

Interim Manager's Update

Administrative

December 5, 2016

This Update will refer to the events since the date of the last Update of October 10th, 2016.

COMMUNICATIONS

- Facebook/Twitter Updates (Facebook has grown over 15,368 followers)
- Managed Social and Digital Media (Facebook, Twitter, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 541 subscribers • 118,728 views
- Produced and filmed the Chamber Candidate Forum
- Produced and filmed Conversation with the Candidates DTV interviews
- Penny for Pinellas County PIO Countywide meeting
- VisionLive city website contract negotiation/finalization and Extranet demo with IT Director Michael Nagy
- DTV engineering/production upgrades dais/chamber improvement planning
- Travel Guide to Florida PR article/photo submission
- WOW/BrightHouse/Verizon cable DTV signal troubleshooting and repairs
- Fishbone Crosswalk press release and TV coordination
- Press Release and Promotion for Public Art Program with guest Raphael Clemente
- Dunedin Youth Guild Tour of Homes promotion coordination
- Archive Social online demo (social media archival of public records)
- Granicus Citizen Participation Suite demo with Department Heads
- Demo of MyCivic Apps
- Asset Inventory with Finance/Purchasing Dept.
- Show Me Your Stuff Program info meeting with George Nigro
- Dunedin Downtown Market Information table with Public Relations Action Advisory Committee
- Assisted Code Enforcement and City Attorney with video/photo request
- Planning/scheduling of DTV productions
- Assist visitors to City Hall
- SeeClickFix response coordination
- CodeRed system maintenance
- Social Media/Citizen Engagement tools research
- Coordination of photography for City website and citywide requests
- Staff Liaison for Public Relations Action Advisory Committee
- Visit Dunedin City Liaison
- Coordinated web updates
- Assisted media outlets



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

- Oct/Nov. Spotlight on Dunedin: Jolley Trolley, Celtic Fest, Wines the Blues, Art Harvest, Fishbone Crosswalk, Youth Guild Tour of Homes, Halloween Happenings, Library 20th Birthday and Downtown Parking Informational video
- Conversation with the Candidates TV program
- Chamber Candidate Forum TV program
- “Your City at Work” in Post-Production.
- Produced all video content for Dunedin TV, City website, Facebook and YouTube.
- Upload and maintenance of Granicus (video on demand)
- Coverage of the City Commission, Collective Agenda Review, Workshops and LPA meetings
- Dunedin TV Scheduling and Bulletin Board Maintenance
- Maintained DTV Broadcast systems/Chamber and edit suites
- Fulfilled DVD requests



City Webmaster continues to support all departments Citywide:

- Continues to assist all city departments with City website.
- Vision online demo meeting
- Online training sessions with Vision
- Regular site updates
- Intranet development
- Website overview and analysis
- Training for web editors
- Vision Website upgrade meeting
- Homepage edit and design of Spotlight and Slides
- Flipbook uploads and management
- Digital photo editing



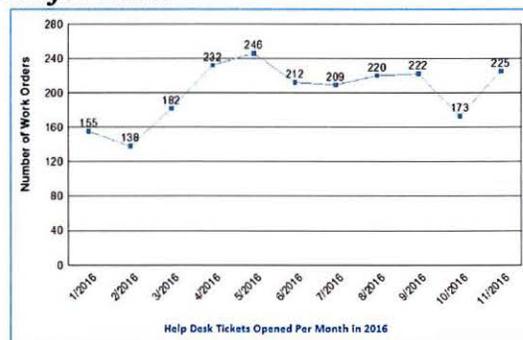
INFORMATION TECHNOLOGY:

IT Services Help Desk Requests for the Month of November 2016:

Monthly Ticket Counts	
Tickets Created	225
Resolved Tickets	220
Open Tickets	101
Malware Tickets	4

Tickets by Priority	
Critical Tickets	28
High Priority Tickets	30
Low Priority Tickets	167
Project Tickets	0

IT Services Help Desk Requests YTD for 2016:



- As of November 30, 2016, the IT Services Division has received and processed 2,223 help desk tickets.
- IT Services averaged 147.5 help desk tickets per month in 2015. So far in 2016, they are averaging 185 tickets per month. That is a 25% increase per month in help desk tickets compared to last year.

New IT Projects:

- **Purchasing of Computer-related Equipment** – IT Services is reminding all departments that the City’s new policy on purchasing of any software or hardware that related to technology, will need to be approved in advance by the IT Services Division. IT Services will research the product and provide pricing to the requesting department and make recommendations on products. This new policy is direct correlation to the City’s Asset Inventory Control Program, whereas all computer-related equipment will be tagged and entered into the inventory database.
- **Data Fiber Cable Replacement** – IT Services has met with several vendors to review the replacement of the underground fiber data cable that runs from the Data Center in the Public Services Building “A” to the Water Treatment Plant. This stretch of data fiber cable is the only strand from the Data Center that provides access to the entire City. That particular strand is only capable of data speeds up to 1 gigabytes. A new data fiber cable would permit speeds up to 10 times faster. The project ran into a snag due to the discovery of a “crushed” conduit somewhere along the service road next to the water plant. That conduit will need to be located and dug up and replaced. Also, the original conduit was not installed properly as shown in the picture on the right. Instead of installing proper pull-boxes, the old piping was installed just a few inches below the ground surface where of the large City trucks sometimes park.
 
- **Employee Kiosks** – IT Services installed six KIOSK workstations for the Parks Maintenance staff at the Jones Building on San Christopher Drive and one additional employee KIOSK computer in the Public Services Break Room. These KIOSK computers will allow employees access to City email, online training, the City’s online employment application program, health benefits access and other applications related to their jobs. The project is now waiting for the data cables to be installed before IT can complete the setups.
- **City Intranet** – The City contracted with Vision Internet for its Internet website. Included in the new package is an Intranet template that will allow the City to create its own “internal” website for City employees to access important information. IT Services is currently reviewing and testing this “internal” website version.
- **NovoPro for Recordex** – Each of the Recordex whiteboards will include a small device called a *NovoPro*, that allows Apple and Android devices, such as iPhones, iPads and Smartphones, to attach via Bluetooth to the Recordex for training purposes. This device is smaller than most TV remote controls. It allows your mobile device screen to be mimicked on the Recordex screen. Up to 64 mobile devices can be attached to the Recordex via the NovoPro device. Once the final Recordex whiteboard is installed, IT Services will start scheduling the connection and training on the use of these NovoPro devices.
 
- **Secure Storage of Equipment** – IT Services has collaborated with Facilities on a secure, climate controlled room for storing new and spare computer equipment. Half of the current “Radio Building” next to the IT Offices will be is used for storing old and reusable computer equipment. New shelving is being installed.
- **Software Licensing Compliancy** – IT Services is currently reviewing all software applications installed on City-owned computers, laptops, tablets, iPads and other mobile devices. The goal of this project is to have accountability of all software licenses purchased and to be in compliance with federal law.

On-Going IT Projects:



- **Computer and Laptop Replacements for 2016 & 2017** – This project will consist of new computer images downloaded on each computer and laptop, as well as scheduling the installation with the staff. The City will be standardizing on the typical desktop setup with Dell “all-in-one” PCs that include a 23” wide-screen LCD monitor. As of the end of November, about 50% of the user’s computers have been replaced.
- **ERP (Enterprise Resource Program)** – This capital improvement project would replace the current HTE/NaviLine system and the existing HR payroll and time-keeping programs. Here is the current project timeline of events:
 - August 2016 – Submitted revised modules templates to each department for their review.
 - September 2016 –ERP Steering Committee (*Michael Nagy, Theresa Smalling and Joe Ciurro*) reviewed the module templates and the RFP documentation.
 - October 2016 – ERP to be advertised.
 - November 2016 – Vendor proposals being reviewed.
- **ESRI SEGLA** – IT Services is assisting the Engineering Department with an implementation of a geographic information system (GIS) called ESRI that will allow the City to visualize, question, analyze, and interpret data to understand relationships, patterns, and trends throughout the City. IT Services is investigating the cost of new network servers to house the data being collected by the ESRI program.
- **Fire Suppression System for Data Center** – This project includes the installation of an automated suppression system to stop a fire from growing inside the Data Center at 1405 CR1. IT Services is collaborating with the Fire Inspector and Facilities on this project.
- **Network Servers and Switch Replacements** –This project includes the installation of two new Dell servers for the city’s intranet project and to upgrade an aging server. The network switch upgrades are to replace a core network switch at 1405 CR1 and the other core switches at 737 Louden Avenue. These core switches will provide faster access and throughput for the users.
- **Recordex Interactive Touchscreen Electronic Whiteboards** –This project will include coordination with the Facilities Division to install power, data, wall mounts and the actual whiteboard monitors in seven locations. The following three locations are scheduled for upcoming installations:
 - Fire Admin Conf/EOC Room
 - MSB Conference Room
 - P&D Conference Room
- **Micro Computer Installations for Training/Conference Rooms** – In collaboration with the Facilities Department, the City will install wall-mounted Dell Micro 3040 PCs in various training/conference rooms to be attached to the large LCD monitors in each of those rooms. These PCs will have internet access and allow departments to attend webinars, online training, as well as other module based training to a large audience. Each setup will include a wireless keyboard and mouse for access from anywhere in that room. The locations include:
 - Library Conference Room (Smartboard connection) – *installation completed*
 - Parks Mtc/Jones Building Break Room
 - Solid Waste Conference Room
 - Solid Waste Break Room
 - Engineering Conference Room
- **Permit Data Transmittal to Pinellas County Appraiser Office** –This on-going monthly project includes a transmittal of updated City permit data to the County’s database.



- **Security Cameras** – IT Services has met with vendors to review the City’s needs for the installation of security cameras in various City locations. This project will be coordinated with Facilities and the various departments affected by the cameras.
- **Security Cameras: Live Feed from City Hall** – IT Services is working on a project to provide live feed of all City Hall cameras to the Pinellas County Sheriff’s Office at the North District Station.
- **Strategic Planning: Assessment of Network Infrastructure** –
 - Review and document an audit of the City’s network fiber optics cabling.
 - Review and document the implementation of redundant network fiber cabling.
 - Review and document implementation of large scale battery backup device for the City’s Data Center and Network Closets.
 - Review and document the feasibility of a remote data backup site.
 - Review and document the replacement of all network switches.
 - Review and document the implementation of a dedicated electrical circuit panel for the Core network switch rack located at 737 Loudon Avenue.
 - Review and document the implementation of a network monitoring system that includes visual display monitors, door and room sensors for data centers and network closets with alerting mechanisms.
- **ViewPoint Cloud Program** – This project consists of a customized application for building permits and services that the public can access online. IT Services is assisting the Planning & Development department and the Engineering staff with this implementation. The project will also include new all-in-one computers and flatbed scanners for public use.
- **Windows 10 Desktop Image Replacements** – This project includes the installation of Windows 10 operating system software and all applicable City issued software applications onto a new computer. An image of the new computer will be used to download onto all computers and laptops throughout the City.



Completed IT Projects:

- **IT Offices Renovations** – New systems furniture along with office painting and new carpet was installed in the IT Offices. A “tech Room” for repairing and setting up computers was also implemented. The old furniture was reallocated to other departments.
- **Physical Inventory of All IT Equipment** – IT Services has completed the physical siting and applying new Dunedin asset tags to every piece of IT-related equipment. The City now has an accurate database listing of all computer equipment being used.
- **Monitor Swapping** – During the installation of the new Dell 23” widescreen monitors, some users had 20, 21, 22 and even older 23 inch monitors that were being replaced. Those smaller sized monitors were re-deployed to employees or workstations that had even smaller 17, 18 or 19 inch monitors. This project will at least give all employees one or two widescreen computer monitors. The older smaller monitors will eventually be properly disposed of.

DUNEDIN PUBLIC LIBRARY

- Presented 14 computer classes with an attendance of 109 people
- Notary Service at Library – 34 stamps
- Delivered 198 items to 46 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 650.75 hours of their time
- Adult Volunteers donated 403.75 hours of their time
- 770 patrons utilized the study rooms

- 369 seeds packets “checked out”
- E-books checked out – 2540
- E-audiobooks checked out – 846
- Webinars: FLA Continuing Education Webinar, Starting a Coding Club, State Library Division Update
- Staff attended the following meetings: Commission Meetings, Library Advisory, Friends of the Library, Library Foundation, EBook, Circulation Special Interest Group and Dunedin Youth Volunteers.
- SIRSI meetings: EDI and continued training of online catalog, continued working with PPLC on SIRSI ordering.
- Monthly meeting with Pinellas County Library Directors
- Staff attended school volunteer program training
- Staff participated in the Great American Teach-In
- Attended meetings – Urban Arts Forum
- Presented outreach class to Highland Lakes on downloadable books
- Management Team – Strategic Planning Meeting
- Library Survey completed. Preparation for Commission Workshop 12/6/2016 on Library Strategic Plan
- Management Team attended Tampa Bay Library Consortium Annual Meeting
- Collaborated with Solid Waste Department on Read for Recycling Week
- Work continued on charging station in front of Library
- Attended Curtis Fundamental and Garrison Jones Elementary Student Advisory Committee
- 4 exams proctored
- Celebrated building birthday of 20 years – 75 people attended
- Holding food drive for Dunedin Cares and they are showcasing a “can” tree in the library
- Participated in Sunshine State Library Leadership Institute
- Host Business Incubator Meetings on Thursday mornings
- Hosted Mosquito Program in partnership with the Public Safety Committee
- Hosted Solar Program in partnership with the Committee on Environmental Quality
- Held Walk to School Day at Library and visited other Dunedin schools
- Director attended Library Director’s Meeting in Tallahassee
- Held Library Foundation Meeting
- Meet and Discussion Great Books program
- Library Meeting Room floors and carpet cleaned
- Friends held annual volunteer lunch
- Hosted Commission Workshop at Library
- Participated in City Halloween events and Honeymoon Island Halloween Event
- Restarted Contemporary Book Discussion Group

STATISTICS

Door Count	59,365
Total Transactions	174,872
Adult and Youth Programs	244
Program Attendance	6864
Internet Usage (Adult & Youth)	6593
Wireless Usage	5170
AWE Early Literacy Station Users	659
Ipad stations	487

PARKS & RECREATION

Parks & Recreation Administration:

- Attended the Listening Session at the Dunedin Library.
- Had initial meetings to plan this year's Capital projects, including the Marina pier refurbishment, a new boardwalk at Hammock Park and the replacement of two pedestrian bridges.
- Planned and conducted the annual Parks & Recreation staff meeting at the Hale Center.
- Began planning stages for new playground renovations at Hammock and Scotsdale Parks.
- Began discussions with the CRA regarding a new gazebo adjacent to the Historical Museum.
- Prepared for and made presentation to the Parks & Recreation Advisory Committee regarding the Land Dedication Ordinance (LDO) research and options.
- Received and reviewed bids for the annual palm tree trimming contract.
- Continued design for new playground renovations at Hammock and Scotsdale Parks.
- Received quotes for a shade structure over the new outdoor fitness equipment at Weaver Park.
- Conducted the substantial completion review with the Department of Transportation for the palm tree planting on Alternate 19.

Marketing:

- Completed draft copy of the new Parks & Recreation Magazine (Winter/Spring edition).
- Compiled and drafted the Dunedin Community Events schedule for January-April.
- Met with the Marketing Network Group which consisted of marketing staff from surrounding cities to discuss trends, strategies and current practices related to advertising and marketing.
- Designed various print materials for programs and events including flyers, posters, and postcards.
- Compiled videos and new photos to display on lobby TVs in all recreation centers.
- Continued maintenance and updates to Department webpages and posts to social media.
- Completed production of the new Parks & Recreation Magazine (Winter/Spring edition), and preparing to print and distribute.
- Printed and distributed the Dunedin Community Events schedule for January. Populated the online special events calendar with events for January-April.
- Coordinated with Utility Billing to include Parks & Rec "news & notes" on water bill statements.
- Coordinated with Communications Department and began creating and listing Department events on the City's Facebook page.
- Designed various print materials for programs and events including flyers, maps, posters and postcards.
- Continued maintenance and updates to Department webpages and posts to social media.

Special Events:

- Neurology Awareness Fair in Edgewater Park had various organizations from Alzheimer's, Stroke, MS, Epilepsy, Asperger's, Parkinson's. The USF medical students and doctors from the area also came out to help at the fair. Approximately 150 + people came out to the park to learn more about the various diseases.
- Academie Da Vinci had their annual Mingle in John R. Lawrence Pioneer Park – inviting the families from the school to attend and get to know the teachers/students and inviting people from the community to learn more about the school. Approximately 150 people attended.
- Dunedin Brewery Oktoberfest was another successful year at the Brewery, having over a thousand people attend throughout the weekend.
- American Classic Car Show had approximately 175 cars parked and filled the streets from Broadway to Main to City Hall. It was a beautiful afternoon for people to enjoy the festivities.
- Creative Artists Guild was held in Pioneer Park displaying their art to the community.

- Celebration of Jolley Trolley Expanded Services ceremony was held in John R. Lawrence Pioneer Park and had approximately 100 people attend.
- Our Lady of Lourdes Fall Festival was a success this year, providing fun and entertainment to the community. Thousands of people came from all over to enjoy the event.
- Stone Crab Festival in Edgewater Park had great attendance and a perfect weekend to enjoy some stone crab, music and the atmosphere by the water.
- Church of the Good Shepherd had their first United Faiths Walk of Peace in conjunction with Masjid al Salaam and the Taoist Tai Chi Society. The 3.5 mile walk began at Hammock Park and continued along the Pinellas Trail, walking together with other faiths to learn about their traditions. Approximately 100 + people participated in the walk.
- Downtown Trick or Treating event--thousands of families came dressed in costume to enjoy the treats being given out by the Downtown Merchants. The First United Methodist Church Trunk or Treat was also the same evening, extending their treats to all families.
- Casa Tina's Dia de Los Muertos event had a great crowd and perfect weather. At least 500 or more came out to enjoy the fashion show, the celebration and the walking street parade.
- Art Harvest was held on November 5 and 6 in Highlander Park. Over 240 artists participated and over 5,000 attended the event. The featured artist this year was Linda Heath of Bradenton, who featured her gyotaku art, an ancient practice from Japan of rice paper rubbings of fish. Ms. Heath reported that her sales from this show were the most sales she has done in one show in over five years. All feedback received was very positive for the 2016 show.
- Downtown Dunedin Marathon was held on November 5 with 400 participating.
- Florida Band Booster Marching Competition at DHS was held on November 5 with over 3,500 participating over the course of the day.
- Tai Oist Workshops—had two workshops, five days each. One had 84 participants and the other 124.
- Dunedin Wines the Blues had a kickoff event on November 11 at John R. Lawrence Pioneer Park prior to the main event on Saturday, November 12. A large turnout of patrons enjoyed the beautiful weather and great music.
- Suncoast Waldorf School Lantern Walk was held in Hammock Park on November 11. Approximately 50 people participated.
- Dogtoberfest by the Suncoast Animal League was held on November 12 in Highlander Park. Had 119 pet adoptions, and 134 dash hounds raced in the “Running of the Wieners.”
- Poochies Wine & Woof event was held on November 12 in downtown Dunedin—first-time event consisted of a wine tasting, band and food vendors. Approximately 400 participants—great for a first-time event.
- Dulcimer Club Performance on November 15—Dulcimer Club met in John R. Lawrence Pioneer Park to perform on the stage for the lunchtime crowd in the downtown area. The club meets at the Hale Center on Tuesdays from 1-3 PM for those interested in joining.
- 18th Annual Dunedin Celtic Music & Craft Beer Festival was held in Highlander Park on November 18 and 19. The event was put on by the Dunedin Scottish Arts Foundation with 6 bands from the Tampa Bay area and as far away as Ireland. Approximate participation was 3,000. New this year, the Foundation held a Celtic Countdown the night before with traditional Celtic music artists at sunset.
- Weaver Park Weddings—two couples got married in the park this month
- The Open Door Church conducted their Thanksgiving church service on the Dunedin Causeway.

Recreation:

- **Community Center:**

- The Community Center had a total of 15 rentals (City and Community meetings, wedding reception, dance, birthday party) that brought in 560 guests in October.
- The Dunedin Showcase Theater performed their production of “No Body Like Jimmy” to two sold-out crowds out of their four shows.
- The Community Center hosted a “Meet & Learn” meeting for new and existing residents explaining what Dunedin Parks & Recreation has to offer. Over 25 patrons were in attendance.
- The Wee Artist Program kicked off to a great start. Every first and third Thursday of the month, children and parents can create fun crafts together. Four families attended each class.
- The “Halloween Happenings” event was a huge success with over 4,500 in attendance.
- The Dunedin Concert Band performed a “Big Band Bonanza” concert, which included popular tunes from the 1940’s on up, including swing and quick step.
- Pickleball continued to thrive with over 30 participants each day of play. The Monday morning beginner’s class has been successful, with 3-5 patrons signing up for lessons.
- Employees have been busy reorganizing staff and storage areas preparing for upcoming fall events.
- The Community Center had a total of 10 rentals that brought in 600 guests, which included City and Community meetings, a wedding reception, a basketball scrimmage and a baby shower in November.
- The Community Center was the polling location for the General Election. Voter turnout was high throughout the day.
- The Homeschoolers of Pinellas continued their program at the Center this month. The classes use a majority of the Center’s room space.
- The Community Center was used as a staging area for this year’s Art Harvest, Dogtoberfest and Celtic Festival events.
- Pickleball continued to thrive with over 30 participants each day of play.
- Program and activity enrollment figures increased due to new signups and returning patrons that arrive for the holidays
- Community Center staff continued to plan and prepare for all of the upcoming December holiday events.

- **Fitness Center:**

- Fitness Center visits totaled 3,226 and group fitness visits totaled 1,354 for a total of 4,580 visits in October.
- Total Fitness attendance (Fitness Center and Group Exercise) totaled 4,580 visits for October.
- Total Fitness Center and Group Exercise attendance was shy of 2015 numbers by a total of 50 visits. Statistically insignificant change in numbers, especially due to Hurricane Matthew, affecting Center attendance on 10/6 and 10/7 numbers in 2016.
- Fitness Center visits totaled 3,051 and group fitness visits totaled 1,525 for a total of 4,576 visits in November.
- Total Fitness Center and Group Exercise attendance for November 2016 was 281 visits higher than 2015. This is an average of 10 visits/day higher than the same period in 2015.
- November also began the “Maintain Don’t Gain” Holiday Wellness Incentive Program. This program is part of the “Get Fit Dunedin” initiative started in Summer 2016. A total of 154 participants joined the program. The 10 visits/day increase in attendance can be directly related to the “Maintain” Program.

- **Athletics:**

- Men’s Softball has 8 teams participating in October.
- 50 Years & Over Softball League has 6 teams participating in October.
- Fifty-six (56) athletic rentals were held in October.

- Cross Country had 21 participants—ended October 12th.
- Over 65 participants for the month of October.
- Men’s Softball had 8 teams participating in November.
- 50 Years & Over Softball League had 6 teams participating in November.
- Sixty-eight (68) athletic rentals were held in November.
- Had over 55 participants for the month of November.
- Held the Men’s Senior Baseball Tournament at Englebert Recreation Complex and the Stadium.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - October 3-Ongoing basketball rental started through “Hard to Guard Basketball,” sponsored by the Orlando Magic.
 - October 12-Staff hosted TGFH Day trip to Lowry Park Zoo for 45 children during a teacher in-service day.
 - October 13-Championship games for high school boys basketball league was held, bringing the 8-week season to a conclusion.
 - October 22-Staff and Youth Advisory Committee worked together on the Halloween Happenings 30 carnival games. Staff also worked parking, hayride and the new “Little Goblins Hayride.”
 - October 28-Staff hosted the annual Halloween Party for neighborhood children at the MLK Center. Activities included pumpkin carving, spooky treats, a candy corn hunt and riddle scavenger hunt.
 - Staff worked on event planning and organization for upcoming special events and programs, including Intergenerational Week, Boat Parade, Diversity Week, and Turkey Trot and Jack Frost Camps.
 - Staff completed demo training to learn changes for upcoming RecTrac software upgrade.
 - Before/After School program staff continued to complete MOD training as required by the Pinellas County License Board.
 - November 17th- Staff prepared a special turkey dinner for After School Program participants at Dunedin, Garrison Jones and San Jose Elementary Schools.
 - November 18th - Staff hosted the eighth annual Thanksgiving Dinner for neighborhood children and families. Staff gave thanks for being a part of the community and the family’s lives while everyone enjoyed a full turkey feast with all the fixings.
 - November 19rd-23rd - Staff conducted Turkey Trot Camp for 50 school-age children. Activities included a Thanksgiving thankful tree, Pilgrim pass, Native American masks, pumpkin slime, turkey cup craft and popcorn cornstalks.
 - Staff worked on preparations and planning for upcoming events including Intergenerational Week, Boat Parade, Dunedin School Showcase, Holiday Parade, Dunedin Country Club Children’s Christmas Party and Diversity Breakfast and March.
 - Staff is working in conjunction with local Parks & Recreation Departments to develop and plan the fourth annual summer games workshop, to be held at Largo’s Southwest Recreation Complex this upcoming year.
 - Staff is working on maintaining compliance to meet new federal regulations on updating background screenings for child care personnel.
- **Hale Activity Center:**
 - Held fifty (50) adult classes and programs this month with a total participation of 2,447 in October.
 - The monthly luncheon was sponsored by Palms of Largo and had an attendance of 37.
 - The Center hosted three outside group meetings with an attendance of 23.
 - Held the candidate forum with 226 in attendance.
 - Hosted three rentals with an attendance of 335.
 - Total Center attendance for the month of October was 3,068.

- Hale Center staff planned and conducted the Costume Contest and Craft Tent for this year's Halloween Happenings event.
- Held 52 adult classes and programs with a participation of 2,437 in November.
- Held 3 meetings with an attendance of 23.
- Held a Thanksgiving & Gathering Luncheon, sponsored by Lakeside Oaks Care Center, with a participation of 75.
- Held Community Garage Sale with 76 vendors and 2,500 in attendance.
- Had 3 rentals with an attendance of 375.
- Total attendance for the month of November was 5,410.
- Hale Center Staff prepared for upcoming holiday specials—Santa's Calling, Old Fashioned Christmas and Holiday Light Tour.
- Interviewed applicants for upcoming Recreation Leader II position.
- Staff continued training for the new Rec Trac system.
- **Highlander Pool:**
 - A new shade structure was installed on the east side of the sprayground to provide additional shade for participants next season.
 - The resurfacing project at the sprayground is set to go to the City Commission on November 3rd. If approved, we will be starting resurfacing in November.
 - The purchase order has been processed for a new slide at the sprayground. It will be installed once the resurfacing project is completed and prior to opening.
 - Staff completed planning and participating in the Halloween Happenings Halloween Hayride event again this year.
 - Pool staff are preparing for this year's Operation Twinkle (downtown decorating program), which will be completed by Thanksgiving.
 - Staff oversaw the preparation of "Operation Twinkle"...the City-wide holiday decoration program.
 - Staff oversaw the preparation/coordination of this year's lineup for the Holiday Street Parade.
 - Purchased an AED for the Boat Clubhouse and installed near First Aid Kit there.
 - Staff prepped and repaired the Virginia Street Tennis Courts.
 - Staff organized the Halloween and Christmas event storage areas at the Old Fire Station.
 - Staff prepared for the start of the resurfacing project at the sprayground, with features set for removal in mid-December. Three features will be repainted.

Parks:

- Installed approximately 15,000 sq. ft. of Bermuda sod at Jerry Lake Soccer Complex.
- Installed approximately 9,000 sq. ft. of Bermuda sod at Fisher Little League fields.
- Installed mulch at both dog park areas.
- Installed the new outdoor fitness equipment at Weaver Park.
- Transplanted 8 trees in downtown.
- Put in new trash cans at Elizabeth Skinner-Jackson Park.
- Cleaned up around the Boat Club and added sand to the ramp at the Marina.
- Cleaned out dead wood at Rotary Park.
- Assisted the Friends of the Hammock to conduct "Hammockstock", a fundraiser for the OLL land purchase.
- Provided logistical support for a variety of events including OLL Fall Festival, Oktoberfest at the Dunedin Brewery, Stone Crab Fest, Car Show, Downtown Trick-or-Treating and one week set-up for Halloween Happenings.
- Repaired sidewalk at Hammock Park.
- Installed new benches at Mira Vista Park, San Jose Park and Kiwanis Park.

- Trimmed trees at Community Center.
- Put in fill dirt behind seawall at Mira Vista Park.
- Rye seeded all athletics fields
- Put up Christmas tree at Edgewater Park.
- Put in two new benches at MLK Center.
- Provided logistical support for a variety of events, including Art Harvest, Dogtoberfest, Dunedin Wines the Blues, Celtic Music & Craft Beer Festival and Art & Craft Festival.

Marina:

- October's ramp use and visiting boaters:
 - Daily resident ramp users – 87
 - Non-resident ramp users – 15
 - Annual ramp decals – 4
 - Transient visitors – 23
- The Marina beach area was spruced up with new sand for a Women's Championship Sailing Regatta.
- Marina staff is working with the City Attorney in legal action to have the sunken boat at the City's day docks removed.
- November's ramp use and visiting boaters:
 - Daily resident ramp users – 87
 - Non-resident ramp users – 13
 - Transient visitors – 38
- Decorated the Marina area with white lights for the upcoming Holiday Boat Parade.
- Repaired the fishing pier lights.

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the months of October/November: HR/Risk Manager, Recreation Leader II, Utility Billing Technician (2), Library Technical Assistant, and Senior Water Distribution Technician.
 - Human Resources is currently testing an online applicant tracking system with the HR/Risk Manager position as the test case. Applications can now be completed and submitted online with this system, and hiring managers will also be able to view applications and schedule interviews online.
 - The Library Assistant, Wastewater Service Worker, Public Services Maintenance Worker II, positions and Craftworker III (HVAC) positions are in the selection phase.
 - Recreation Leader & Lifeguard I & II remain open until filled; these are Variable/On Demand positions.
 - Promotions during the months of October/November:
 - ✓ Lou Staggs, Fire Lieutenant, October 12th
 - ✓ Sunney Mayfield, Technical Support Assistant, October 26th
 - ✓ Michael Marchione, Park Maintenance Worker II, November 2nd.
 - Employees hired during October/November:
 - ✓ William Cuddington, Public Services Maintenance Worker I, October 26th
 - ✓ James Skinner, Craftworker II, October 26th
 - ✓ Jorge Castillo, Fire Inspector, November 9th
 - ✓ Jordan Snyder, Public Services Maintenance Worker I, November 28th.

- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for October/November was \$474,643.76 (October = \$246,177.66; November = \$205,410.42). The October total was approximately 39% lower than September; the November total was almost 17% lower than the October total. The average weekly claims for October/November was \$52,738.20.
 - Human Resources Coordinated an Employee Vitality Boot Camp, Biometric Screenings and Flu Shots on November 3, 2016.
 - Humana Vitality Wellness Program: Number and % Status of Participants, with Blue as the Starter level and Platinum as Highest level (Points level reset to 10% of 2015-16 total on October 1):

	<u>Employee Count</u>	<u>Participation Level %</u>
Platinum	4	1%
Gold	22	7%
Silver	71	23%
Bronze	49	16%
Blue	164	53%
Total Eligible Employees	310	100%

- Family Medical Leave Act (FMLA):
 - Number of Employees with approved/pending FMLA: 143 - (Regular - 2, Intermittent - 12).
 - Number of new requests in October/November: 6.
- Other (Non-WC, Modified Duty)
 - Three employees are currently working on a modified schedule (some restrictions).
- Records Requests: Number of Records Requests processed: 4.
- DROP (Deferred Retirement Option Program):
 - Number of Employees in DROP: 11.
 - Employees who entered DROP during October/November: 1.
- Performance Management:
 - Number of Coaching/Counseling or Other Disciplinary Actions: 6.
- Employment Separations (Regular Full- and/or Part-Time):
 - Number of Separations from employment: 2
 - Firefighter/Paramedic Penni Eggers retired on October 4th after 15 years of City service.
- Risk Management:
 - Director and HR/Risk Management Specialist attended the Quarterly File Review with the City's Third Party Administrator, the Gehring Group, and the City's Workers Compensation Attorney.
 - Director, HR/Risk Management Specialist and Senior Administrative Assistant met with the City Physician on October 17th to discuss and monitor the program.
 - Workers' Compensation:
 - ✓ Number of new workers' compensation claims: 0
 - ✓ Total current open workers' compensation claims: 6; one employee is on light duty
 - ✓ Employees out of work: 2.
 - Property/Liability Claims:
 - ✓ New Property/Liability Claims: 5; total open cases = 15
 - ✓ New Moving Vehicle Accidents: 2; total open cases = 2.

- Other:
 - ✓ Human Resources coordinated a mini employee retirement fair at the Community Center on October 25, 2016.
 - ✓ Empower Retirement was selected to be retained as the City's Retirement Plan Administrator, pending contract finalization and Commission approval.
 - ✓ HR Director, Payroll & Benefits Coordinator met with Benefits Attorney to discuss the City's 401(a) and 457 plans on November 8, 2016.
 - HR Director, Payroll & Benefits Coordinator are in process of making revisions to the Employee Service System Rules (ESSR). The process is expected to be completed in January 2017.

FINANCE

The Accounting Division:

- Initiated aggressive campaign to convert all employee reimbursements from A/P checks to direct deposit. Sign-up process was simplified and a new easy-to-use sign-up form was designed. An inducement flyer and the new sign-up form now accompanies all employee A/P checks. This will save the city on printing costs and reduce employee admin time associated with paper checks.
- Added analytical features to the G/L account mapping application that was developed in September. This application now identifies major differences in account balances between current year and prior year, which then allows staff to confirm the validity of those balances upon further investigation. It's another huge time saver for the year-end process!
- Created a new fund with new accounts plus set up all the necessary procedures, forms, tax registrations etc. to implement proper financial record keeping for paid parking.
- Put more of the City's money to work by opening and funding a competitive yield, ultra-low fee money market investment with the FLCLASS investment pool.
- To date, have met aggressive timetable for fiscal year-end work, including preliminary CAFR preparations and audit goals.

The Budget Division:

- Attended 10/4/16 IAFF Pension Board Meeting to discuss potential pension assumption changes.
- Completed FY 2016 Project Audit
- Assisted with Hurricane Matthew and Hurricane Hermine reimbursement guidelines
- Started the planning process for the Penny for Pinellas #4 campaign. Held internal meetings after attending two kick-off gatherings at the County offices.
- Attended FGFOA Conference
- Prepared FY 2016 Year-End and FY 2017 First Quarter Budget Amendments
- Prepared Development of FY 2018 Budget Calendar
- Delivered FY 2017 Adopted Budget and published to web
- Made significant progress on a statewide survey and analysis of government services allocation to enterprise funds
- Assisted with year-end activities in preparation of audit
- Completed 8 Budget Transfers for FY 2017
- Received TRIM Compliance certification for FY 2017 Adopted Budget
- Submitted application to GFOA for Distinguished Budget Award for FY 2017 Adopted Budget

COPY OF PAYMENTS PROCESSED FY2017

OCTOBER

<u>DATE PRINTED</u>	<u>CHECK COUNT</u>	<u>CHECK TOTAL</u>	<u>EFT COUNT</u>	<u>EFT TOTAL</u>	<u>EPAY COUNT</u>	<u>EPAY TOTAL</u>	<u>TOTAL</u>
10/3/2016	6	\$ 24,508	0	\$ -	1	\$ 14,713	\$ 39,221
10/6/2016	95	\$ 230,120	8	\$ 157,225	2	\$ 14,713	\$ 402,058
10/13/2016	88	\$ 741,431	22	\$ 61,455	3	\$ 1,998	\$ 804,885
10/20/2016	131	\$ 539,454	3	\$ 111,103	4	\$ 25,281	\$ 675,837
10/27/2016	78	\$ 347,789	10	\$ 31,828	4	\$ 5,483	\$ 385,100
TOTALS	398	\$ 1,883,302	43	\$ 361,611	14	\$ 62,188	\$ 2,307,100

NOVEMBER

<u>DATE PRINTED</u>	<u>CHECK COUNT</u>	<u>CHECK TOTAL</u>	<u>EFT COUNT</u>	<u>EFT TOTAL</u>	<u>EPAY COUNT</u>	<u>EPAY TOTAL</u>	<u>TOTAL</u>
11/3/2016	108	\$ 258,110	12	\$ 131,472	5	\$ 28,544	\$ 418,127
11/10/2016	119	\$ 453,980	23	\$ 43,540	5	\$ 20,535	\$ 518,054
11/17/2016	114	\$ 394,727	8	\$ 151,614	5	\$ 18,778	\$ 565,119
11/23/2016	24	\$ 62,912	5	\$ 52,757	0	\$ -	\$ 115,669
TOTALS	365	\$ 1,169,729	48	\$ 379,383	15	\$ 67,857	\$ 1,616,969

Assessment Search Requests for the Month of October, 2016				Assessment Search Requests for the Month of November, 2016			
Routing Request	Charge	Requests	Collected	Routing Request	Charge	Requests	Collected
Expedited	\$ 35	39	\$ 1,365	Expedited	\$ 35	47	\$ 1,645
Standard	\$ 25	36	\$ 900	Standard	\$ 25	38	\$ 950
Update (30 days)	\$ -	0	\$ -	Update (30 days)	\$ -	1	\$ -
Totals		75	\$ 2,265	Totals		86	\$ 2,595

PURCHASING

CURRENT BID & RFP STATUS LIST

- Bid 16-1072 is titled "Resurfacing of the Kiwanis Playground." The bid was awarded at the November 3, 2016 City Commission meeting.

UNDER EVALUATION

- RFP 16-1070 is titled "Retirement Plan Record Keeper and Service Provider for the City of Dunedin 457(b) Deferred Compensation and 401(a) Defined Contribution Plans." Proposals were accepted until 2:00 pm August 2, 2016. The Evaluation Committee has ranked the proposers. Human Resources is negotiating with the highest ranked proposer.
- Bid 17-1074 is titled "Palm Tree Trimming Services." This bid is scheduled for award at the December 1, 2016 City Commission meeting.
- RFP 17-1075 is titled "Integrated Enterprise Resource Planning Solution." Proposals were accepted until 2:00 pm November 15, 2016. The City received five (5) proposals. The evaluation process is underway.

ACTIVE ON THE STREET

- RFQ 17-1073 is titled "Progressive Design/Build for the City of Dunedin Water Treatment Plant Refurbishment." Submittals are due at 2:00 pm Tuesday, December 13, 2016.

UNDER DEVELOPMENT

- RFQ for City Manager search
- RFQ for Community-wide Visioning exercise

CRA/ECONOMIC & HOUSING DEVELOPMENT DEPARTMENT

- Commission approved entering into an Agreement with Florida Business Incubator Agreement (formerly known as TAFFIE – Technical Arts Facility for Innovation & Entrepreneurship). The program classes are being held at the Dunedin Library to encourage local start up businesses.
- Downtown events in **October** included Oktoberfest, Films in the Park, Creative Artists Guild Art Show, 2nd Friday Night on the Town, Sunset Stroll on Victoria Drive, Stone Crab Festival, Downtown Trick or Treat and Dia de Los Muertos (Day of the Dead).
- Downtown events in **November** included the Dunedin Downtown Market, Downtown Dunedin Half Marathon, Dunedin Wines the Blues, 2nd Friday Night on the Town, Sunset Stroll on Victoria Drive, Celtic Music & Craft Beer Festival, Art & Craft Festival, and the Creative Artists Guild Art show.
- Broadway enhancements encompassing palm trees and lighting has been completed.



- Huntley Avenue/Monroe Street/Washington Street improvements featuring streetscape on Monroe Street with the addition of 11 parallel parking spaces is completed.
- An artistic crosswalk of a fish at the Marina has been approved completed.
- A conceptual scheme was developed for the Downtown Trail Pavilion and received positive responses from the Community Redevelopment Agency Advisory Committee and the Arts & Culture Advisory Committee.



Downtown Parking Update

- The hybrid downtown Parking Management Plan went into effect on October 1st.
- Commission approved Resolution 16-27, adding the 380 Main Street/Douglas Avenue property into the Downtown Parking Management Plan for the next 4 to 6 months (41 parking spaces).
- Improvements to 500 Wood Street (former First Baptist) have been completed and formalized the parking area and created additional parking spaces, golf cart spaces and (2) motorcycle spaces.
- Artistic parking signs for wayfinding have been installed downtown and will continue to be added and adjusted as needed.

PLANNING AND DEVELOPMENT DEPARTMENT

Building Division

PLANNING & DEVELOPMENT DEPARTMENT - BUILDING DIVISION

MONTH: OCTOBER 2016

PERMITS		
Total Permits Issued		439
Total Permit Fees Collected		\$131,405.00
Total Valuation of Construction		\$10,411,162.00
Permits by Group:	NUMBER	VALUATION
Building Permit	245	\$9,293,901.00
Electrical Permit	31	\$88,748.00
Fence Permit	25	\$32,034.00
Mechanical Permit	76	\$571,018.00
Plumbing Permit	54	\$68,685.00
Sign Permit	4	\$21,490.00
Tent Permit	4	\$500.00
New Construction by Building Type:	NUMBER	VALUATION
New Single Family Residences	8	\$3,242,863.00
New Two-Family Residences	1	\$80,577.00
New Multi-Family Residential Buildings	0	\$0.00
New Mobile Homes	0	\$0.00
New Commercial Buildings	0	\$0.00
New Mixed-Use Buildings (Commercial & Residential)	0	\$0.00
New Accessory Buildings	4	\$14,188.00

BUILDING INSPECTIONS	
Building, Electrical, Gas, Mechanical, Plumbing:	NUMBER
TOTAL	1,149

LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	FEEES
Business Taxes	611	\$30,394.75

PLANNING & DEVELOPMENT DEPARTMENT - BUILDING DIVISION

MONTH: NOVEMBER 2016

PERMITS		
Total Permits Issued		366
Total Permit Fees Collected		\$87,080.19
Total Valuation of Construction		\$5,364,402.00
Permits by Group:	NUMBER	VALUATION
Building Permit	196	\$4,536,807.00
Electrical Permit	20	\$106,008.00
Fence Permit	30	\$18,489.00
Gas Permit	2	\$3,125.00
Mechanical Permit	48	\$257,582.00
Plumbing Permit	52	\$212,308.00
Sign Permit	10	\$21,318.00
Tent Permit	4	\$1,500.00
New Construction by Building Type:	NUMBER	VALUATION
New Single Family Residences	12	\$2,714,133.00
New Two-Family Residences	0	\$0.00
New Multi-Family Residential Buildings	0	\$0.00
New Mobile Homes	0	\$0.00
New Commercial Buildings	0	\$0.00
New Mixed-Use Buildings (Commercial & Residential)	0	\$0.00
New Accessory Buildings	5	\$21,842.00

BUILDING INSPECTIONS	
Building, Electrical, Gas, Mechanical, Plumbing:	NUMBER
TOTAL	1,117

LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	FEES
Business Taxes	175	\$2,124.25

- The **October** Code Enforcement Board heard 7 Old Business and 23 New Business cases, and accepted 11 Affidavits of Compliance.
- The **November** Code Enforcement Board heard 9 Old Business and 12 New Business cases, and accepted 16 Affidavits of Compliance. The board heard fine reconsiderations for five cases.
- The Code Enforcement Board collected \$22,405.58 of unpaid fines and fees in October, and \$28,317.41 in November, raising the yearly total to \$303,841.64.

- The Local Planning Agency’s **November** meeting discussed a Request for Annexation, Land Use Plan designation to Residential Suburban (RS) and Preservation (P), and Zoning designation to Agricultural Residential (AR) for the property located at 1718 Curlew Road, and recommended approval. The Local Planning Agency also discussed a Request for Design Review and Parkland Dedication for a three-story building comprising 20,000 sf of retail space, 18 condominiums, and basement parking for the property located at Main Street and Douglas Avenue (M & D Lofts), and recommended denial.
- City Commission approved the following in **October & November**:
 - Request for Annexation, Land Use Plan designation of Residential Medium (RM), Zoning designation of Form-Based Medium (FX-M) of 1420 Carnation Drive, and Design Review for a liquor store (expansion of previously approved store), located at 1410 Main Street and 1420 Carnation Drive.
 - Request for Design Review for 18 Townhomes and Parkland Dedication for the vacant land on Howard Avenue (Gramercy Court Phase II).
 - Encroachment Agreement for a masonry wall footer located at 1268 Bayshore Boulevard.
 - Resolution of Acceptance of the Highland Townhomes Subdivision Plat.

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering Division:

Utilities Section

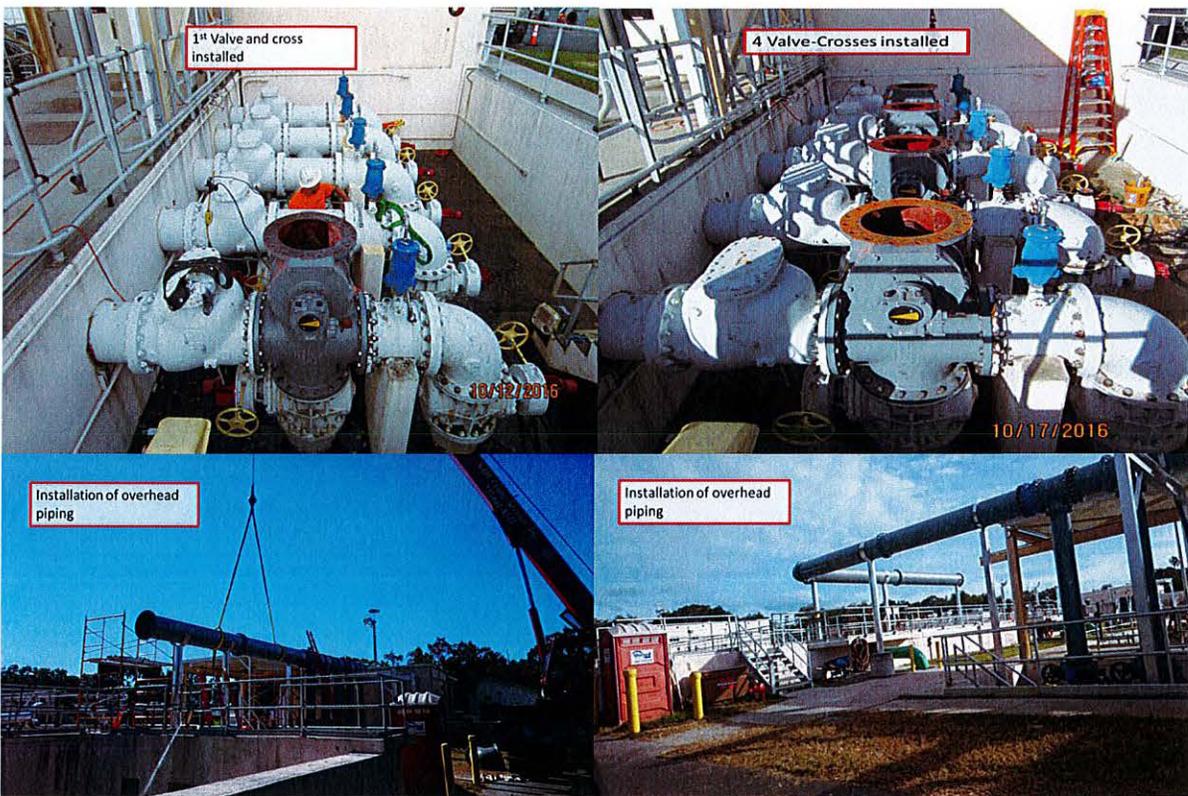
- **New Reclaimed Water Ground Storage Tank related projects –**
 - The City is installing a new 2 million gallon ground storage tank and associated equipment at the wastewater treatment plant to increase the reclaimed water storage capacity. The City will also receive reclaimed water from the adjacent Coca Cola facility on MLK, Jr. Avenue.
 - Construction has commenced, including grading and the removal of unsuitable material from the site. Clean fill was brought in and adequately compacted for the next phase of construction. The installation of vibratory stone columns to support the tank foundation has just been completed.



- **Water Plant Greensand Filter Media Replacement –**
 - The City is replacing exhausted media in the green sand filters at the water treatment plant to ensure reliability and robustness of the treatment process and potable water supply.
 - Means and methods for media replacement are under review. Replacement is expected to begin in January.
- **Wastewater Plant Methanol Tank Replacement –**
 - The City is replacing the methanol storage tank at the wastewater treatment plant with a new tank that is up to current code requirements. The original tank reached the end of its service life was exhibiting signs of degradation leading to integrity concerns.
 - Fabrication of the replacement tank is underway. Completion is expected in December, 2016.
 - Demolition of the old methanol tank and associated facilities is complete.
 - Refinishing and construction of appurtenances for placing the new tank are nearly complete.



- **Wastewater Plant Headworks Redundant Discharge Pipe –**
 - The City is adding a redundant pipe connecting the headworks of the plant, which receives all the wastewater for the City, to the treatment process. This project provides for redundancy at the facility and will ensure the plant will be able to continue to treat wastewater in the event of a primary headworks pipe failure.
 - All valves, crosses and pipe supports have been installed.
 - Overhead piping installation is underway.
 - Final installation, testing, and finish-work is expected to be completed in December.



- **County Road 1 Valve Replacement –**
 - The City has replaced several valves throughout the potable water system on CR 1, Falcon Drive and Amberlea Drive North. These valves were either broken or not functioning properly. Replacement of these valves is now complete.
- **Carnation Drive**
 - The City is expanding the water and sanitary sewer infrastructure north of SR580, along Carnation Drive. This work has been recently completed.



Roadway Section

- **Michigan Blvd - East of Pinehurst Road –** Construction is 90% complete for this roadway project. Additional curbs and final striping remain to be installed. The existing roadway pavement section was completely rebuilt using a Full Depth Reclamation (FDR) process. Inspector, Mike Blanton, handled the Maintenance of Traffic and construction activities in a very professional manner, during the week leading up to the Thanksgiving Holiday. The project was substantially completed within a short time-frame, and is expected to be finalized before the Christmas Holiday.

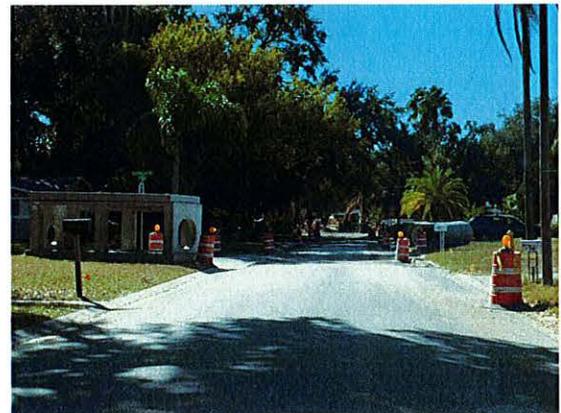
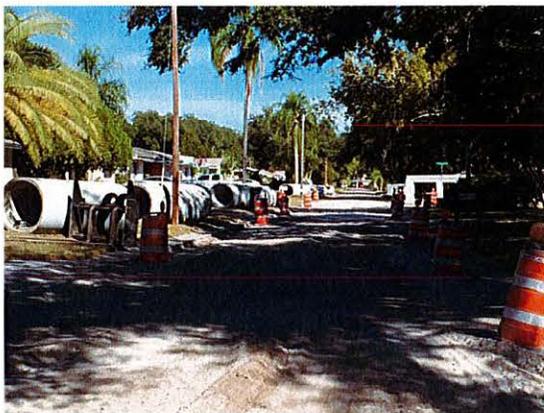
- **Pavement Management Program** – Early this year, a roadway pavement inventory and assessment of all City roadways and select City owned parking lots was performed. Pavements were given a score from 0 to 100, and entered into a Geospatial Database. An analysis was then performed on each section of roadway, and a corresponding asphalt treatment was programmed for the roadway, as warranted. The Project is 100% complete as staff is being trained on the software. Staff will be presenting their findings to the Commission during an upcoming meeting in 2017, and seek direction as to implementation based upon funding needs and availability.

Stormwater Section

- **Lakewood Estates Drainage Improvements Project** – Construction of this project is currently underway, as large stormwater pipes, 4’x 6’ in width are being installed. The \$4.7M dollar project is approximately 30% complete. Large stormwater pipes have been installed within the right-of-way of Oakwood Drive, to be followed by the reinstallation of new curbs and roadway asphalt. This project will address historic flooding issues in this neighborhood. The project duration is 18 months, and is anticipated to be completed by March 2018.



Views of construction within Lakewood Estates. Storm sewer culvert installations along Oakwood



Development

- **Site Infrastructure / Development Review Participation:**
- Projects discussed / researched as part of DRC meetings – (3)
- Site / Infrastructure plan sets reviewed – (4)

Public Services Division:

Streets Section

- Continued new installations and repair of concrete sidewalks (2100 SF).



- Continued pothole and asphalt repairs (15 tons installed).
- Staff continues right-of-way tree trimming Citywide. Trimmed and hauled tree canopies for roadway clearance Citywide, and Spanish Trails subdivisions (36 tons)
- Continued Traffic Sign & Post maintenance Citywide. Manufactured (44) new signs, and replaced (16).
- Repaired utility cuts for the Water and Wastewater Divisions (14 Repairs)
- Continued hauling concrete and asphalt to recycling plant, as needed (125 tons hauled).

Stormwater Section

- Continued Arm ditch mowing (approximately 5,300 LF).
- Continued R-O-W mowing (41,000 LF)
- Continued residential street sweeping activities.
 - Hauled 42.02 tons / 53 cubic yards of sweeping debris to the County landfill.
- Continue stormwater pipe sediment cleaning. Hauled 2.48 tons / 3 cubic yards



- Continued ditch maintenance Citywide.
- Continued catch basin repairs Citywide.
- Continued stormwater pipe maintenance and repairs Citywide.

Stormwater Program Coordinator

- Accompanied the Public Works & Utilities Director / City Engineer to two meetings of the Pinellas County Wastewater / Stormwater Task Force.
 - The task force was formed to collaborate between the County and fellow municipalities to tackle the challenges of SSO's (Sanitary Sewer Overflows) and their impact on stormwater, etc.
- Attended the Tampa Bay Regional Planning Council Nitrogen Management Consortium.
- 2nd submittal to FDEP of the Bacteria Pollution Control Plan for Cedar Creek was made in November.
- Comments were submitted to FDEP on behalf of the City of Dunedin concerning the new Emergency Spill Reporting procedures.
- Data trend analyses are currently being conducted on the City of Dunedin Surface Water Quality Monitoring reports.
 - The City of Dunedin is currently in year 4 of the 5 year MS4 permit cycle. Upon renewal of the permit, FDEP will now be looking for data trends on all TMDL waterbodies. This trend data will be utilized to evaluate the effectiveness of the stormwater program, and to determine if nutrients are being reduced to the maximum extent possible.
 - Attended the Pinellas County Quarterly MS4 meeting.
- Mangrove trimming for the City of Dunedin took place in November.
 - An internal mangrove evaluation was performed to verify the continued compliance with the FDEP 65% trimmed/35% untrimmed mangrove rule.
- The City of Dunedin Aquatic Plant Management Contract was cancelled on October 21st. The RFQ for a new Aquatic Plant Management Contractor is currently out for bid.
- Presented to the Environmental Quality (CEQ), and Edgewater Drive committees in October.
 - An update on the City of Dunedin Stormwater Program was given to the Committee members.
- Looking forward:
 - Begin work on the Stormwater section of the Comprehensive Plan update due to the State.
 - SOPs will need to be updated to reflect changes in spill reporting procedures based upon changes made by the FDEP Emergency Rulemaking Regarding Public Notification of Pollution Incidents.
 - Pinellas County will be hosting a kick-off meeting for the Curlew Creek Watershed Management Plan project.
 - Plan to attend the Tampa Bay Regional Planning Council Nitrogen Management Consortium monthly meeting.
 - Plan to attend the FDEP MS4 quarterly teleconference.
 - Plan to attend the Florida Stormwater Association winter conference.
 - Plan to attend the quarterly Stormwater Advisory Committee meeting in January.

Facilities Section

- Performed annual service on generators Citywide.
- Performed FDEP Aboveground Storage Tank (AST) diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- HVAC filter replacements (~ 400) continue Citywide throughout 31 buildings on a monthly cycle.
- Replaced Public Services refrigerator.
- Repaired Fire Station 60 apparatus bay doors.
- Relocated network copier in the Engineering Division
- Repaired bollard lighting at Community Center facility.
- Assisted in the installation of the electric vehicle charging station at the Library facility parking lot.



- Repaired Edgewater restroom lift station.
- Began installation of solar-powered emergency diesel fueling station at Public Services.
- Completed City Hall security upgrades



- Setup and worked the Stone Crab Festival, Art Harvest, Wines the Blues, and Celtic Festival events.
- Respond to maintenance requests citywide as needed.
- Replace flooring at Fire Station 62.

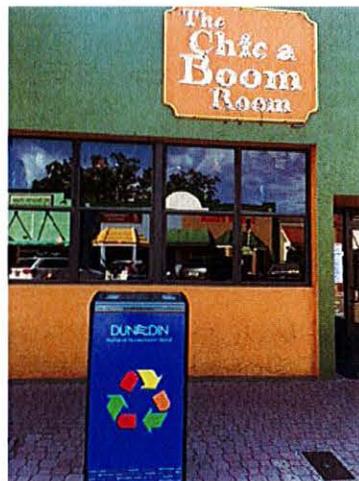


- Continuing Citywide installation of Recordex Smart Board devices.



Solid Waste & Recycling Division:

- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling (PPR) subcommittee.
- Serve as staff liaison for the Committee on Environmental Quality (CEQ.)
- Staff attended the Municipal Waste Management Association (MWMA) meeting at the Vinoy Renaissance from November 16th - 18th. While in attendance, staff learned about multi-family recycling, anaerobic digestion, and contaminated sites from various City's. This was an excellent opportunity to learn on about how Dunedin could incorporate many green practices throughout the City
- Staff worked with the Recreation and the Economic and Housing Divisions to incorporate additional recycling containers within the downtown corridor. The additional containers are located in front of City Hall, in front of Kelly's, and third near Victoria Place on Main St.



- Staff participated in the "Great American Teach In" at both Curtis Fundamental and Dunedin Elementary schools. Along with the importance of recycling, staff also spoke about the importance of truck and street safety. Among the two schools, approximately 200 students were in attendance.



- Staff worked together during Hurricane Hermine to insure operations were completed on their regular schedules, including the week following, despite the major increase in curbside yard debris.
- Solid Waste Technician, Joe Hurley, accompanied Public Services staff members to assist in the removal of debris for the City of St. Augustine following Hurricane Mathew. Mr. Hurley operated a claw truck from dawn to dusk for an entire week.
- A waste audit was conducted for Scotsdale Villa Condominiums 3 on Wednesday October 26th. Scotsdale has two - 2 cubic yard dumpsters being serviced twice a week. The HOA is interested in incorporating recycling into their complex. From the audit, two 95 gallon containers full of recyclable materials was separated and diverted from their trash containers. The materials consisted of: paper, plastic bottles, cardboard, and aluminum/steel cans. The two main contributors were news paper and plastic bottles. From the same sampling, the materials that are not acceptable in the recycling containers were food, textiles (clothing), plastic bags, medicine, medical equipment, and a pool float. Staff's recycling recommendation is to begin with two to three 95 gallon recycling containers placed within the garbage corrals, and eventually consider increasing the recycling to 2 cubic yard recycling dumpsters.



Sustainability Program Coordinator

- At the September 8th commission meeting a motion was unanimously approved that strengthens the City's commitment for sustainable transportation by accepting a donation of an electric vehicle (EV) charging station from Nova Charge and Greenlots. The agreement included implementing a fee structure electric charging station for golf cart owners at the Dunedin Library. The fees will be used to fund a maintenance reserve and recuperate associated operational expenses for the EV charging station. Installation of the EV Charging Station is now complete.
- Staff worked with the Pinellas County Extension Office and hosted a Florida Friendly Landscape composting workshop on Saturday November 5th, from 10-11 am at the Dunedin Community Garden. Patrons learned the basics of how to manage a compost system, along with the opportunity to observe an active compost pile.
- Staff worked with the Dunedin Public Library to celebrate America Recycles Day (November 15th) by hosting another "Read For Recycling" program from November 7th - 11th. Dunedin elementary students were asked to read and log 5 books related to recycling, garbage, composting, etc. Six winners were randomly chosen to receive a gift card for Barnes and Noble, as well as recognized at a City Commission Meeting. The Dunedin Library showcased a display of flowers built from plastic bottles and decorated by Dunedin students during that week.
- Provided outreach at the City's "Before-&-After School" program regarding the importance of recycling and about America Recycles Day. Approximately 125 children were in attendance.

Wastewater Division:

Plant Summary

- | | Oct | Nov | |
|---------------------------------------|---------|---------|-----------------|
| • Wastewater Treatment flows: | | | |
| ○ Influent Average Daily Flow: | 4.401 | 3.849 | Million Gallons |
| ○ Influent Monthly Total Flow: | 136.417 | 115.465 | Million Gallons |
| ○ Reclaimed Water Average Daily Flow: | 3.130 | 3.577 | Million Gallons |
| ○ Reclaimed Water Monthly Total Flow: | 97.044 | 107.306 | Million Gallons |
- **Maintenance and Repairs:**
 - North clarifier, Facility #7 is off line for rehabilitation. Eimco (Turning Water Industries), an outside contractor, is installing a new aluminum walkway, stainless steel baffles/weirs, and is sandblasting all metal coated areas so that two coats of coal tar epoxy can be applied.
 - Himes Electric, an outside contractor, installed a new osprey nest platform on the Fac#7, tower light pole.
 - Southern Automation, an outside contractor is on site identifying all input/output signals, on eight programmable logic controllers (PLC) cabinets due for Capital replacement this fiscal year.
 - American Construction Services, an outside contractor, removed the old methanol tank and demolished the area in preparation for the installation of a new Methanol feed system. Previously, American Construction Services, sand blasted, stripped the floors, and painted Fac#14a (the chemical building) which is part of the Methanol tank capital replacement project.
 - Ringpower, an outside contractor, completed the emergency generator exhaust upgrade per the Environmental Protection Agency (EPA) mandate.
 - Florida Design, an outside contractor, is installing redundant overhead raw sewage piping.
 - Stamper Construction, an outside contractor, installed a new concrete pad for the maintenance building extension project.
 - Maintenance staff installed two new pull boxes and new Teflon coated stainless steel hose for the new Methanol feed system.
 - Southern Automation completed programming the Curlew elevated reuse storage tank controls for pumps/valves. The Curlew tank is now back in service.
 - JDL Solutions, an outside contractor, upgraded all plant monitoring cameras and software in Wastewater Treatment Plant (WWTP) computer.
 - Water Treatment & Controls, an outside contractor, was on site performing additional P/M services on both of the 1000 lb/day gas feeders.
 - Maintenance installed new stainless steel backwash air header for Fac#8 Filter building, filter #3.
 - Outside contractor Southern Automation replaced a PLC at the Jerry Lake reclaim station with an upgraded Micro Logix 1400 PLC.
 - **Compliance:**
 - September and October Monthly Discharge Monitoring reports were sent to the Department of Environmental Protection (FDEP) utilizing the new EZDMR format; [No Issues].
 - Primary / Secondary sampling performed, [Awaiting Results].
 - Bioassay/Toxicity sampling conducted on final outfall flow to St. Joseph Sound, [No Issues].
 - **Other:**
 - USF Professor, Dr. Daniel Yeh, toured the WWTP with his engineering students.

Collections Summary

- Scheduled repairs:
 - Installed 200 LF of new sanitary sewer main line on Brady Dr., and built 2 manholes.



- Lateral repairs (6): Overcash Dr., McFarland St., Tudor Ln., New York Ave.(2), and S. Lotus Dr.
- Installed a new lateral and repaired a lateral on the Milwaukee alley, near Virginia St.
- Used PICOTE to descale iron laterals on Michigan Blvd., Overcash Dr., Dinner Bell Ln., and Hagen Ave.
- Manhole repaired on Fairfield Ct.
- Verified and located lateral for house on Eagle Ln.
- Cleaned out the drying bed and hauled debris to landfill.
- Investigated / repaired multiple depressions.
- Replaced the lateral from Lift Station #14 to the Marina Harbor Master/Olde Bay Cafe building.
- Emergency Repairs:
 - 12" force main (FM) repair at 1700 Solon Ave.
 - 8" gravity main repair at 677 Oakwood Dr. - due to contractor's liner failure.
 - Manhole repair at 975 CR # 1 (cover missing)
- Unscheduled repairs / blockages:
 - Responded to citizen blockage calls (35); and daily utility field locates of sewer/fiber optics.
- TV / Vac Truck:
 - Monthly cleaning out of the backwash basin at the Water Plant.
 - Televised 1,244 LF and cleaned 3,863 LF of sewer mains. Cleaned 7 lift station wet wells
 - Finalize work with cleaning out illegal oil dump from scum pit at Plant (3-days a week), had *SWS Services* remove oil we collected to dispose of properly, and then we replaced filter sand in drying bed.



- Installed sectional liners on main in rear of S. Lotus Dr. (2), and Shadow Ln. (*still follow up work from TS Hermine)
- Assist Public Services with televising storm pipe on Baywood Dr. N.

- Lift Station:
 - Repairs on small equipment, rebuilt Maintenance shop compressor.
 - Work with Siemens Rep (Ramey) on Programmable Logic Controller (PLC) change over, training on KP300 (TD200 replacement).
 - LS # 34 – pulled pumps, rebuilt bearings and replaced impellers
 - LS # 39 – pulled pumps and replaced impellers
 - LS # 15 – installed new contacts and overloads. Researching info to replace the pumps
 - Repair Air Release Valve (ARV) at LS # 10
 - After hour call outs for power outages at LS # 27 and # 28.
 - Responded to SCADA alarms.
 - Continued preventative maintenance:
 - Exercising valves,
 - clean out of check valves,
 - cleaned wet wells,
 - pulled/de-ragged pumps,
 - Grounds keeping, etc.
- Capital Projects:
 - Total rehab of 7 manholes with *Sewpercoat*, completed by contractor
 - Contractor installed CIPP (Cured in Place Pipe) in 2,330 LF of failing/leaking sanitary sewer mains; on Santa Anna Dr., Honey Bear/Country Ln., Barcelona, and Indigo Dr.



Water Division:

Water Production

- **Production Numbers:**

	Oct	Nov	
○ Average Daily Potable Water Production:	3.64	3.79	Million Gallons
○ Monthly Potable Water Production:	112.72	113.74	Million Gallons
○ Annual YTD Potable Water Production:	1199.57	1313.31	Million Gallons
○ Annual YTD Rainfall:	61.27	61.27	Inches
○ Monthly Rainfall Total:	1.09	0.00	Inches
- **Noteworthy Events:**
 - No measureable rainfall in month of November
- **Maintenance:**
 - Gate operator replacement complete. Security camera installed in chlorine building.

- Supplied Desal Plant with 99,000 gallons of permeate.
- Operators continue normal PM program on plant equipment.



Tanker trucks line up to receive permeate water directly from the Reverse Osmosis (RO) skids for the Tampa Bay Water Desal Plant to maintain their RO membranes while undergoing repair and maintenance activities

Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 93% complete, with approximately 10,711 backflows tested for the calendar year. The large meter program is 25% complete, with 16 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 0 new hydrants, repaired 3, and replaced 1. During this time period, the Valve Program exercised 71 valves. For the year, the Valve Program has installed 0 new, replaced 0, repaired 0, and exercised 71 potable and reclaimed distribution valves.

Wellfield

- City staff and Leggette, Brashears & Graham, Inc. are gathering and analyzing data for the renewal of the City's Water Use Permit (WUP).
- Work is underway to pull Well #12's old pump, order a new one and replace it over the next several months.
- Bay Area Landscaping has been awarded the task of enhancing the landscaping around Well #2 (next to City Hall). Work should start the first week of December.
- Replaced starter on Well #30.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 9:00 AM Committee on Aging @ Hale Center 6:00 PM Library Advisory Committee @ Dunedin Library	29 9:30 AM City Commission Special Meeting @ City Hall 10:00 AM Agenda Review Session @ City Hall 6:30 PM Charter Review Committee @ Water Plant	30 6:00 PM Friends of the Library Board @ Library	1 6:30 PM Commission Meeting @ City Hall	2 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room	3
4	5	6 7:30 AM Committee on Environmental Quality @ Water Plant 9:00 AM City Commission Workshop @ City Hall 2:00 PM Code Enforcement Board @ City Hall	7 8:30 AM Development Review Committee @ Planning Conf. Room	8 7:30 AM Public Relations Advisory Action Committee @ City Hall	9	10 The Dunedin Library closes at 2 pm today.
11	12 6:30 PM Hammock Advisory Committee @ Community Center	13 8:00 AM Causeway & Coastal Waterway Advisory Committee @ Community Center 10:00 AM Agenda Review Session @ City Hall 3:30 PM Stadium Advisory Committee @ Dunedin Stadium	14 6:30 PM Local Planning Agency @ City Hall CANCELLED	15 10:00 AM Public Safety Committee @ Fire Admin. 5:30 PM Community Redevelopment Agency @ City Hall 6:30 PM Youth Advisory Committee @ MLK 6:30 PM Commission	16	17
18	19	20	21 8:30 AM Development Review Committee @ Planning Conf. Room	22	23 All City facilities and the Dunedin Public Library are closed today.	24 All City facilities and the Dunedin Public Library are closed today.
25 All City facilities and the Dunedin Public Library are closed today.	26 All City facilities and the Dunedin Public Library are closed today.	27	28	29	30 11:00 AM Disability Advisory Committee @ Home Plate Restaurant	31 Dunedin library closes at 2 pm today.

No meeting for the Committee on Aging, CRA Advisory, Dunedin Housing Authority, Edgewater Drive, Finance, Fire Pension, Library, Local Planning, Marina, Parks & Rec, Stadium, Social Svcs or Stormwater.

Development Project Update 12-2-16

Current Projects - City Commission Review			LPA	CC 1st	CC 2nd	Appvd	under const.
Aberdeen Oaks	1441-1461 Virginia St	20 single-family home subdivision	√	<i>infrastructure under review</i>	√	√	No
Arcadia	265 Causeway Blvd	16 4-story condos	√	<i>infrastructure under review</i>	√	√	No
Artisan Apartments	940-966 Douglas Ave	Retail, apartments & parking garage	√	<i>infrastructure under review</i>	√	√	No
Chesapeake Apartments	2307 Cumberland Cir	44 apts (add. to existing complex)	√	<i>infrastructure under review</i>	√	√	No
Douglas Place	523 Douglas Ave	8 townhome unit development	√	<i>infrastructure approved</i>	√	√	Yes
Dunedin B&B	520/530 Skinner Blvd	11-room B&B, plus owner's unit	√	<i>infrastructure approved</i>	√	√	Yes
Dunedin Causeway Hotel	2621/2641 Michael Pl	90-room hotel with restaurant	√	√	√	√	No
Dunedin Commons	375 Patricia Ave	mixed-use (retail, TH, apts); D.A.	√	<i>infrastructure approved</i>	√	√	Yes
Eco Village - Honeymoon	2624 Paula Dr N	12 Townhomes with docks	√	<i>contract cancelled</i>	√	√	No
Gateway	Gateway Tract	mixed-use; amended Dev. Agrmt	√	<i>default letter sent</i>	√	√	No
Gramercy Court	Highland/Howard	48 Townhomes	√	<i>infrastructure approved</i>	√	√	Yes
Gramercy Ct Ph II	Howard Ave	18 Townhomes - phase II	√	√	√	√	
Highland Ridge TH	949 Highland	13 Townhomes	√	<i>infrastructure under review</i>	√	√	No
Leuken's Liquors - <i>amended</i>	1410 Main St	1-story liquor store- <i>revised; annex.</i>	√	<i>infrastructure under review</i>	√	√	
M&D Lofts	Main/Douglas	18 TH/retail w/underground parkir	01/18/17	TBD	TBD		
Pura Vida	1413 Bayshore Blvd	8 Townhomes replacing bungalows	TBD	TBD	TBD		

Current Projects - Staff Only Review Only			Comments	under const.
BlackHägen Design	333 Scotland	2-story office building for up to 18 staff		Yes
Hackett Causeway Café	901 Curlew	convert to café - easement agreement at 6/16 Commission		Yes
Caledonia Brewery	587 Main Street	convert Dunedin Printing into craft brewery - ROW use agrmt app'd		Yes
911 Highland Ave	911 Highland Ave	renovate home, convert to gift shop (stone house behind city hall)		Yes
James St. Cottages	603 Scotland	SF property to 4 (Glencairn-style) cottages	<i>infrastructure under review</i>	No
Jensen's Seafood	907 Douglas	converting adjacent home to retail shop for seafood business		Yes
Mike's Auto Repair	715 Main St	add 4 auto bays in rear, and façade impv'ts		Yes
1001 New York Ave	1001 New York Ave	4 townhomes		Yes
1046 Oak St	1046 Oak St	4 single-family 2-story homes; 1 home in permitting		Yes
Rally's	2198 Main/580	convert existing Shell gas to Rally's, new buildings/pumps	<i>permit ready for pick-up</i>	No
Retail strip center	1440 Main St	demo existing bldg, replace w/4-unit retail bldg	<i>infrastructure approved</i>	No
Salty Dawg	941 Huntley	cover seating area, improve landscaping, etc.		Yes
Soggy Bottom Brewery	662 Main St	converting Richard's to craft brewery		Yes

Potential Future Projects - City Commission Review			Comments
1341 Bayshore Blvd	1341 Bayshore Blvd	15 Townhomes	
Carnation Drive - behind Family Dollar		50 - 70 affordable apartments	
1540 Pasadena	1540 Pasadena	12-18 Townhomes	
Stirling Glen Townhomes	1680 Union St	33 Townhome development or affordable apts/TH mix	

Potential Future Projects - Staff Only Review Only			Comments
510 Frances St	510 Frances St	4 Townhomes	
418 Grant St	418 Grant St	4 SF homes	
971 Howard Ave	971 Howard Ave	4 Townhomes, abutting Gramercy Court	
1480 Main St	1480 Main St	demo auto repair/replace with fast food	
San Ruffino TH	1340 Bayshore Blvd	finish 7 townhomes previously approved, but never built	
227 Scotland St	227 Scotland St	4 or 5 townhomes	
324 Scotland	324 Scotland	convert photography studio to pub/café	

Fire Department Administration
MEMORANDUM

To: Douglas Hutchens, Interim City Manager
From: Jeffrey Parks, Fire Chief *J.P.*
Date: November 1, 2016
Re: Monthly Report for October 2016

Fire Prevention Division:

The month of October is designated as Fire Prevention Month. Dunedin Fire Rescue fully supported the national initiative by providing high quality fire prevention education programs to the public at a variety of events and school. Retired Dunedin Fire Inspector Dora Pearl was hired as a temporary employee to facilitate the programs and accommodate the nearly 3000 individuals that received fire prevention education during the month. Her experience and abilities were invaluable in accomplishing the educational goal.

Dunedin Fire Rescue advertised for the Fire Inspector position that was vacated by Whitney Wright. Three individuals were interviewed for the position and an offer of employment extended to the most qualified and experienced candidate. The new inspector is expected to start work the second week of November. The new inspector will go through a training and orientation period of several weeks and then be released to conduct inspections and investigations.

The special events are increasing and Fire Prevention is extremely busy in the planning of the life safety aspects of the events and conducting inspections prior to and during the events.

New construction projects completed:

- Cueni Brewing Company – 945 Huntley Ave.
- Coca Cola – 427 San Christopher Ave – Store front/lobby Remodel
- Mease Manor Memory Care, 603 Virginia St- new construction
- Tumbleweed Bar – 424 Patricia Ave (Interior Demo & Remodel)
- Multiple new tenant build outs for Victoria Place
- Wells Fargo – 2494 Bayshore Blvd – New Building

Current projects:

- Fenway, 453 Edgewater - remodel
- Florida Auto Exchange-Clubhouse- new office addition
- Bob's Barracuda Bait Shoppe, 240 Causeway-interior remodel
- Interior remodel- 501 Causeway
- Mease Dunedin- ER remodel and 3rd floor intake area
- 2340 Main St- façade renovation
- Lokey Nissan, 27758 US 19-new sales and showroom building
- Mana Mana Restaurant, 470 Main St, Single family conversion to restaurant
- House of Beer/Marley's Monster Grill, 324 B Monroe St - interior remodel
- Bay Neds Pharmacy, 2640 Bayshore Blvd - interior remodel
- Lukens Liquor – 1410 Main St
- Blackhagen Laboratory – 333 Scotland

- Dunedin Commons Apt. – 375 Patricia
- Arcadia Luxury Condo – 265 Causeway Blvd
- Spine Pain and Orthopedic Injury Center – 28050 US 19N #100 – Room Remodel
- Rally Gas Station – 2198 Main St.
- Dunedin Bed & Breakfast – 520 Skinner Blvd - New Project
- Gramercy Court Townhomes – Highland Ave
- Townhomes at Highland Ridge – Highland Ave.
- Boxing Gym – 1511 Main St. – Interior Renovation – New Tenant
- Dunedin Plumbing – 483 Patricia Ave – Interior Renovation/Expansion
- Dunedin Commons Townhomes – 1060 Scotsdale
- Salty Dog – 941 Huntly Ave.
- Take 5 Oil Change – 1650 Main St. – Exterior Remodel
- Caledonia Brewery – 587 Main St
- Scotsdale Townhomes – 1060 Scotsdale St. – Site Plan & Pool House
- State Farm Insurance – 1164 Belcher Rd. – Interior Remodel
- Artisan Lofts – 638 Douglas Ave
- Cabinet Shop – 545 Fredricia Lane
- James St. Cottages – 603 Douglas Ave
- Jensen Brothers Seafood expansion – 907 Douglas Ave
- Chesapeake Apartments – 2307 Cumberland Cir.
- Whiskey Cartel – 1600 Main St.
- Soggy Bottom Brewing Co. – 660 Main St.
- Corporate Square Office Building – 28050 US 19 N. (Demo of 4th Floor & Remodel)
- VFW – 360 Douglas Ave – Remodel
- Domino’s Pizza – New Building 1410 Pinehurst

Fire Prevention Staff Activities

Inspections –50

Re-inspections -11

Fire extinguisher training – 0

Plans Reviewed – 29

Partial Inspections (New Construction) -7

Final Inspections - 6

Meetings - 43

Phone Consultations -51

Fire Investigations – 3

Event Inspections - 8

Fire Safety presentations – 17

Public Education Contacts – 3000

Station Tours – 4

Hurricane Awareness presentation – 0

Smoke Alarm Installations – 1

Smoke Alarm checks – 0

Training and Safety Division:

- Hosted National Fire Incident Reporting System Class at Dunedin Community Center (3 days).
- Attended North County Training meeting for 2017 planning.
- Attended Pinellas County Training Officers Group meeting.
- Assisted in SCBA fit testing for Oldsmar FD.
- Attended Executive Staff Meeting.
- Attended Safety Action Committee Meeting (Co-Chair)
- Chaired the fire department’s Safety Committee Meeting.
- Conducted make-up swim testing – Palm Harbor YMCA
- Began planning Active Shooter drill for North County – January.
- Attended Chiefs Meeting regarding CISM team funding.

Total department training hours for October: 1352

Operations:

<u>Type of Incident</u>	<u>Month of Sep</u>	<u>Year to Date</u>	<u>Emer Resp by Unit</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	498	5168	<u>EMS</u>		
Rescue Incident Response	46	544	<u>Station 60's Area</u>		
Fire Alarm	45	395	E60	161	4:28
Fire Incident Response	11	201	E61	13	6:54
Structure Fire Response	17	194	E62	11	6:19
Special	1	61	E51 (CFD)	2	5:28
Water Rescue Response	6	87	E66 (PHFD)	1	9:04
Major Incident Response	7	36	<u>Station 61's Area</u>		
Support incident (Fire)	2	35	E61	62	5:24
Unconfirmed Structure Fire	6	40	E66 (PHFD)	5	5:55
Fire Incident Response Special	9	70	E60	4	6:06
Air Transport Incident	2	24	E62	3	5:33
Trauma Alert	7	41	<u>Station 62's Area</u>		
Support Incident (DC)	2	18	E62	93	4:46
Medical Incident Special	2	17	E50 (CFD)	11	6:07
Support Incident (Medical)	2	29	E60	2	5:44
HazMat Invest	0	3	E61	2	5:40
Moveup - Coverage	1	22	E65 (PHFD)	1	5:10
Hospital Landing Zone	0	2	S65 (PHFD)	1	8:38
Rescue Incident Special	0	2	<u>FIRE</u>		
MVC Possible Extrication	3	22	<u>Station 60's Area</u>		
Medical	0	1	T60	11	5:42
Brush Fire Incident Response	0	3	E60	6	4:53
Public Assist Call Dispatch	0	1	E61	1	7:11
Storm Structure Damage - No Inj	0	4	U60	1	8:11
Fire Alarm - Storm Mode	0	3	<u>Station 61's Area</u>		
Transformer/Pole Fire	0	1	E61	10	6:05
Tree Fire	0	1	E60	1	6:50
Extrication (Vehicle)	0	1	U60	1	6:07
Cardiac Arrest Response	2	2	<u>Station 62's Area</u>		
Extrication	0	9	E62	8	5:06
Totals	669	7037	T60	1	7:25

22 of the above calls were handled by units other than DFD.

Fire Department Administration
MEMORANDUM

To: Douglas Hutchens, Interim City Manager
From: Jeffrey Parks, Fire Chief *J.P.*
Date: December 1, 2016
Re: Monthly Report for November 2016

Fire Prevention Division:

During the month of November the Fire Prevention Division was able to hire Fire Inspector Danny Castillo to bring the division to full staffing. Fire Inspector Castillo comes to Dunedin Fire Rescue with six years of fire prevention experience, working in both central Florida and the City of Largo. Inspector Castillo holds multiple certifications, speaks three languages and is currently working on learning a fourth. His experience and background will be a very valuable asset to the City of Dunedin. Danny has completed his new hire orientation and has already begun to work on his own.

Dunedin Fire Department personnel assisted at several of the Great American Teach In events throughout the local schools. The Great American Teach In is an opportunity for fire department personnel to highlight the fire service, what firefighters do and contribute to the community. This is an opportunity to spark interest in the local youth to inspire them about fire safety and possible careers in the fire service.

Deputy Fire Marshal Michael Handoga attended the Florida Fire Marshals and Inspectors Association annual conference in Daytona this month. This conference provides both educational and networking opportunities in addition to information on the latest updates to the Florida Fire Prevention Code.

New construction projects completed:

- Boxing Gym – 1511 Main St. – Interior Renovation – New Tenant
- National Title Network - 28100 US 19 N #300 – Interior Renovation

Current projects:

- Fenway, 453 Edgewater - remodel
- Florida Auto Exchange-Clubhouse- new office addition
- Bob's Barracuda Bait Shoppe, 240 Causeway-interior remodel
- Mease Dunedin- ER remodel and 3rd floor intake area
- 2340 Main St- façade renovation
- Lokey Nissan, 27758 US 19-new sales and showroom building
- Mana Mana Restaurant, 470 Main St, Single family conversion to restaurant
- House of Beer/Marley's Monster Grill, 324 B Monroe St - interior remodel
- Bay Neds Pharmacy, 2640 Bayshore Blvd - interior remodel
- Lukens Liquor – 1410 Main St
- Blackhagen Laboratory – 333 Scotland
- Dunedin Commons Apt. – 375 Patricia
- Arcadia Luxury Condo – 265 Causeway Blvd
- Spine Pain and Orthopedic Injury Center – 28050 US 19N #100 – Room Remodel

- Rally Gas Station – 2198 Main St.
- Dunedin Bed & Breakfast – 520 Skinner Blvd - New Project
- Gramercy Court Townhomes – Highland Ave
- Townhomes at Highland Ridge – Highland Ave.
- Dunedin Plumbing – 483 Patricia Ave – Interior Renovation/Expansion
- Dunedin Commons Townhomes – 1060 Scotsdale
- Salty Dog – 941 Huntly Ave.
- Caledonia Brewery – 587 Main St
- Scotsdale Townhomes – 1060 Scotsdale St. – Site Plan & Pool House
- State Farm Insurance – 1164 Belcher Rd. – Interior Remodel
- Artisan Lofts – 638 Douglas Ave
- Cabinet Shop – 545 Fredricia Lane
- James St. Cottages – 603 Douglas Ave
- Jensen Brothers Seafood expansion – 907 Douglas Ave
- Chesapeake Apartments – 2307 Cumberland Cir.
- Whiskey Cartel – 1600 Main St.
- Soggy Bottom Brewing Co. – 660 Main St.
- Corporate Square Office Building – 28050 US 19 N. (Demo of 4th Floor & Remodel)
- VFW – 360 Douglas Ave – Remodel
- Domino’s Pizza – New Building 1410 Pinehurst
- The Inn Lounge – Interior Renovations – 300 Causeway Blvd

Fire Prevention Staff Activities:

Inspections –59

Re-inspections -5

Fire extinguisher training – 0

Plans Reviewed – 28

Partial Inspections (New Construction) -7

Final Inspections - 3

Meetings - 47

Phone Consultations -68

Fire Investigations – 2

Event Inspections - 8

Fire Safety presentations – 6

Public Education Contacts – 275

Station Tours – 0

Hurricane Awareness presentation – 0

Smoke Alarm Installations – 8

Smoke Alarm checks – 2

Training and Safety Division:

- Conducted North County Training Drill at SPC over six days.
- Attended the Pinellas County Officer Development Seminar as a proctor.
- Participated in Driver Instructor Training Update webinar.
- Began providing hands-on training for the boat AED, firefighter wipes, and the ballistic gear.
- Prepared training reports for previous month.

Total training hours for November: 1443

Operations:

<u>Type of Incident</u>	<u>Month of Nov</u>	<u>Year to Date</u>	<u>Emer Resp by Unit</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	537	5705	<u>EMS</u>		
Rescue Incident Response	66	610	<u>Station 60's Area</u>		
Fire Alarm	41	436	E60	155	4:18
Fire Incident Response	19	220	E62	14	5:51
Structure Fire Response	16	210	E61	12	5:53
Special	3	64	E51 (CFD)	3	6:21
Water Rescue Response	6	93	SR60	2	0:30
Major Incident Response	0	36	<u>Station 61's Area</u>		
Support incident (Fire)	4	39	E61	56	5:17
Unconfirmed Structure Fire	2	42	E66 (PHFD)	6	5:27
Fire Incident Response Special	4	74	E60	5	6:30
Air Transport Incident	3	27	R46 (CFD)	1	4:07
Trauma Alert	3	44	E68 (PHFD)	1	5:24
Support Incident (DC)	1	19	<u>Station 62's Area</u>		
Medical Incident Special	2	19	E62	101	5:02
Support Incident (Medical)	2	31	E60	14	5:47
HazMat Invest	0	3	E50 (CFD)	6	6:34
Moveup - Coverage	2	24	E61	5	5:41
Hospital Landing Zone	0	2	E65 (PHFD)	4	5:26
Rescue Incident Special	0	2	S65 (PHFD)	1	8:24
MVC Possible Extrication	2	24	P65 (PHFD)	1	4:14
Medical	0	1	<u>FIRE</u>		
Brush Fire Incident Response	0	3	<u>Station 60's Area</u>		
Public Assist Call Dispatch	0	1	T60	12	5:34
Storm Structure Damage - No Inj	0	4	E60	1	6:08
Fire Alarm - Storm Mode	0	3	E62	1	4:58
Transformer/Pole Fire	0	1	<u>Station 61's Area</u>		
Tree Fire	0	1	E61	7	5:45
Extrication (Vehicle)	0	1	T60	2	8:21
Cardiac Arrest Response	5	7	<u>Station 62's Area</u>		
Extrication	2	11	E62	8	4:26
Totals	720	7757	T60	2	5:15

22 of the above calls were handled by units other than DFD.

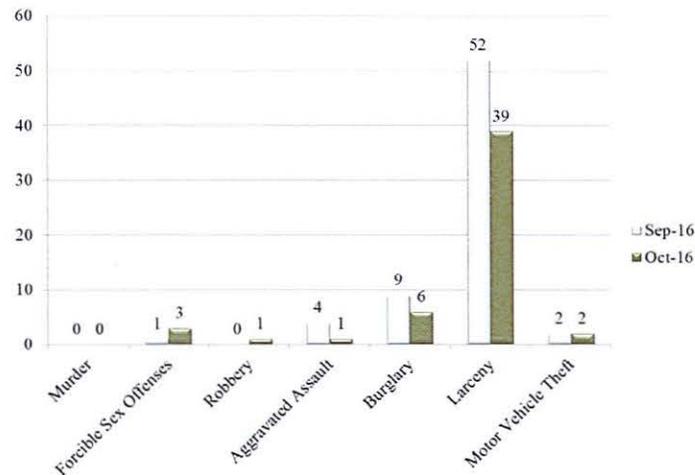


STRATEGIC PLANNING BUREAU
DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

October 2016

UCR Part I Crime Category	September 2016	October 2016	October 2015 YTD	October 2016 YTD
Murder	0	0	0	0
Forcible Sex Offenses	1	3	10	17
Robbery	0	1	13	5
Aggravated Assault	4	1	33	25
Burglary	9	6	101	73
Larceny	52	39	483	437
Motor Vehicle Theft	2	2	22	32
GRAND TOTAL	68	52	662	589



Deputy Activity

There were a total of **4,117** events in the City of Dunedin during the month of October resulting in **6,257** 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 October.
**CAD data is filtered by problem type.*

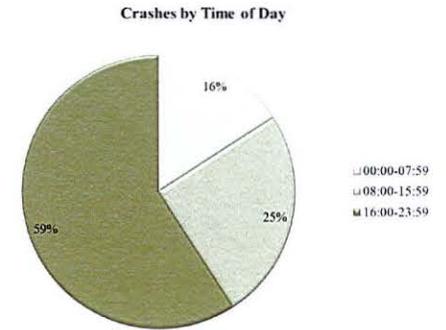
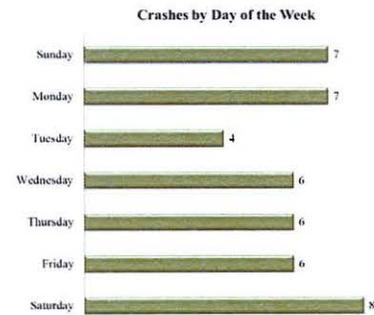
October 2016

DEPUTY ACTIVITY	TOTAL
Traffic Stop	1132
House Check	473
Suspicious Person	274
Traffic Control	170
Suspicious Vehicle	135
Assist Citizen	120
Special Detail	118
Directed Patrol	109
Information / Other	103
Ordinance Violation	83
Building Check Business	76
Supplement	74
Alarm	62
Traffic Violation	61
Problem Oriented Policing	56
Accident	55
Operation Medicine Cabinet	52
Vehicle Abandoned / Illegally Parked	51
Area Check	40
Contact	39
Transport Prisoner	39
Assist Motorist	38
Community Contact	37
Noise	36
Civil Matter	35

Crash & Citation Analysis

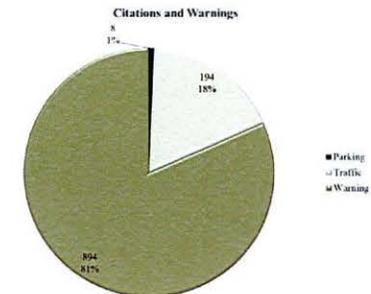
There were a total of **44** crashes in the City of Dunedin during October 2016.*Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

Top 10 Crash Locations	Total
CR 1 / Main St	3
Virginia St / Main St	3
Alt 19 / Michigan Blvd	2
Belcher Rd / Solon Ave	2
62 Causeway Blvd	2
417 Highland Ave	1
Main St / Belcher Rd	1
Evans Rd / Cumberland Cir	1
453 Edgewater Dr	1
San Helen Dr / San Salvador Dr	1



There were a total of **1,096** citations and warnings issued in the City of Dunedin during October 2016.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
Belcher Rd & Main St	13
Main St & Keene Rd	8
62 Causeway Blvd	5
Beltrees St & Scotsdale St	5
Main St & Overcash Dr	5
Bayshore Blvd & Curlew Rd	4
188 Chelsea Ct	4
1440 Carnation Dr	4
Causeway Blvd & Alt 19	4
Alternate 19 & Palm Blvd	4



SUPPLEMENT

Agenda Item:

NB-5

Meeting Date:

12-15-16

MEMORANDUM

TO: City Commission

FROM: Douglas Hutchens, Interim City Manager



DATE: December 12, 2016

SUBJECT: Interim City Manager's Update

PRESENTER: Douglas Hutchens, Interim City Manager

ATTACHMENTS: Pinellas County Sheriff's Office Monthly Report

BACKGROUND: Attached please find the November, 2016 monthly report from the Pinellas County Sheriff's Office that was received after the distribution and website posting of the December 15th meeting agenda and staffing.

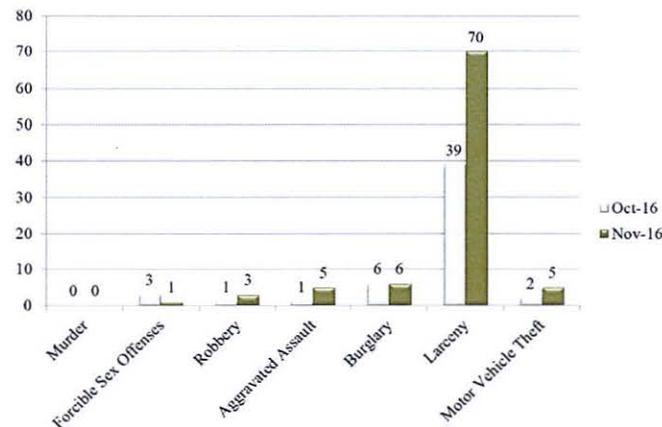


STRATEGIC PLANNING BUREAU
DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

November 2016

UCR Part I Crime Category	October 2016	November 2016	November 2015 YTD	November 2016 YTD
Murder	0	0	0	0
Forcible Sex Offenses	3	1	10	18
Robbery	1	3	15	8
Aggravated Assault	1	5	36	30
Burglary	6	6	116	79
Larceny	39	70	540	507
Motor Vehicle Theft	2	5	23	37
GRAND TOTAL	52	90	740	679



Arrests

November 2016

There were a total of 58 people arrested in the City of Dunedin during the month of November resulting in the following charges:

ARREST TYPE AND DESCRIPTION	TOTAL
County Ordinance	1
Open Container Ordinance	1
Felony	30
Aggravated Assault	2
Aggravated Battery	1
Battery - Domestic Related	2
Burglary-Commercial	1
Burglary-Conveyance	1
Burglary-Residential (Curtilage)	1
Child Abuse	1
Credit Card Violation-Other	1
Criminal Mischief	4
Felony Theft - Prior Convictions	1
Fraudulent Use Of Credit Card	1
Grand Theft - Auto	3
Grand Theft - Other	1
Possession Of Controlled Substance	5
Possession With Intent To Sell/Distribute Controlled Substance	1
Resist LEO With Violence	1
Robbery-Unarmed	2
Violation Conditional Release	1
Misdemeanor	29
Assault	1
Assault - Domestic Related	1
Battery - Domestic Related	5
Disorderly Intoxication	3
Driving Under The Influence	2
Petit Theft - Other Larceny	2
Possession Of Controlled Substance	3
Possession Of Drug Paraphernalia	3
Resist/Obstruct LEO Without Violence	5
Sell/Give Alcohol Under 21	1
Trespass After Warning	1

ARREST TYPE AND DESCRIPTION	TOTAL
Violation Of Injunction Protection Domestic	1
Violation Of Probation/Community Control-Adult	1
Warrant	9
Failure To Appear	2
Trespass Warning	1
Violation Of Probation/Community Control-Adult	1
Warrant Arrest	5
Traffic Felony	1
Habitual Traffic Offender	1
Traffic Misdemeanor	17
Driver's License Suspended/Revoked	4
Driving Under The Influence	8
DUI-Damage To Person/Property	3
No Valid Driver's License	2
Grand Total	87

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

Deputy Activity

There were a total of 3,537 events in the City of Dunedin during the month of November resulting in 5,773 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 November. *CAD data is filtered by problem type.

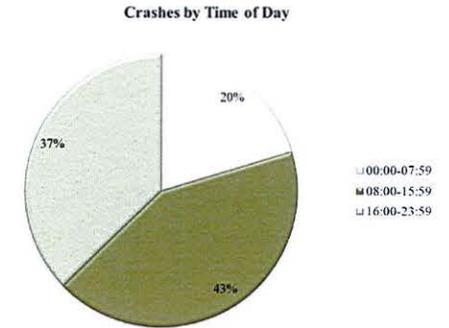
November 2016

DEPUTY ACTIVITY	TOTAL
Traffic Stop	979
House Check	368
Suspicious Person	249
Information / Other	138
Assist Citizen	129
Special Detail	121
Suspicious Vehicle	119
Building Check Business	89
Accident	65
Alarm	57
Vehicle Abandoned / Illegally Parked	56
Traffic Control	54
Contact	53
Transport Prisoner	51
Supplement	49
Ordinance Violation	46
Traffic Violation	45
Noise	45
Theft - Not In Progress	43
Trespass	41
Domestic - In Progress	37
Operation Medicine Cabinet	35
911 Hang-up Or Open Line	35
Warrant Service / Attempt	34
Animal Call	31

Crash & Citation Analysis

There were a total of **59** crashes in the City of Dunedin during November 2016.**Crash data is filtered by disposition type and may include "accident and hit and run" problem types.*

Top 10 Crash Locations	Total
Belcher Rd / Main St	3
Main St / Virginia St	3
CR 1 / Curlew Rd	2
1620 Pinehurst Rd	2
New York Ave / Main St	2
Alt 19 / Palm Blvd	2
Lazy Lake Rd E / Main St	1
1498 Bass Blvd	1
Patricia Ave / Lexington Dr	1
1260 Beltrees St	1



There were a total of **915** citations and warnings issued in the City of Dunedin during November 2016.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
Keene Rd & Virginia St	7
62 Causeway Blvd	7
Main St & Patricia Ave	5
Belcher Rd & Main St	4
416 Skinner Blvd	4
Broadway & Skinner Blvd	4
County Road 1 S & Main St	4
1701 Pinehurst Rd	3
New York Ave & Virginia St	3
Main St & Pinehurst Rd	2

