect, a local HVAC contractor, the owner of an historic structure and the City to re-construct a building for use as a retail bookstore located adjacent to the Pinellas Trail downtown. The revenue generated will be used to help sustain the museum.

28. Avoided what would have been a very contentious public meeting to explore the possibility of locating a Spring Training Stadium complex at the Dunedin Sterling Commons golf course site.
29. Water & Wastewater Plant Master Plans were initiated and presented to the Commission.
30. North Douglas Ave. streetscape project completed, including trees, sidewalks, landscaping, and an artistic entranceway.
31. Recycling 1-1-1 program successfully rolled out with our residents.
32. The Fenway is under major renovation, as City works well with the Taoist Tai Chi organization.
33. Parks & Recreation Long-Range Strategic Plan presented for Commission & public feedback.

Department Reports

Dunedin Fire Department

- Fire/EMS/Rescue Boat 60 was placed in-service on July 3, 2015. The boat is located at the Marina on a lift for quick response into the Gulf of Mexico.
- A new Fire Engine was delivered in September and placed in-service in December. This unit will be located at fire station 61 on Michigan Blvd.
- The arrival of a piece of steel from the World Trade Center incident of 9/11/01 occurred on October 26, 2015. The steel is currently on display at station 61.
- A three year Labor/Management Agreement was completed in October.
- An Insurance Services Organization (ISO) inspection was completed in March and the department remained a Class 2 rating. At the time the rating was received, Dunedin was one of 917 communities in the country to be rated a class 2. Only 97 other communities are rated a class 1. 47,841 other communities are rated lower than a class 2.
- Firefighter/EMT Jason Griggs was awarded the Pinellas County Firefighter of the Year and the State of Florida Firefighter of the Year.
- The Fire Department welcomed, Scott Davis as our Fire Department Chaplain in April.
- The Fire Department participated in a Mock DUI Crash simulation at the Dunedin High School in May.
- The Fire Department hosted the Dunedin Chamber of Commerce “After Hours” event at fire station 61 in August.
- The Fire Department continues its tradition of helping Santa tour the City prior to Christmas.
- 80% of the Fire Department’s Honor Guard were fitted with kilts as part of their uniform. Some of the cost was offset by donations received.

Human Resources & Risk Management (HR & RM)

- HR filled 86 positions during 2015, including 16 promotions/reclassifications and the hire of an Interim Director of Finance. With assistance from a consulting firm, Human Resources also accomplished the recruitment of the Director of Finance. There were 28 separations during 2015, including variable on demand employees, and 10 employee retirements.
- Total Medical and Pharmacy Claims for Fiscal Year 15 was \$2,180,849.87, which was a 17% decrease of FY 14’s total.
- Worked with a Classification and Compensation Consultant to complete a market study, develop an updated pay plan, update job descriptions, and revise processes for promotions and demotions.
- Completed contract negotiations for a new 3-year contract between the City and the International Association of Fire Fighters (IAFF), Dunedin Firefighters Local 2327.

- Worked the City's medical provider and benefits consultant to update and roll out the Employee Wellness Program, including Humana's Total Health and Vitality programs (new for 2015).
- Events coordinated in 2015:
 - The annual employee Recognition Picnic, April 16, 2015
 - Public Service Recognition Week, May 3 – 9, 2015
 - Annual Employee Wellness Fair, May 7, 2015
 - Retirement Mini-Fair, August 21, 2015
 - National Save for Retirement Week, October 18 – 24, 2015
 - Humana Vitality Boot Camp and Kick-Off, November 19, 2015
 - 2015 Employee Holiday Party, December 4, 2015.
- Completed Request for Proposals/Requests for Quotes and/or selection of:
 - Provider for employee medical, dental, vision and wellness benefits (worked with Benefits Consultant);
 - Consultant for Classification and Compensation Study;
 - Investment Advisor for City's retirement plans;
 - Third Party Administrator for the Employee Health Center (assisted Clearwater).
- Implemented quarterly Supervisor's roundtable workshops to discuss issues pertinent to supervisory staff. Topics included workers' compensation, property and liability claims reporting, and performance management.
- Employee Training Completed During 2015:
 - Customer Service Training.
 - Number of Online Safety Courses completed by employees = 1,725.
- Conducted two Commission workshops on HR & Risk Management Topics on June 9 and November 10.
- Updated (and continue to update) the City's Recruitment and Selection process.
- Updated Employee Performance Management process:
 - Established new procedures and forms
 - Updated evaluation process for Charter officials.
- Researched and proposed a new HRIS system to include Recruitment, Performance Management and Timekeeping/Payroll systems.
- Updated current Risk Management process to facilitate faster responses to open claims.
- Risk Management Claims for 2015:
 - General Liability – 13
 - Property - 7
 - Worker's Compensation – 31
 - Automobile-related – 7.
- Worked with City's Broker of Record for property and liability insurance to decrease annual insurance premiums without loss of benefits (overall savings of 11.8% in 2015).

Pinellas County Sheriff's Office

Ordinances:

- CPO units and deputies continue to conduct extra patrols in the city parks and the Dunedin Causeway for violations of leash, alcohol and/or glass containers. Warnings and/or Citations have been issued when necessary.
- The CPO's have been actively working with Code Enforcement staff, assisting in the correction of reported city code violations. The CPO's have followed up on numerous code enforcement issues forwarded by Code Enforcement Officers. CPO's and deputies also supported City Staff and Code Enforcement in numerous events (i.e. clearing and boarding up vacant homes), when Law Enforcement was requested for security or complaint issues.
- CPO's investigated several complaints of possible homeless camps or shelters being erected within city limits. (i.e. Dunedin Causeway, Pinellas Trail, Downtown Public Restrooms, Progress Energy property off Union Street and Edgewater Park). If located, the homeless were assisted in being placed in shelters at Safe Harbor.

Traffic:

Off Duty Traffic Details:

- Off Duty Traffic details (secondary employment) continue throughout the city. Deputies assigned to these details are continuously focusing on area locations where directed patrols have been initiated due to traffic complaints. Deputies also continue proactive patrols in various areas of the city to include speed, bicycle, pedestrian, and most recently golf cart violations.
- City and Sheriff's Office Staff have conducted meetings in regards to recent golf cart violations and complaints. Proactive measures of enforcement and education are being reviewed and conducted.

Directed Patrols:

- As to date, eighty two (82) directed patrols have either been initiated or supported throughout the city for the current year. This is in response to either citizen complaints, or requests by the city's Traffic Division for needed studies. Directed patrols encompass mostly (but are not limited to) speeding, improper turning and failure to obey traffic control devices, as well as pedestrian safety and crosswalk issues.

Operation Safe Steps:

- "Operation Safe Steps", which is a county wide initiative, was conducted within the city limits by Dunedin CPO's and assigned deputies. This was a month long pedestrian safety campaign that targeted areas of high pedestrian traffic, where education to both pedestrians and motorists was conducted. Violators to either pedestrian or vehicle laws were contacted and provided educational information and warnings in an attempt to help initiate safety awareness to both.

Message Boards and Speed Measuring Devices:

- Community Policing Deputies are routinely deploying message boards and speed trailers. In response to city requests, citizens, business owners, and on a proactive basis. These devices are used to educate the public and to help gain compliance with speeding and traffic related issues.

Neighborhood Watch:

- CPO's and deputies have remained in continuous contact with numerous neighborhood watch members and have been reaching out through Community Contacts towards several communities. CPO's have also incorporated the efforts and presentations of the Sheriff's Office Crime Prevention Unit to initiate new neighborhood watch groups in several communities within the city.

Business Watch:

- CPO's and deputies have continued to work closely with the Dunedin Downtown Merchants Association. These contacts have been bringing new information to several business watch groups and committees in the downtown area. CPO's have incorporated the Crime Prevention Unit with meetings and additional assistance to further the knowledge and safety efforts of the downtown corridor.

Schools:

- Deputies and CPO's continue to remain active with all area schools while remaining vigilant with traffic enforcement of the active school zones, as well as routine contact with school officials in regards to any issues or concerns. Deputies, CPO's, and Sheriff's Volunteers participated heavily in the school zone initiative. This focused on education and enforcement actions within school zones and school bus safety during the first two weeks of the new school year.
- CPO's also participated in the "Great American Teach In" program, held throughout the county and private schools on a yearly basis.
- CPO's participated in the "National Walk to School Day" event with numerous elementary schools within the city of Dunedin.
- Dunedin CPO's also assisted with the Dunedin Elementary School "Back to School Backpack" give away drive. This event supported children in need the week before school started, to insure numerous students had a positive start to the new school year.

Event Calendar:

- Community Policing Deputies for the city of Dunedin have assisted in organizing and participating in over seventy five (75) city connected or sponsored events throughout the city during the past year. Many of these events required the CPO's attend production meetings and provide guidance and/or input to city staff on relevant issues. Cooperation between all city departments and Dunedin CPO's. As a result, this has improved the preparation and safer presentation of special events.
- CPO's worked the semi-annual "Operation Medicine Cabinet" initiative, with a primary drop-off location in Dunedin.
- The CPO unit continues to coordinate with the Toronto Blue Jay's Baseball team, in order to prepare for Spring Training, as needed every season. This includes meetings and scheduling, along with actually working the traffic control initiatives. This also includes working closely with area residents on enforcing parking and ordinance violations in surrounding neighborhoods.
- CPO's continue to support the local community and school groups, with numerous tours of the Sheriff's North District Station and being committed to special presentations of specialized equipment (i.e. Humvee and bicycle presentations).

Bicycle / Specialty Vehicle Patrols :

- CPO deputies are conducting ongoing bicycle and all-terrain vehicle patrols throughout the city. These patrols include residential neighborhoods, businesses, city parks and schools, the Pinellas Trail and Dunedin Causeway. The specialty vehicles are used widely as essential alternative patrol method for areas not easily accessed by normal patrol efforts. To date, approximately 130 such patrols have been initiated in various areas of the city, both during day and evening times.

Dunedin Causeway:

- CPO's and deputies continue to conduct increased patrols of the Dunedin Causeway to address more commonly violated ordinance violations. New signage provided and maintained by the city, as well as continued enforcement, has increased awareness of such violations. The issuance of warnings and citations has significantly decreased the number of complaints and violations along the causeway.
- Deputies continue to address any new complaints, utilizing efforts of Directed Patrols, routine enforcement, surveillance, bicycle and all-terrain vehicles.
- CPO's initiated an investigation of a possible illegal or unpermitted gathering upon a small island off the Dunedin Causeway. During this investigation, information had been forwarded by a city staff member, subjects promoting the party were found to be utilizing the Causeway for the sale of unlicensed boat rides to the island. There was also illegal parking and numerous alcohol violations. Deputies recruited several law enforcement entities, to include the USCG (United States Coast Guard), to investigate and deal with the violations.

Narcotics TIP Surveillance Initiatives:

- CPO's worked together on numerous initiatives to investigate Narcotic TIPS received from local citizens or code enforcement. The initiatives included surveillance of various residences and businesses in an attempt to confirm or dispel illegal activity and implement the appropriate enforcement action.

Bike Theft Initiative:

- CPO's and assigned deputies continue to initiate random surveillance of the south and central areas of Dunedin in efforts of decreasing bicycle thefts. The primary investigative method has been the placement of "bait bikes" in various locations while surveillance is conducted, resulting in the reduction of bicycle theft throughout the city.

Neighborhood Problems or Complaints (long term or on-going):

- Dunedin CPO's continue to identify and decrease routine neighborhood complaints, with increased Community Contacts in various locations throughout the city and various means of enforcement as necessary. An example of the initiatives has included the following areas:
 - Pasadena Avenue and San Christopher Drive – Complaints of a resident violating ordinance with debris in yards and illegal vehicles and vehicle repairs.
 - Bay Street and Bass Blvd – Complaint of a harassing neighbor causing problems in the neighborhood and possible drug activity.
 - Mira Vista Park and the small King's Island – Complaints of subjects utilizing the park to launch small boats and camping on the island illegally. The resident has also had trespassing problems from subjects on the island.

- Causeway Blvd and Gary Circle – Complaints of a business owner continually violating ordinance, harassing other business owners, and failing to abide by code enforcement requests.
 - Lyndhurst Street and the city right of way – Complaints of possible illegal drug activity and suspicious persons utilizing the right of way.
 - San Mateo Drive and San Jose Drive – Complaints of a harassing neighbor, making abusive statements, tipping over garbage cans, then calling the city to complain of garbage on their property or animal complaints.
 - Hammock Park – Complaints of domestic animals at large with owners failing to control animals.
 - Dunedin Causeway – Complaints of reckless driving, animals at large and alcohol violations.
 - Bayshore Blvd and Main Street – Complaints of crosswalk violations by vehicles and pedestrians.
 - James Street and Milwaukee Avenue – Complaint of a careless driver and neighbor problems with a loud vehicle.
 - Victoria Place Condominiums – Neighbor problem in reference to a noisy neighbor.
- Each area has been, or is continually being addressed in various fashions to either solve or reduce the number of complaints with some initiatives still ongoing.

Emergency Response Vehicles:

- The Sheriff’s Office and the city of Dunedin have successfully negotiated the placement of a second Emergency Response Vehicle (MRAP), which is currently being housed at Dunedin Fire Station #61. This brings two separate vehicles into the strategic placement for the city, surrounding areas for use in emergency weather, or crisis situations.

Thanksgiving Meal Give Away:

- CPO’s identified families in need within the City limits and delivered them Thanksgiving meals. This is also a county-wide event involving CPO deputies from unincorporated Pinellas County and 13 contract cities.

Christmas Sharing Project/ Ride and Run with the Stars:

- CPO’s identified family’s in-need, living within the city limits during the Christmas holidays. City assigned CPO’s assist and participate in the annual PCSO sponsored Ride and Run with the Stars holiday fundraiser where some of the proceeds will be utilized to purchase presents and needed items to the identified families.

Pinellas Cares Project:

- CPO deputies and Command Staff participated in the “Pinellas Cares” project, where a Dunedin resident in need was chosen for assistance. This resulted in approximately 500 lbs. of debris and yard waste being removed from the property and home. The efforts also included the trimming of several trees and shrubs, so that needed roof repairs could now be initiated, which had previously been denied due to the overgrown debris.

Quarterly Sheriff’s Corner / City Commission Meetings:

- The Sheriff’s Office Command Staff has attended commission meetings on a quarterly basis to provide updates and/or presentations related to law enforcement within the city.
- City CPO’s on a routine basis continue to attend all of the scheduled city commission meetings, to immediately address any citizen complaints or issues.

Conclusion:

- The Sheriff's office wishes to acknowledge the city staff, whereby with their continued support, cooperation and hands-on assistance, has created a motivated opportunity to provide professional and caring service to the citizens of Dunedin.

Parks & Recreation Department

- Parks & Recreation Long-Range Strategic Plan was completed and presented to the City Commission on May 12, 2015.
- Received \$25,000 from the Dunedin Youth Guild to fund a shade structure over the playground at Weaver Park.
- The Gavin & Margaret Douglas Memorial Park was dedicated and opened to the public on Friday, September 25, 2015.
- Held the first drive-in movie at Highlander Park.
- Home School of Pinellas County is utilizing the Community Center every Wednesday during the school year 2015-2016 for their weekly group activities.
- Developed a new sponsorship packet to help increase special event revenues.
- Renovated Field #7 at Highlander Park from a softball/multi-use field to a Big League/High School baseball field for use by the Juniors, Seniors and Big League and High School Baseball Team.
- Renovated Field #6 at Highlander Park from a Little League baseball field to a girls' softball field, due to the higher registration of girls in our Little League Program.
- Dunedin Golf Club donated \$6,700 to our Dunedin For Youth Fund to help send children to our summer camp program from a portion of the proceeds of the City Invitational Golf Tournament.
- Swim lessons and fitness programs for children and adults with disabilities began this year at Highlander Pool and the Dunedin Community Center.
- Designed a program and event ads/photo slideshow to display on TV's located in the lobbies of each recreation center and pool.
- Completed and launched a new on-line registration webpage for recreational programs.
- Starlight Concert Series returned back to the great lawn at the Community Center. Four-thousand dollars (\$4,000) of sponsorship money was secured, which covered all event costs for the entire series.
- Replaced the restroom facilities at Elizabeth Skinner Jackson Park.
- Resurfaced Highlander Park Tennis Courts using the USTA colors.
- The Training Pool at Highlander Park pool was resurfaced.
- An agreement with the Church of the Good Shepherd was established for weekend and holiday use for overflow boat trailer parking.
- Completed day dock renovations and pump-out at the City Marina.

City Clerk's Office

- Ordinance Review Committee
 - As of today, there are three more Chapters of the Dunedin City Code of Ordinances that have to be reviewed and approved by the City Commission. Note: These have not come forward, due to the numerous public hearing items from the Planning and Development Department. I will be bringing them forward in the next month or two because; believe it or not it has been five years since the start of the last Charter Review Committee. Per the City Charter the Ordinance Review Committee will need to commence again in July.
- Cemetery.
 - In 2015, five grave spaces and three cremorial niches were sold, which totaled \$26,580.53. There were also 17 burials.
 - The on-line Pontem Cemetery System has been very beneficial to residents and out-of-town family members to locate their loved ones buried in the Dunedin Cemetery.
- Records Management.
 - An internal tracking log was implemented for Public Records Requests and requests for information.
 - Processed an average of 4.7 Public Records Requests or requests for information per week.
 - The 2014 agendas and minutes were scanned and bound for long-term retention and disaster recovery.
 - 129.5 cubic feet of records were destroyed in compliance with retention requirements.
 - The Records Management Procedures Manual is being updated.
 - In the process of converting our internal Clerk Indexing system to an updated cloud-based (Image Silo) system, enabling document uploads as well as continued reference to historical records.
 - Updated the Outlook Public Folders to reflect current information to assist city staff with records requests.
 - Filed the following annual reports: The Pinellas County Property Appraiser Leasehold Report and the State of Florida Compliance Statement.
- City Website Updates for the City Clerk's Office.
 - Ordinances from 2013 with indexes are available.
 - Election Packets are available.
 - All the Board and Committee Enabling Resolutions are available.
 - The Board and Committee minutes for 2012, 2013 and 2014 are available.

City Attorney

Projects Completed:

- Negotiated settlement of the City's claim against BP for \$3,915,589.00.
- Initiated successful collection of \$495,814.30 as a result of code enforcement, lot mowing, utility or other liens. Although too numerous to list, some of the more significant amounts received include: \$25,801.91 as payment in full as the result of collection efforts for the code enforcement lien at 705 Palm Boulevard; \$91,672.25 as a result of claiming the excess proceeds from a tax

deed sale of 1101 Haley Drive for the code enforcement lien at 1348 San Christopher Drive; \$30,000.00 as payment in full after the DCEB granted a reduction in fine for a code enforcement lien I defended in a 2008 mortgage foreclosure for the property at 1966 Valley Drive; \$27,599.78 as payment in full after filing foreclosure of a code enforcement lien at 1447 Dinner Bell Lane; \$40,000.00 settlement through foreclosure of two code enforcement liens at 986 Parkwood Drive.

- Filed lien foreclosure against 7 properties with outstanding code enforcement liens, to date successfully settling and dismissing 3 of the cases.
- Continued to defend the City's interests through 28 mortgage foreclosures.
- Prepared 4 development agreements or amended development agreements between the City and AV Florida Holdings LLC (Causeway Hotel), Pizzuti Dunedin LLC (Gateway), Dunedin Commons LLC (Dunedin Commons), and 203 N. Marion Street L.L.C. (Dunedin Lofts); 3 parking lot lease agreements between the City and 203 N. Marion Street L.L.C, Dunedin Brewery and Justice Plaza Inc.; 1 right of way use agreement between the City and Caledonia Brewing; 1 revocable license agreement for the Sheriff's MRAP vehicle; 1 revocable license and indemnification agreement between the City and Timothy and Kimberly Bourdeau; a commercial lease agreement between the City and Orthios, LLC (Artisan Incubator Project) and form sublease agreement relating to the same.
- Drafted 10 rezoning ordinances, including 5 City-initiated rezonings.
- Drafted 5 LUP amendment ordinances.
- Drafted 4 annexation ordinances.
- Drafted 25 additional ordinances, including 4 ordinances relating to development agreements, 4 ordinances upon recommendation by the Ordinance Review Committee, 3 ordinances revising entire chapters within the LDC, numerous ordinances for various amendments to the Code of Ordinances, 1 comprehensive plan amendment, 1 amendment to the Community Redevelopment Plan and 1 amendment revising in its entirety the floodplain management regulations.
- Drafted 12 resolutions, including resolutions with respect to the ADA Advisory Committee, Howard Avenue right-of-way vacation, purchase of a fire truck and solid waste vehicle, modification to FDOT Highway Maintenance MOA, revised marina rates, adoption of the Pinellas County LMS, Floodplain Management Plan update, Milwaukee Avenue dedication, the renaming of Edgewater Linear Park and for the Master Equipment Lease/Purchase Agreement with Banc of America Public Capital Corp.

Department of Finance

Purchasing

- Facilitated various bids for capital improvement projects; including the Dunedin Marina pump-out station and catwalk rehabilitation, the production well maintenance project, streets resurfacing and the Dunedin Marina west wall and intracoastal wall repairs project. In addition, facilitated several bids for repair and maintenance (grounds maintenance, WWTP bar screen replacement, storm sewer pipe relining, etc.) type projects throughout the City.
- Facilitated the RFP process related to several projects. These included the P & D permitting, planning and enforcement software and engineering services required for a new water storage tank and booster pump station.
- Completed the inventory of all equipment listed in the Fixed Asset system.

Accounting

- Switched fuel tax return from paper to electronic. Thus completing the transition to 100% paperless filing for all Florida Department of Revenue returns.
- Streamlined Pcard process. Prior to 2015, Pcard entries were made by hand at the Fund level resulting in the loss of detail. In 2015, Finance built and installed a Visual Basic for Applications automation process to upload Pcard transactions from Bank of America in full detail to the General Ledger. Process was created 100% with in-house talent saving consulting and outside programming costs.
- Earned FGFOA's Excellence in Financial Reporting award for our City's 2014 Financial Report.
- Standardized journal entry format into one all-encompassing Excel template. Standardization was first step to automating journal entry data input. Over the course of 3 months (and again, all with in-house talent) finance built a fully automatic upload routine to transfer J/E data to the current accounting software platform. New process saves data entry keying time and reduces errors.

Budget

- Hired Budget Manager and Budget/Financial Analyst.
- Adopted the FY 2016 Budget with a 0.4 mill tax rate increase for a structurally balanced budget.
- Updated and implemented FY 2016 – FY 2021 Capital Improvement Plan.
- Created and implemented the use of long-range fund projections in CIP, proposed, and adopted budget.
- Increased efficiency by reducing number of Budget Amendments brought to City Commission from 11 in FY 2014 to 6 in FY 2015.
- Made substantial enhancements to both the CIP and budget documents to increase effectiveness as a policy document, communication tools, and operations plans.
- Received GFOA's Distinguished Budget Presentation Award which recognizes budget documents meeting the guidelines established by the National Advisory Council on State & Local Budgeting and the GFOA's best practices on budgeting.
- Participated in Water / Wastewater Master Plan and Rate Study.
- Internal Service Fund Allocations were modified to better reflect cost of goods and services delivered to departments including:
 - A year-end audit of fuel consumption and refunding to departments and division any unspent funds.
 - Establishment of a standardized level-of-service for the annual Facilities Maintenance square foot cost allocation to reduce the financial burden of “budgeted for the unexpected” on serviced departments. In addition, this philosophy assists in identifying the true operating costs for City departments by budgeting for projects outside the standardized level-of-service in user department budgets.
 - Modified the Information Technology internal service fee to include citywide communications services and capital improvement projects, as well as adjusting IT operating costs based on number of computers IT fully services. (A reduced level-of-service charge was established for public computers at the Dunedin Library).

- Formalized an “Aid to Private Organizations” application and award process through the annual budget.

Department Wide

- Completed advance refunding of 2005 Penny Sales Tax bond for Community Center debt.
- Completed Stormwater Series 2014 bond issuance.
- Adopted Resolution 15-05, adopting a revised Fund Balance and Reserve Policy.
- Initiated revisions to Investment Report for Board of Finance’s Policy & Investment Sub-Committee.
- Reduced number of active object-element codes within Naviline from 192 to 94 in preparation for FY 2016 by consolidating and inactivating codes (51% reduction in available codes, improving efficiency and effectiveness and reducing margin for error).

Community Redevelopment Agency (CRA) Department

- Art - Two sculptures with colorful glass blocks were unveiled at the Douglas/Skinner Entryway in September. This was a collaborative effort between the CRA and the Dunedin Chamber Cultural & Education Foundation.
- Downtown Parking - In 2015, staff continued to focus on resolving downtown parking issues by continuing dialogue with residents, business and property owners, elected officials to explore solutions/working together for a common parking solution. The City retained a nationally known consultant to create a Parking Management Plan for Downtown Dunedin.
- In September City Commission directed staff to move forward with a Parking Management System that encompassed BP funding, a paid parking element, and a parking garage at 940/966 Douglas Avenue which would product 195 parking spaces. In addition to the garage, additional leased surface parking areas are being secured which will net 120 parking spaces.
- Downtown Dunedin Market - The Downtown Dunedin Market has continued to be a huge success. This open-air fresh market features vendors who sell only fresh, local, homemade, handcrafted and eco-friendly products.
- Events - The Downtown continues to host many special events in cooperation with the Downtown Dunedin Merchant’s Association and the City Parks & Recreation Department. Some of these events include: The Art & Craft Festival, Mardi Gras Celebration, Films in the Park, Cinco de Mayo Celebration, Oktoberfest and Dunedin Wines the Blues.
- Streetscape Projects - Improvements were being planned for Broadway with enhancements to include palm trees and lighting.
- Huntley Avenue – The City received a \$225,000 CDBG grant and design is complete and easements are in the process of being secured. This project will feature brick sidewalks, landscaping and trail connection with a start date of June 1st.
- Broadway Arch – The design was finalized. Stamper Construction won the bid and will commence work in early 2016. This project came in under budget.

- Projects - Development is going extremely well in the City. We have many projects in every stage of development to include:
 - Casco Viejo - In December the Casco Viejo project was completed. This Mediterranean-style residential/retail building is an excellent example of adaptive reuse combining 2nd story condos with retail space on the first floor. Project investment estimated at \$1.8 million.
 - Caledonia Brewing (587 Main Street) - The building at 587 Main Street was purchased and is planned to be a brew pub called Caledonia. A Right-of-way Use Agreement was adopted creating 5 parking spaces. This action fosters adaptive-reuse, bringing back the history of the building and stimulates redevelopment in the area. Project investment estimated at \$800,000.
 - Dunedin Lofts (940-966 Douglas Avenue) - Negotiations have begun on a Development Agreement with 203 N Marion Street LLC for a Public/Private Municipal Garage and Mixed-Use Project at 940 & 966 Douglas Avenue. This project would produce significant public parking (approximately 195-215 spaces) as well as apartments and retail. Project investment estimated at \$17 million.
 - Victoria Place Update (200 Main Street) - All approvals have been granted and work has begun on the building of 30 luxury condominiums and 10,000 square feet of retail space near the corner of Main Street and Marina Plaza. Project investment estimated at \$16 million.
 - Gateway (Main Street, Skinner Boulevard/Milwaukee Street) - The Gateway is a planned mixed use development located in the downtown (corner of Main Street and Milwaukee Avenue) featuring 128 higher-end apartments and approximately 15,000 square feet of retail space. The groundbreaking for this much-anticipated project was held on December 17, 2015. Project investment estimated at \$15 million. After completion, the Gateway development will generate \$93,750 in property tax revenue to the CRA (after a 25% Tax Increment Revenue rebate is given to Dunedin Gateway LLC during the first 12 years).
 - Artisan Incubator (968 Douglas Avenue) - The City Commission previously directed staff to explore the establishment of an Arts/Artisan District on Douglas Avenue. Spearheaded by the City Manager, approval was granted for a (5) year commercial lease with Orthios, LLC to establish an Artisan Incubator campus. Arc Angels, Inc. and the Dunedin Fine Arts Center have approved leases and will be offering classes in early 2016.

Economic & Housing Development Department

- Dunedin Housing Authority - The Dunedin Housing Authority's Annual Housing Plan was adopted on April 9, 2015, as mandated by the US Department of Housing & Urban Development. The mission of the Dunedin Housing Authority is to promote adequate and affordable housing. The DHA is currently looking for property to provide affordable rentals.
- Aqua - Two years into the contract Aqua has continued with their efforts to raise the awareness and exposure of Dunedin as a destination for tourism and special events. They have made quarterly presentations to the City Commission detailing their activities.

These presentations included media pitches to various newspapers, radio, and magazine (both regional and national) on a variety of topics. They also included the details of the placements received including total media value and total circulation of the publications. 2015 represented an extremely successful year for Dunedin, as the City attracted the attention (and hosted) the following: Dreamscapes, Simon & Baker, Fido Friendly and Huff Post Voces. These visits have resulted in articles promoting Dunedin as a top destination.

- Façade - The economic development department processed many grant awards for City-wide façade improvements and design review assistance. It has been a pleasure to provide assistance to help businesses make such improvements.
- Grants - The City was approved a \$225,000 Community Development Block Grant award for proposed streetscape improvements to Huntley Avenue.
- Jolley Trolley - The Jolley Trolley has become a mainstay for residents and visitors in the City of Dunedin. The Trolley generates a lot of activity at downtown restaurants and shops, and our residents and visitors to downtown have come to expect this fun mode of transportation. The City's Contract with the Jolley Trolley was renewed to maintain this extremely successful mode of alternative transportation.
- Eco-Village - Construction is in progress on the Eco-Village townhomes located at Lorraine Leland Street, MLK Jr. and Douglas Avenue. These are some of the very first Net Zero Energy Ecomagination homes in the world. Project investment estimated at \$4 million.
- Branding - Promotion of the City's logo, "*Dunedin - Home of Honeymoon Island*" is ongoing with City Departments and business owners through Trademark License Agreements.
- An advertisement was placed in the Tampa Bay Where Magazine featuring "Dunedin Dun Our Way."
- Projects:
 - Dunedin Commons Update (375 Patricia Avenue) - Primerica obtained approval for 280 apartments, 56 townhomes, and 7,200 square feet of retail space and 44,659 square feet of office space. This overall project is estimated at \$40 to \$50 million and would serve as a catalyst to help revitalize the Patricia Avenue corridor. Property tax revenue to the City is estimated at \$150,000 to \$170,000.
 - Causeway Hotel & Restaurant - The Causeway Hotel and Restaurant received all approvals from Dunedin and Pinellas County and will feature 80 hotel rooms and a 4,000 square foot restaurant. Project investment \$12 million.

Deputy City Manager

- Participated in discussions and information development with the Toronto Blue Jays.
- Worked with staff and tenants on the Artisan Incubator.
- Worked with staff and stakeholders on the downtown Trail Bookstore.
- Participated with the City Manager in the negotiations on the Mease parking, both the materials building and the NY/Virginia parking area.
- Obtained Commission approval on the sale of surplus properties, bringing additional revenue to the City through sale proceeds and the tax rolls.

- Served on interview panel for Finance Director position subsequently filled.
- Serving on the interview panel for the ongoing IT Division Direction position.
- Coordinated the planned clean-up of the Skye Loch Villas retention pond as part of the Dunedin Commons project.
- Coordinated the Commission-directed support to the Scottish American Society.
- Coordinated and staffed work on seeking Florida Scenic Highway designation for the Dunedin Causeway.

Information Services

- Implemented a new storage system to safeguard file integrity.
- Increased the City's capability to use newer technologies with domain controller and schema updates.
- Implemented new customer friendly helpdesk which increased usage and response.
- Relocated the secondary direct internet access for reliability and failover support.
- Redesigned server log collection for increase security and change control.
- Increased security options on perimeter devices with Next Generation capabilities.
- Updated IBM Blade Center for better performance and increased server capacity.
- Increase network uptime with the replacement of the backup power systems in the IDFs.

Communications Department

- Increased Web and Social Media presence including Dunedin TV, DunedinGov.com, Facebook and Twitter. For the entire year of 2015 the City of Dunedin has maintained the status of the most liked City in Pinellas County on Facebook. We regularly receive interaction locally, nationally and internationally via our web based social media network.
 - Facebook (3,234 new likes in 2015 page total currently at 10,963 likes),
 - YouTube (views increased from 24,400 to 79,000)
 - Twitter (1,805 followers).
- 2015 was a successful year working with our external marketing partner Aqua Marketing.
 - Hosted several journalists that produced nationally published articles.
 - Communications Director was a guest on WSRQ Sarasota.
 - Blog & social media coverage from a variety of online outlets.
 - Upcoming articles scheduled for 2016.
- Dunedin Television produced over 200 hours of original programming including Spotlight on Dunedin, Public Service Announcements, special programs, City Commission meetings, City Commission workshops and Local Planning Agency meetings.
- The City website has been well maintained with pertinent information to keep residents and visitors well informed. In 2015 we implemented a web editor's quarterly meet-up that allows for city staff to collaborate and share insights to enhance the web user experience.

- Code Red Emergency Notification System has been maintained and updated throughout the year.
- We successfully operated Dunedin TV and DunedinGov.com 24/7 for 365 days of 2015.
- Staffed a public information table at the Dunedin Downtown Market with Public Relations Action Advisory volunteers.

Dunedin Public Library

- Seed Library awarded 2nd place by the Tampa Bay Regional Planning Council - Future of the Region Awards.
- Little Free Library project recognized in Florida League of Cities magazine as well as by Little Free Library.org – Dunedin recognized as the First Little Free Library Community of Distinction.
- Participated in JAT survey and updated all library job descriptions.
- Worked directly with all Dunedin schools. Helped coordinate and participated in the Showcase of Schools, Walk to School Day, Great American Teach-In, Library Tours & Executive Partnership Program with Dunedin Elementary.
- Updated all library policies and created in-house staff policy manual.
- Successfully submitted and was awarded funds from the federally supported E-rate program.
- The Library staff presented 1,394 programs for kids, teens and adults with a total attendance of 36,204 people.
- Implemented 3D Printing, maker programs, Windows 10 workshops and continued technology tutoring for all ages.
- Collaborated on numerous projects with the Friends of the Library and the Library Foundation such as self check-out units, SMART board, book sales, Milliken annual meeting, and other events and fundraisers.
- Implemented new online resources for patrons including: Lynda.com, World Book, countywide Zinio magazines and Miss Humblebee's Academy for Early Literacy.

Public Works & Utilities Department

Engineering Division:

- Disassembled and removal of the San Christopher Drive reclaim water storage tank.
- Completion of the President / Lyndhurst Streets Drainage Improvements Project.
- Completed construction of the Marina Pump-Out and Catwalk Project.
- Purchase of new traffic count equipment for annual counts without necessitating City staff to work in travel lanes.
- Construction commenced on the 16-inch reclaimed water main, between the future proposed reclaimed water storage tank at wastewater treatment plant, and existing reclaimed water distribution system in Martin Luther King, Jr. Avenue.
- Repair and maintenance commenced for rebuilding pumps, piping, and controls for Wells 2, 50, 95, 85 and 5.

- Completed review of consultant prepared Master Plans for Water and Wastewater Treatment Plants, and presented findings to the City Commission.
- Initiated a corresponding Rate Study and presented findings to the City Commission.
- Commenced preparing bid documents for replacing the media in the Greensand Filters at the Water Treatment Plant.
- Paving activities associated with the 2014/2015 Resurfacing Contract are substantially complete.
- Plans were completed for the design of a Streetscape Improvement project along Monroe / Huntley Streets, within the CRA. The project is expected to be phased in accordance with available Grant Funding. Similar to the Douglas Avenue, this project will include brick sidewalks, decorative street signage, paving, trees, and infrastructure for future decorative lights. Phase I, which consisted of waterline extensions and sanitary sewer line improvements were constructed by City forces in 2015.
- Obtained necessary easements from Wells Fargo and Dunedin Lanes to facilitate the construction of the Lakewood Drainage Improvements Project outfall, thereby avoiding the need to construct same within the R-O-W of Patricia Avenue.
- Designed, permitted, and installed Drinking Water Fountains adjacent to the Pinellas Trail, at Main Street and on the Causeway adjacent to the public restrooms.
- Preparation / review of legal descriptions for City and private development projects.
- Review of new plats for compliance with City Code.
- Continued acreage reviews for the Reclaimed Water program.
- Amberlea/Ranchwood Estates Area Storm Drainage Improvements Projects plans have been completed.
- Plans were completed and bid for the Michigan Blvd. (West End) Full Depth Reclamation (FDR) project, and construction has commenced.
- Pinehurst at Friar Tuck Drainage Project plans have been completed by City forces.
- Curlew Rd - Alt 19 MH 5 Access plans complete and the access to manhole 5 has been stabilized.
- The Laurelwood Lane Bridge Replacement plans were prepared and implemented by City staff.
- Causeway Restroom Bike Rack and water fountain plans were completed.
- Heather Ridge Water Main Project plans are complete, ready for City forces to construct.
- CR 1 Valve Replacement base drawings were bid for construction in 2015.
- LVT Landing Pad plans were prepared and constructed by City forces to welcome "home" the amphibious World War II Landing Vehicle Tracked. It may now be viewed at VFW Post 2550.
- Historical Society Trailside Bookstore plans were completed in cooperation with the Dunedin High School and Graham Design Architects. Construction is underway.
- Elizabeth Skinner Jackson Restrooms plans were prepared and new restrooms installed.
- Wastewater Treatment Plant Material Storage Modifications plans are complete.
- Grovewood Water Main Improvements Project plans are complete, waiting for City Forces to install new 6" water main.
- Wastewater Treatment Plant Lift Station Rehab plans drawn.
- FY 2014-2015 Well Rehab project was awarded in 2015 and construction is underway.

- Graphic support for other City divisions is ongoing.
- Bayshore Palm Plantings plans prepared for the Parks & Recreation Division.
- Scanning all paper files to electronic files and Atlas maintenance is ongoing.
- Working with Planning & Zoning to ready existing data to be incorporated into new software.
- Continue building a GIS database for future migration to an ESRI platform.

Wastewater Treatment Plant:

- Working with other divisions to complete MOM study
- Installed two new Lakeside raptor washer compacters on both the coarse and the fine bar screens at the Fac#4 headwork's influent structure.
- Installed two new Aurora waste pumps in the Fac#7 sludge building.
- Installed three new FET Universal blowers at the Fac#3 flow equalization tank.
- Installed new grit removal pump/motor base at the Fac#4 headwork's influent structure.
- Installed new Wonderware Scada (computer monitoring) and touch screen to the Fac#8 filter console.
- Installed seven new drive motors at Fac#7 anaerobic/anoxic tank mixers.
- Installed three new non-clog impellers at the Fac#5 anaerobic/anoxic tank mixer tanks; 5, 6 and 7.
- Replaced roofing on the Fac#4 headworks building, the Fac#7 sludge building, the Fac#8 filter building, the Fac#13 blower building, and the Fac14(A-B) chemical storage buildings.
- Installed two new Flygt submersible pumps at the plant lift station; Fac#15.
- Installed new Hydro-Dyne fine bar screen at the Fac#4 headwork's influent structure.
- Installed new grit drive gear box, new aluminum handrails, and new stainless steel flow deflectors at the Fac#4 headwork's influent structure.
- Installed one new filter feed pump and one new check valve at the Fac#7 sludge building to complete the rehab project.
- New mechanical seals were installed on: three filter feed pumps, three RAS pumps, and two waste pumps at the Fac#7 sludge building.
- Maintained full compliance with the Environmental Protection Agency and the Florida Department of Environmental Protection sampling, monitoring and reporting requirements.

Wastewater Division (Collections & Plant):

- Insituform - Annual CIP - Lining of failing 8" VCP mains, rear easements, minimal impact on residents / cost effective – Causeway Blvd., Main St., and Barcelona Dr. (*final completion of work delayed until 1/2016).
- Sewercoat – Annual CIP – Manhole rehabilitation of failing manholes – Vine, Lyndhurst, Marjon, Cedarwood.
- Replaced sanitary sewer mains/laterals along Huntley Ave. and Washington St. with City Staff.
- Rehab LS # 14 and replaced sewer lateral from lift station to Dunedin Harbor Master with City Staff.

- In-house cleaning of sewer main lines (140,886' = 26.7 miles) and lift station wet wells (35)
- Continued main line TV inspections (45,794' = 8.7 miles), to include new construction inspection of "Glenn Moor" subdivision infrastructure.
- Continued "In-house" lateral lining, main line and lateral root control, main line sectional liners. (*All methods of trenchless technology)
- Completed all utility locates called in through Sunshine State One Call (3,113)
- Responded to 254 resident blockage calls - 24/7
- Continued successful relationship with local vendor (Perma-liner Industries) working together on field demonstrations – lateral liners, manhole liners, main line lining, and sectional liners -- with them supplying all labor/material.

Water Division (Distribution & Plant):

- Completed 100% of Backflow Testing.
- Completed 100% of Reclaimed Inspections.
- Completed 100% of Large Meter Testing.
- Continued maintenance of the fire hydrants and fire hydrant valves for the Hydrant Program.
- Continued maintenance, replacement, and repair of the distribution valves for the Valve Program.
- Continued Safety Training and Accident Prevent Program.
- Marina Project
 - Installed 230' of 6" potable water main.
 - Installed 1 fire hydrant.
 - Installed 1 DCDA for fire protection.
- Huntley Project
 - Installed 600' of 6" potable water main.
 - Installed 2 fire hydrants.
 - Installed 5 potable water service lines.
- Michigan Project
 - Installed 60' of 8" potable water main for a new fire hydrant near North Dunedin Baptist Church.
- Drinking Water Fountain Projects
 - Installed water service and meter set for a drinking water fountain at Curlew Rd. and Bayshore Blvd, next to the Pinellas Trail.
 - Installed water service for a drinking water fountain at 89 Causeway Blvd, next to restrooms.
 - Installed water service and meter set for a drinking water fountain next to the Pinellas Trail, near Main St. (downtown).
- Casco Viejo Project
 - Installed 60' of potable water main.
- Reclaimed Water Project at the Wastewater Plant
 - Installed 100' of 8" potable water main for a fire hydrant.
 - Installed 40' of 16" reclaimed water main.
 - Installed 220' of 6" reclaimed water main to receive reclaimed water from the Coca-Cola reclaimed system.

- Skinner Park Restrooms
 - Installed potable water service for the new restrooms.

Water Division (Wellfield):

- New pumps and motors were installed at Well 9, Well 13, Well 30, and Well 87.
- A new motor and flow meter were installed at Well 1.
- A new control valve was installed at Well 28.
- The City Commission awarded a contract to Southeast Drilling Services to address deteriorating conditions at Well Houses 2 and 50. New pumps and equipment for both sites, as well as Well 95 were included. Well rehabilitation including cleaning treatment and pump testing will be performed on Well 5 and Well 85. The Well Houses at Well 2 and Well 50 were demolished and hauled off.
- Geophysical logging was performed on Well 50.
- Rehab work, consisting of aquifer testing and chemical treatment was completed on Well 85. Well performance was improved by 13%.
- Thirty five feet of the lower portion of Well 5 was backfilled in order to lower chloride levels. Sampling results indicated chloride levels were decreased by 155%. Cleaning was also completed on Well 5. Well performance improved by 36%.
- A video log was completed for Well 2.
- City Staff and Southeast Drilling Services developed a plan for an alternative system to communicate control signals between the wells and the water plant in accordance with recommendations of the Master Plan. Work to implement that plan will begin January 2016.
- The American Water Works Association approved our application to designate Well 1 as a Landmark. The Landmark Award is given to recognize and preserve American, Canadian and Mexican utilities at least 50 years old. Well 1 was dedicated in 1915.
- D'Andrea Electric Inc. was contracted to perform various electrical repairs, updates and equipment replacements on Wells 5, 6, 9, 12, 28, 29, 30, 31, 84, 86 and 88. Work continued over several months. Certain electrical deficiencies were noted during a thermal imaging survey conducted in April 2015.
- Completed and submitted 2014 Annual Wellfield Report.
- Completed and submitted 2015 Annual Reuse Report. .

Utility Billing:

- Billed over \$24,182,000 for water, sewer, reclaimed, stormwater, and solid waste services in 2015 and processed over 158,000 payments.
- Initiated electronic billing for all customers.
- Added capital recovery service to all accounts with the CRF recurring charge for better tracking and error reduction.
- Inactivated the old recycling service on all accounts to streamline account set ups. The recycling and trash rates have already been combined.

Solid Waste Division:

- Solid Waste successfully executed the once-a-week (1-1-1) residential service change by restructuring curbside collects all on one day, generating both economic and environmental efficiencies.
- Secured a \$27,146 non-matching Pinellas County Recycling Grant supporting Dunedin's recycling efforts and its commitment to Green Local Government initiatives and the environment.
- Staff conducted waste assessment audits for three (3) local multi-family metal dumpster customers who were interested in identify waste diversion opportunities in anticipation to starting an on-site recycling program.
- Solid Waste & Recycling Division partnered again with Achieva Credit Union and hosted its 2nd annual community shredding event. The free event allowed residents to bring their personal paper documents to be securely shredded and recycled.
- Staff provided support by displaying large garbage trucks and promoting safety to local school children during the Great American Teach-in Day & the Walk to School Safely events.
- Hosted the following outreach events promoting the City's sustainability programs:
 - Rain Barrel Workshops (2)
 - Florida Friendly Landscape Workshop (1)
 - America Recycles Day
 - Island Earth Day at Honeymoon Island State Park
 - City of Dunedin Summer Camps
 - Touch-a-Truck
 - Education Day with the Dunedin Blue Jays
 - City of Dunedin Senior Awareness Fair

Public Services Division:

Streets Section:

- 16,411 square feet / 301 tons of asphalt repairs (Utility cuts, patches, potholes and overlays).
- 581 Linear feet of curb repaired/replaced.
- 11,651 square feet of sidewalk repaired/replaced.
- The installation of a concrete pad at VFW for the LVT Military vehicle.
- The installation of two new drinking fountains, one at the Dunedin Causeway near the Kayak rentals and one on Main Street at the Trail, east of Café Alfresco.
- The installation of a new concrete slab for the "Squid Bicycle Rack" to be installed on the Causeway, just east of the Public restrooms.
- Assisted with the demolition of the old restroom and the installation of the new restroom at Elizabeth Skinner Jackson Park, located at 1040 MLK Drive.
- Re-established the shell surface and performed base repairs on Victoria Drive as needed from Monroe Street north to Lee Street.
- Trimmed approximately 491 hard woods, 192 palms and removed 89 hard woods, 52 palms for roadway clearance and to maintain the safety of our residents.
- Repaired 450 square feet of brick roadways on Santa Barbara and surrounding areas.

Stormwater Section:

- Completed Mangrove trimming within all Dunedin water bodies scheduled for 2015.
- Successfully completed year two of the Cycle III MS4 Permit.
- Removed the old wooden bridge and installed new aluminum bridge at the west end of Laurelwood Lane.
- Assisted in the installation of drinking fountains, one at the Causeway near the Kayak rentals and the other on the north side of Main Street at the Pinellas Trail.
- Assisted Keystone Excavator Inc. with the emergency repair of the Gabion baskets at the Jackmar ditch and the Briar Circle ditch repair.
- The replacement of 24 feet of 36 inch pipe on Roanoke, west of New York Avenue to restore the storm system and repair the roadway back to safe conditions.
- Removed and replaced 160 feet of 18 inch storm pipe and rebuilt three catch basins on Patricia Avenue between Suemar Road and Robmar Road.
- Performed repair/maintenance of approximately 150 feet of ditch bank on Channel "A" in Hammock Park.
- Cleaned two ponds at Scottsdale Park to re-establish the ponds volume capacity for retention purposes.
- Lined 4,303 LF of storm pipe in 2015 to improve storm system functionality.

Facilities Section:

- Assisted with the demolition of the old restroom and the replacement of the electrical, plumbing and installation of the new restroom at Elizabeth Skinner Jackson Park at 1040 MLK Drive.
- Installed new up lighting at the VFW on Douglas Avenue for the LVT Military vehicle.
- Replaced and repaired the electrical and water supply for the Day Slips at the Marina, also installed new electrical and water supply for the new Fire rescue boat at the Marina.
- Assisted in the installation of the new fire alarm systems for the Pram Shed and the Boat Club buildings at the Marina.
- Successfully completed the 2015 Special Events Season.
- Assisted in the installation of two new drinking fountains, one at the Causeway near the Kayak rentals, and the other on the north side of Main Street at the Pinellas Trail.
- Performed an emergency replacement of a 150 ton compressor at the Community Center.
- Performed upgrades and improvements to the newly leased Incubator building at 968 Douglas Avenue for use by the Art Center.
- Removed the old camera and installed a new camera at the Dunedin Sterling Links Driving range for monitoring of Ospreys.
- Performed an electrical audit with Duke Energy to reduce the City's Carbon foot print and save on electrical costs Citywide, by changing bulbs to LED's and upgrading light fixtures to conserve energy.

Fleet Services Division:

- Fleet implemented a transition plan in FY2015. Three veteran mechanics with over 35 years of experience each retired, out of a total number of six mechanics. Management acted in a very proactive manner to plan for this transition, and new hires were brought on-board with

overlapping salaries budgeted so the new mechanics could receive basic training on shop equipment and fleet inventory specifics while “shadowing” their outgoing counterparts. By having a transition plan in place we significantly closed the readiness gap.

- Through Fleet’s on-going vehicle replacement plan, 24 vehicles/equipment were replaced in fiscal year 2015. Many of these units had been deferred for several years due to economic factors. These 24 units were replaced in 2015 in order to avoid increased maintenance costs in the latter years. The average age of these units was 14 years old, and the cost to replace them was \$1.6 million. On the surplus side; 35 vehicles were sent to auction and sold for a net proceed of \$217,816.25; while 3 more were traded-in for an additional \$42,000.

Planning and Development

- Development in Dunedin is at a peak! A total of 22 Ordinances were adopted after the Local Planning Agency and two public hearings process in 2015 for a variety of development projects. Construction was approved for new residential apartments and townhomes (Douglas Avenue, Causeway Boulevard, Gateway, 200 Main Street, Highland Avenue); a 90-room hotel and restaurant on the Dunedin Causeway, Lueken’s liquor store, Mease Manor Memory Care Center, and the repair and renovation of the historic Fenway Hotel by the Taoist Tai Chi Society. After many years, the long-vacant former Nielsen property on Patricia Avenue (Dunedin Commons) has been approved for apartments, retail and office. Several these projects estimate to bring in almost \$500,000 in ad valorem tax revenue to the City.
- Amendments, additions and deletions to the City’s Land Development Code, adopted in 2010 were made to simplify design review, add architectural standards, and provide additional economic development incentives. Form-based codes are replacing some of the 37 adopted zoning districts, and serve to revitalize our aging commercial corridors by providing a wider mixed-use. Over 500 properties in the City were rezoned in 2015.
- The Building Department had an increase in permitting activity as follows:
 - 57% increase in building permits issued over 2013 (8,545)
 - 77% increase in permit fees received over 2013 (\$1,167,483)
 - More than twice an increase in valuation of permit fees \$194,482,510
- Code Enforcement Department received \$483,326 in code violation fees during 2015, a 38% increase over 2014. A new code enforcement inspector was hired in the spring, and a total of 353 cases were heard by the Dunedin Code Enforcement Board.
- A new State model flood ordinance was adopted, recommending higher standards for floodplain management. The department is currently preparing for our 5-year Community Rating System audit. By completing all requirements, we have been able to maintain our Level 6 rating, which offers Dunedin residents a 20% discount in premium to National Flood Insurance Program policies.
- Under the leadership of the ADA Coordinator, the City’s ADA (Americans With Disabilities Act) Advisory Committee changed its name via Resolution to the Disability Advisory Committee. This group celebrated the 25th anniversary of the ADA law with a proclamation given by the City Commission. They have also created a program to recognize “disability friendly” businesses in our Community.

- ViewPoint Government Solutions Inc. was awarded a contract to provide the City with permitting, planning and enforcement software. City configuration and set up is complete for Building Permitting, and equipment and hardware has been purchased. ViewPoint is finalizing enhancements to the payments and inspections functionalities in the system, and setting up integration with the Pinellas County Construction Licensing Board (PCCLB) so users may select and validate a contractor during the application process. Historical data migration mapping is underway to match our current system permit types with ViewPoint Cloud. At this time, the anticipated “go-live” date is tentatively set for Tuesday, March 1, 2016.
- Completed the Building Code Effectiveness Grading Schedule (BCEGS) evaluation and survey with the Insurance Services Office (ISO), resulting in a Grading Classification 4 for 1 & 2 family residential property, and 3 for commercial/industrial property. The BCEGS assesses building codes in effect in the community they are enforced, with special emphasis on mitigation of losses from natural hazards. Classification is assigned from 1 to 10, with 1 being the highest classification. Class 3 and 4 ratings are very good.
- Developed comprehensive Initial Damage Assessment (IDA) Guidelines for the Building Division to quickly and as accurately as possible assess the damages and impacts from a disaster or major emergency. The IDA focuses on damages to residences, businesses and public infrastructure.
- Developed and implemented a new Building Permit Fee Schedule on November 1, 2015:
 - Drastically reduced the number of fee types from more than 130 to less than 20 to simplify calculation and estimation for staff and our customers.
 - Uses a value-based fee structure so fees are assessed on total construction valuation for the project. This will create a more equitable system so permits fees for smaller projects such as window and door replacements, decks, patios etc. cost less.
 - Utilizes combination permitting fees to include each trade under a single permit.
 - Standardizes the fee structure for all single-trade permits such as air conditioning and water heater change outs.
 - Eliminates the requirement to pull permits for certain minor projects such as gutters and low-voltage alarm systems.
 - Creates nominal flat fees for fence and tent permits.
 - Increases the minimum dollar threshold for permits from \$100 to \$500.
 - Eliminated the Certificate of Occupancy fee.
- Developed and implemented a Building Code Enforcement Certification Pay Policy to promote and encourage cross-training and advanced certifications for the building inspection and plan review team in order to improve efficiency and effectiveness of the operation.
- Updated all applications, forms, documents and the City website to reflect the Florida Building Code 3-year cycle change in June, along with other changes, enhancements and improvements throughout the year to keep current with the industry.

Development Project Coordinator

- Conducted eight (8) exit interviews.
- Created the new “*Development at a Glance*” brochure for Dunedin developers, in response to exit interviews.
- Created the residential “*Green Your Home*” brochure.
- Created the “*Solar Ready*” brochure at the request of TBRPC.
- Eleven (11) development projects were approved through the formal design review process in front of the City Commission.
- We had two green educational presentations and 48 external groups attend the DRC.
- Became a credited “Envision Sustainability Professional” (ENV SP) for sustainable infrastructure.