

Interim Manager's Update

Administrative

January 9, 2017

This Update will refer to the events since the date of the last Update of December 5th, 2016.

DUNEDIN PUBLIC LIBRARY

- Presented 6 computer classes with an attendance of 70 people
- Notary Service at Library – 10 stamps
- Delivered 117 items to 23 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 151 hours of their time
- Adult Volunteers donated 157.5 hours of their time
- 238 patrons utilized the study rooms
- 251 seeds packets “checked out”
- E-books checked out – 1292
- E-audiobooks checked out – 385
- 2 exams proctored
- 176 DVDs/CDs cleaned and put back in collection
- Webinars: FLA Continuing Education Webinar
- Staff attended the following meetings: Commission Meetings, Library Advisory, Friends of the Library and Dunedin Youth Volunteers.
- SIRSI meetings: Continued working with PPLC on SIRSI ordering.
- Monthly meeting with Pinellas County Library Directors
- Presented Library Strategic Plan at Commission Workshop 12/6/2016
- Work continued on charging station in front of Library
- Attended Curtis Fundamental Student Advisory Committee
- 2 exams proctored
- Food drive for Dunedin Cares showcasing “can” tree– 1014 pounds collected at Library
- Participated in Sunshine State Library Leadership Institute tour of Dunedin Library
- Host Business Incubator Meetings on Thursday mornings
- Library Meeting Room floors and carpet cleaned
- Planning meeting of renovation of Friends area
- Management Team received tour of SPC Tarpon library
- Continued Planning of Great Books program, setting up for Great Decisions in January
- Storytime time at Grand Villa – Intergenerational Week
- Library Staff and Teen Volunteers decorated lamp posts for City Operation Twinkle
- Participated in City Holiday Parade
- Over 500 kids reached at the Old Fashion Christmas - Storytime in the Chamber

STATISTICS

Door Count	28,869
Total Transactions	83,517
Adult and Youth Programs	92
Program Attendance	2980
Internet Usage (Adult & Youth)	3207
Wireless Usage	2442
AWE Early Literacy Station Users	331
Ipad stations	600
Items Added to Collection	672

PARKS & RECREATION

Parks & Recreation Administration:

- Met with the Planning and Development staff to discuss and make any necessary edits to the upcoming Land Dedication Ordinance (LDO) community presentations.
- Awarded the annual palm tree trimming contract and met with the contractor to discuss the start of the project.
- Awarded the contract for a shade structure over the new outdoor fitness equipment at Weaver Park.
- Met with representative from USF regarding potential research projects.
- Started to revisit the updates to the Recreation and Open Space and Conservation elements of the Comp Plan.

Marketing:

- Distributed the new Parks & Recreation Magazine (Winter/Spring edition) to City facilities and around the community. Postcards were sent to residents and announcements were made to social media, website, e-notify subscribers and City employees.
- Populated the Parks & Recreation webpages and online calendars with new Magazine information and new event schedule.
- Created a slideshow of videos and photos to display on the lobby TVs located at each Recreation Center.
- Prepared and completed the first draft of the Summer Camp Magazine.
- Printed and distributed the Dunedin Community Events schedule for February.
- Designed and/or updated various flyers and posters for programs, classes and events.
- Created and monitored recreation events on the City's Facebook page.

Special Events:

- Suncoast Motorcycle Toy Run was held on Sunday, December 18 and had approximately 3,500 motorcycles participate.

Recreation:

- **Community Center:**
- Community Center had a total of 9 rentals this month—birthday parties, Christmas gatherings, meetings and a school Christmas show.
- Breakfast with Santa was a huge success—over 200 people attended. The children enjoyed the Christmas activities, breakfast and photos with Santa!
- Old Fashioned Christmas was another great event which kicked off with the holiday parade and all of the activities throughout the evening brought in over 10,000 people to the downtown area.
- Dunedin Community Chorus Holiday Concert performed to a sold-out crowd. Over 400 people attended this first concert under the new Director Stephen Allen.
- December Drive-In Movie “Home Alone” was shown to a sold-out crowd. Seventy (70) cars with families were in attendance to enjoy the old-time feel of the “Drive-In.”

- Dunedin Concert Band held two holiday performances of “Share the Christmas Spirit” to a combined total of 500 attendees.
- Programs and activities at the Community Center continued to increase in numbers, as existing and returning patrons came to the area for the holiday season.
- Staff continued to clean and reorganize the building storage areas and plan for all of the upcoming event in the new year.

Fitness Center:

- Fitness Center visits totaled 3,289 and group fitness visits totaled 1,194 for a total of 4,483 visits.
- The “Maintain Don’t Gain” Program came to an end on 12/31/16. A total of 154 members participated in the program. To date, 55% of the participants not only maintained, but actually lost weigh over the holidays. Final program details will be reported in February.

Athletics:

- Men’s Softball had 8 teams participating.
- 50 Years & Over Softball League had 6 teams participating.
- Forty-six (46) athletic rentals were held in December.
- Had over 55 participants in Tennis for the month of December.
- Had over 85 kids signed up for Winter Baseball Camp.
- Rented fields for a group to run a baseball camp—had over 35 kids.

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

- December 4th-10th-Staff hosted events for Intergenerational Week promoting meaningful connections between generations in the community with chair volleyball, interactive cooking, surveys and golf.
- December 3rd -Staff hosted Boat Parade and Tree Lighting Ceremony in conjunction with Dunedin Boat Club and Marker One Marina.
- December 10th -Staff worked Holiday Parade and Old Fashioned Christmas event; Before/After School Program staff and children walked in the Holiday Parade.
- December 12th-Staff attended Dunedin Golf Club Children’s Annual Christmas Party, acted as liaison to provide names of families in need.
- December 16th-Staff hosted Holiday Party for neighborhood kids with stockings, raffle prizes, dinner and treats.
- December 22nd-December 30th - Staff hosted Jack Frost Camp for school-age children during winter vacation. One hundred ten (110) children enjoyed winter and holiday-themed crafts, games and sports activities.
- Staff continued to work on preparations for MLK Diversity and Dinner in the Park events, as well as learning Rec Trac upgrade.

Hale Activity Center:

- Held 50 adult classes and programs with a participation of 2,376.
- Held 2 meetings with an attendance of 15.
- Held a Holiday Feast, sponsored by Belleair Towers, with a participation of 74.
- Held a trip to Mt. Dora with a participation of 55.
- Held a Holiday Light Tour with 33 in attendance.
- Held Santa’s Calling with 8 volunteers servicing 102 local children.
- Held the Intergenerational Chair Volleyball with 32 in attendance.
- Held the International Chorale Concert with 180 in attendance.
- Had 5 rentals with an attendance of 800.
- Total attendance for the month of December was 800.
- Three of the Hale Center Staff worked setting up, during and tearing down of Old Fashioned Christmas.
- Staff prepared for Santa’s Calling, acquiring volunteers and donations for the event.

- One staff member retired and one staff was hired.

Highlander Pool:

- Staff planned and implemented the Annual Holiday Parade with 87 entries, as well as dignitaries—Dunedin Mayor and Commissioners, Senator Jack Latvala and County Commissioner Dave Eggers.
- Staff assisted with Operation Twinkle in Dunedin--CRA conducted an Operation Twinkle Contest and the Dunedin Downtown Merchants Association held a Door Decoration Contest.
- Quotes were obtained and purchase order was submitted for the sprayground resurfacing project to get underway soon.
- Fabrication of the pool slide has begun.
- Staff continued planning for the spring opening of the pool, with contracts, agreements and hiring processes.

Parks:

- Cleaned up, planted and mulched the landscape beds throughout downtown.
- Put out additional recycling containers in parks around the city.
- Assembled 200 new and replacement barricades for special events.
- Picked up a new trailer for the barricades.
- Replenished the safety mulch in all playgrounds throughout the city.
- Renovated all 7 fields at Fisher ballfields, including the conversion of the sidelines of field #3 from grass to clay.
- Provided logistical support for a variety of events, including Boat Parade and Tree Lighting, Christmas Parade and Old Fashioned Christmas, Drive-In Movie.
- Craig Wilson, City Arborist, successfully obtained TRAQ (Tree Risk Assessment Qualification) certification.

Marina:

- December’s ramp use and visiting boaters:
 - Daily resident ramp users – 68
 - Non-resident ramp users – 6
 - Resident Ramp Decals - 20
 - Non-Resident Ramp Decals - 1
 - Transient Boaters - 21
- The sunken sailboat at the day docks has been removed and disposed of.
- The abandoned power boat at the boat ramp has been auctioned off.
- The Tiara 26 power boat abandoned at the day docks is awaiting a title lien process before it can be auctioned off.

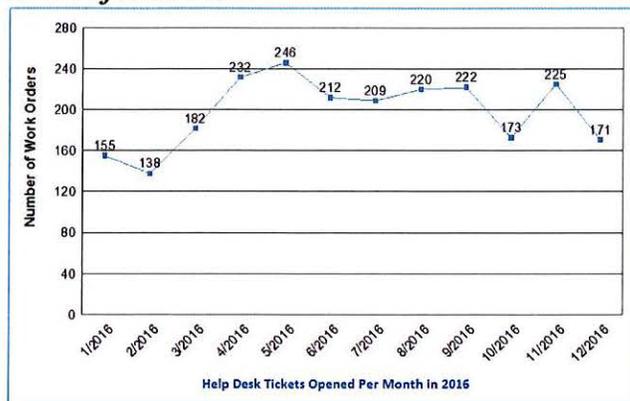
INFORMATION TECHNOLOGY:

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

<i>Monthly Ticket Counts</i>	
Tickets Created	171
Resolved Tickets	191
Open Tickets	83
Malware Tickets	8

<i>Tickets by Priority</i>	
Critical Tickets	23
High Priority Tickets	27
Low Priority Tickets	121
Project Tickets	0

IT Services Help Desk Requests YTD for 2016:



- As of December 31, 2016, the IT Services Division has received and processed 2,394 help desk tickets.
- IT Services averaged 147.5 help desk tickets per month in 2015. During 2016, they averaged 199.5 tickets per month. That is a 26% 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.

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.
- **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.
- **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.
- **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 Loudon 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.
- **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.
- **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.
- **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.
- **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:

- **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 gigabyte. A new data fiber cable was installed that will permit speeds up to 10 times faster.
- **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 is now being used to house old and reusable computer equipment. New shelving was installed.
- **Security Cameras: Live Feed from City Hall** – IT Services has completed the live feed of all City Hall cameras to the Pinellas County Sheriff’s Office at the North District Station. Through a secure web portal, authorized users can access the live cameras.



COMMUNICATIONS

- Facebook/Twitter Updates (Facebook has grown over 15,777 followers)
- Managed Social and Digital Media (Facebook, Twitter, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 550 subscribers • 122,918 views
- VisionLive city website contract finalization
- VisionLive demo with Downtown Merchants, Visit Dunedin and Chamber of Commerce
- New monitors in Chamber and on Dais
- Social Media Archiving research and demos
- Dunedin Youth Guild Tour of Homes promotion
- Archive Social online demo (social media archival of public records)



- Asset Inventory and Studio cleanout
- Advertised for DTV/Website/Social Media in Church Good Shepard 130th Anniversary community book.
- Out of service TV equipment auctioned via Finance/Purchasing Dept.
- Show Me Your Stuff Program info meeting with George Nigro
- Dunedin Downtown Market Information table with Public Relations Action Advisory Committee
- City Food Drive promotion
- Holiday Parade TV production coordination
- Penny for Pinellas County PIO Countywide meeting
- 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:

- December: Spotlight on Dunedin: Holiday Tour of Homes, Boat Parade, North Pole Express with Historical Museum.
- Holiday Parade pre-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 with City groups.
- 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
- E-notification distribution and management
- Assisted staff on web updates.



FINANCE

The Accounting Division:

- Accounting staff have been fully engaged with completing the FY 2016 Comprehensive Annual Financial Report and preparing for audit. The City’s auditor, Moore Stephens Lovelace, will conduct the audit fieldwork starting January 23rd.

The Budget Division:

- Attended luncheon with various city staff and USF’s Community Sustainability Partnership Program on December 7, 2016
- Attended FGFOA luncheon on December 8, 2016
- Coordinated with Department Directors to draft listing of potential Penny IV projects to present to City Commission in February
- Developed FY 2018 Budget Calendar and timeline
- Began auditing FY 2016 overtime costs to reconcile payroll system to G/L
- Completed update for 2016 CAFR Statistical, Demographic and Debt sections
- Participated in Comprehensive Plan Update for CIE Element
- Identified non-recurring costs in FY17 budget in preparation for FY18 budget development
- Bid out \$2M in CD purchases
- Processed 5 budget transfers

COPY OF PAYMENTS PROCESSED FY2017

DATE PRINTED	CHECK COUNT	CHECK TOTAL	EFT COUNT	EFT TOTAL	EPAY COUNT	EPAY TOTAL	TOTAL
							\$0
12/1/2016	189	\$471,777	13	\$169,533	6	\$25,548	\$666,859
12/8/2016	116	\$796,166	23	\$63,977	4	\$16,920	\$877,063
12/9/2016	2	\$155	0	\$0	0	\$0	\$155
12/15/2016	71	\$1,669,239	8	\$185,149	3	\$5,130	\$1,859,518
12/21/2016	98	\$1,444,980	10	\$13,986	4	\$11,588	\$1,470,554
12/22/2016	13	\$15,191	1	\$6,833	0	\$0	\$22,024
12/29/2016	98	\$253,605	4	\$52,125	1	\$2,153	\$307,884
TOTALS	587	\$4,651,114	59	\$491,604	18	\$61,340	\$5,204,058

Assessment Search Requests for the Month of December, 2016			
Routing Request	Charge	Requests	Collected
Expedited	\$ 35	40	\$ 1,400
Standard	\$ 25	43	\$ 1,075
Update (30 days)	\$ -	1	\$ -
Totals		84	\$ 2,475

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- Bid 17-1074 is titled “Palm Tree Trimming Services.” This bid was awarded at the December 15, 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.
- RFQ 17-1073 is titled “Progressive Design/Build for the City of Dunedin Water Treatment Plant Refurbishment.” Submittals were accepted until 2:00 pm Tuesday, December 13, 2016. The City received seven (7) responses. The evaluation process is underway.
- 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

- RFP 17-1076 is titled “Community Visioning Exercise.” Submittals are due at 2:00 pm Tuesday, February 7, 2017.
- RFQ 2326 is titled “City Manager Recruitment Services.” Submittals are due at 2:00pm Thursday, January 19, 2017.
- RFQ 2329 is titled “Supplemental Plan Review and Inspection Services.” Submittals are due at 2:00pm Tuesday, January 10, 2017.

UNDER DEVELOPMENT

- RFQ for fire Sprinkler System Inspection Services

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering Division:

Utilities Section

- **New Reclaimed Water Ground Storage Tank related projects –**
 - Construction of a new 2 million gallon ground storage tank and associated equipment is underway at the wastewater treatment plant to increase the reclaimed water storage capacity. The City will also receive water from the adjacent Coca Cola facility on MLK, Jr. Avenue to augment the reclaimed water system.
 - Fabrication of the tank has commenced. Grading of the site has been completed for this phase of the project, and unsuitable material has been removed from the site. Due to existing soil conditions, 109 stone pilings were installed to support the foundation of the tank.



- **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.
 - The contractor’s means and methods for media replacement are under review. Refurbishment of the first filter will start on 1/17.
- **Wastewater Plant Methanol Tank Replacement –**
 - Replacement of the methanol storage tank at the wastewater treatment plant with a new tank that is up to current code requirements is underway. The original tank has reached the end of its service life. Fabrication of the replacement tank has commenced and is scheduled for completion the week of 1/16.
- **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 will ensure the plant will be able to continue to treat wastewater in the event of a primary headworks pipe failure.
 - The project has reached substantial completion. Additional pipe supports are being added to ensure long term operation of the system.

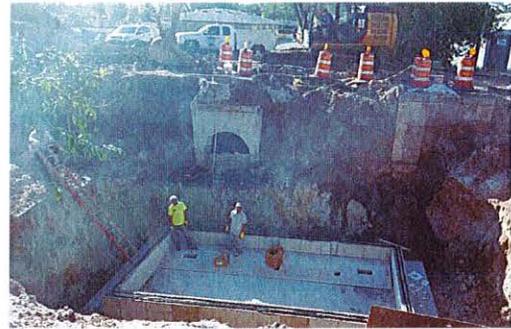
Roadway Section

- **Michigan Blvd - East of Pinehurst Road –** Construction is 97% complete for this roadway reconstruction project. Additional concrete driveway aprons, curbs, and final markings remain to be installed.
- **Pavement Management Program –** A roadway pavement inventory and assessment of all City roadways and select City owned parking lots was performed late last year. Pavements were given a PCI 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 substantially complete, as staff is being trained on the software. Staff will be presenting their findings to the Commission during the first quarter of 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 elliptical stormwater pipes, 4’x 6’ in size are being installed within the right-of-way of Oakwood Drive, to be followed by the reinstallation of new curbs and roadway asphalt. Recently, the SunTree Water Quality Stormwater Treatment Unit was installed near the project outfall. The \$4.7M dollar project is approximately 35% complete, and will address historic flooding issues in this neighborhood. The project duration is 18 months, and is anticipated to be completed by March 2018.





Development

- **Site Infrastructure / Development Review Participation:**
- Projects discussed / researched as part of DRC meetings – (3)
- Site / Infrastructure plan sets reviewed – (2)

Fleet Services Division

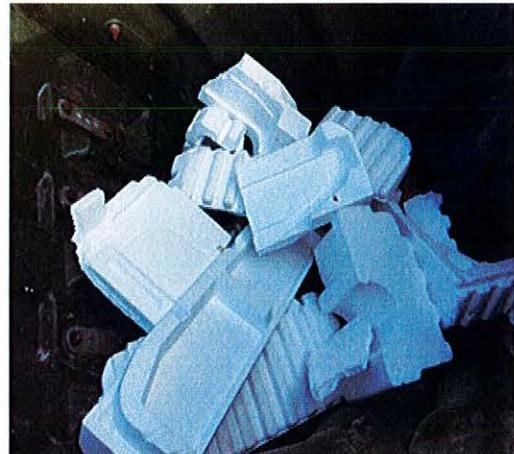
- Completed FY15/16 overall fleet cost analysis reports in preparation for FY18 budget submittals.
- Purchased and dispensed in November 5,125 gallons of unleaded gasoline, and 8,047 gallons of ultra-low sulfur diesel fuel; and in December: 4,855 gallons of unleaded gasoline, and 8,597 gallons of ultra-low sulfur diesel fuel.
- Sold at auction six vehicles / equipment as well as surplus shop equipment, and pallets of various obsolete parts through Tampa Machinery Auction, on December 10, 2016. Auction proceeds to the City totaled \$30,091.75.
- The Mechanics opened 525 job orders and logged 1,626 collective billable hours. The job orders consisted of: 45% preventative maintenance, 6% electrical, 6% for hydraulic leaks, and the remaining 43% were for on-demand mechanical repairs and shop maintenance activities.
- Fleet prepped and placed into service 5 new vehicles and 1 new trailer:
 - Fire Department received a new Ford Expedition, and a Ford F250 Super Duty Crew Cab.
 - Solid Waste Division received 2 Autocar / New Way automated side loaders, and 1 Autocar / E-Z Pack front loader.
 - Parks & Recreation Department received a custom special event barricade trailer from O'Dell Trailers of Largo.





Solid Waste & Recycling Division:

- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling (PPR) subcommittee.
- Continue to serve as staff liaison for the Committee on Environmental Quality (CEQ.)
- A commercial waste audit was conducted for Holiday Inn Hotel on Wednesday November 30th. The Holiday Inn has one - 4 cubic yard dumpsters being serviced three times a week. The hotel is interested in incorporating not only recycling, but other environmental practices into their operations. Per the audit, the materials consisted of: paper, plastic bottles, cardboard, glass, and aluminum/steel cans. The main contributors were newspaper/mail, cardboard, and plastic bottles. From the same sampling, the materials that are not acceptable in the recycling containers were food, plastic bags, and Styrofoam. Staff made recommendations to reduce the size of their current dumpster to accommodate a 2 cubic yard recycling container. Other recommendations were to place recycling containers within the hotel (offices, rooms, and breakfast nook), purchase recycled products (plates, silverware, napkins) to reduce the amount of Styrofoam, and entertain the idea of composting.



- A multi-family waste audit was conducted for San Christopher (Condo) Villas on Wednesday January 4th. San Christopher has several 2 cubic yard dumpsters being serviced twice a week. The HOA is interested in incorporating recycling into their complex. From the audit, two 65 gallon containers full of recyclable materials were separated and diverted from their trash containers. The materials consisted of: paper, plastic bottles, cardboard, glass, and aluminum/steel cans. The two main contributors were newspaper/mail and plastic bottles. From the same sampling, the materials that are not acceptable in the

recycling containers were food, textiles (clothing), plastic bags, medical equipment, and construction materials. Due to the complex having numerous dumpsters, another audit will be conducted at a later date before a final report is delivered.



- Staff is working on preparations for the Solid Waste Divisions presentation for the “Show Me Your Stuff” event, scheduled at the Hale Center on Saturday 2/18.

Sustainability Program Coordinator

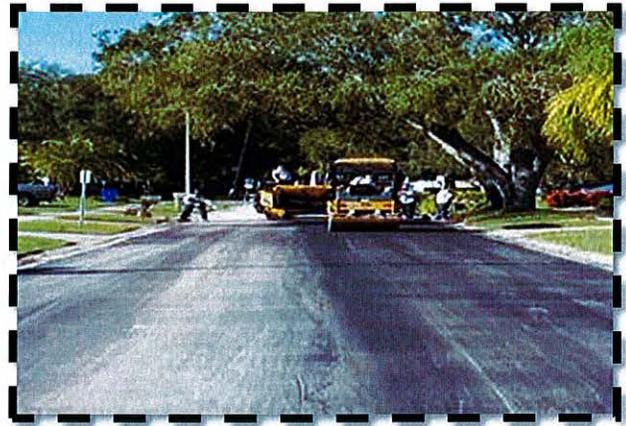
- Attended the Sarasota Counties “Sustainable Communities: Paths to a Sustainable Future” on 12/1.
- Working with Planning and Development on preparing and presenting various projects to the Commission regarding the USF Community Sustainability Partnership Program. Such projects include sea level rise, greenhouse gas audit, multi-modal transportation, etc. The data from these projects will be leveraged when it comes time for the City to overhaul its Comprehensive plan.
- Considering expanding our green efforts by incorporating a “green event” portion to the Special Event Guide. Staff will continue to work with Jorie Peterson to ensure this will be applicable.
- Coordinated the field installation of the electric vehicle (EV) fast charge station at the Dunedin Public Library, completed in December. Patrons of the fast charge station will pay a \$1.00 connection fee, plus a 10-cent per minute charge fee. Users will have the ability to charge their vehicles within 30 minutes or less, compared to other charging stations that can take hours. Adjacent to the EV charging station, is a dedicated space and power outlet for free golf cart charging.



Public Services Division:

Streets Section

- Continued new installations and repair of concrete sidewalks (1800 SF).
- Installed 160 LF of valley curb
- Continued pothole and asphalt repairs (3 tons installed).
- Paved several roadways damaged during Hurricane Hermine (83 tons installed).



- Paved a portion of the Solid Waste Division Parking Lot (7 tons installed)
- Installed electric vehicle and golf cart parking stalls at the Library.
- Installed Military Banners on the Freedom Arch.
- Staff continues right-of-way tree trimming Citywide. Trimmed and hauled tree canopies for roadway clearance Citywide, and in Spanish Trails, Waterford West, Colonial Acres, Spanish Manor and Dunedin Ridge subdivisions (45 tons).
- Continued Traffic Sign & Post maintenance Citywide. Manufactured (21) new signs, and replaced (12).
- Repaired utility cuts for the Water and Wastewater Divisions (3 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (59 tons hauled).
- Special event support – Old Fashion Christmas, Boat Parade, and Suncoast Brotherhood Toys for Tots.

Stormwater Section

- Continued Arm ditch mowing (approximately 11,500 LF).
- Continued residential street sweeping activities.
 - Hauled 85.42 tons / 131 cubic yards of sweeping debris to the County landfill.
- Continue stormwater pipe sediment cleaning. Hauled 4.67 tons / 8 cubic yards.
- Installed 75 LF of underdrain .



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

Stormwater Program Coordinator

- The Bacteria Pollution Control Plan for Cedar Creek tidal and non-tidal (WBID 1556 & 1556A) water bodies was accepted and approved by FDEP on December 16th.
- Attended the Florida Stormwater Association Winter Conference.
 - Attended the FDEP Day Workshop to garner additional knowledge of rules and regulations on stormwater.
- The Curlew Creek Watershed Management Plan project was awarded to Jones Edmunds and Associates by the Pinellas County Board of County Commissioners.
- The new Aquatic Plant Management Contract was awarded to Future Horizons, Inc.
- Attended the quarterly Stormwater Advisory Committee meeting.
- Reviewed four projects in the DRC platform concerning stormwater permitting through FDEP and the SWFWMD. Provided information to the developers regarding their need for proper BMP's during construction.
- Reviewed two projects for Infrastructure Review to provide the developers of potential site contamination, permit requirements through FDEP, and/or the SWFWMD, and proper BMP's.
- Looking forward:
 - Pinellas County will be hosting a kick-off meeting for the Curlew Creek Watershed Management Plan project with the Cities of Clearwater and Dunedin, and their consultant Jones Edmunds and Associates.
 - Plan to attend and present at the monthly Committee on Environmental Quality meeting at the end of January.

Facilities Section

- Performed FDEP (Aboveground Storage Tank) AST diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- Continued monthly cycle of Citywide HVAC filter replacements (approx. 400) throughout 31 buildings.
- Replaced openers for 6 Fleet overhead bay doors, for the PCSO.
- Repaired Marina pole-mounted lighting.
- Began repair of FDOT roadway lighting along Curlew Road, between U.S. 19 and Alt 19 (approx. 8 fixtures).



- Painted and replaced ceiling in PCSO Fleet Administration Office.
- Performed final indoor air quality test at the 737 Loudon facility.
- Repaired atrium up-lighting in the Art Center.
- Completed testing and certified fire hood suppression systems Citywide.
- Removed main pumps at Highlander pool for preventative maintenance.
- Relocated utility pole from Vanech Dog Park to the Highlander Park, and installed 4-1000 watt LED fixtures for special event lighting.

Wastewater Division:

Plant Summary

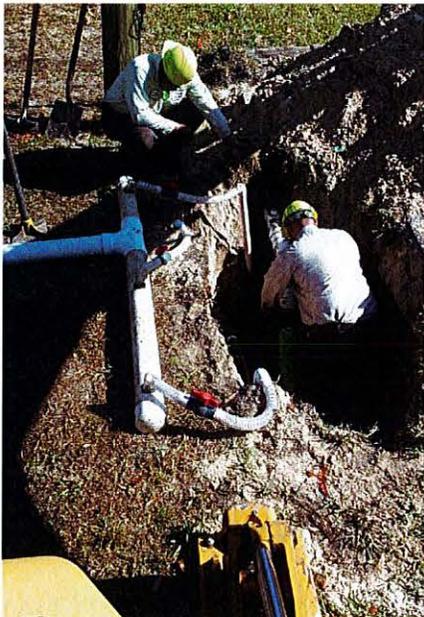
- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 3.768 Million Gallons
 - Influent Monthly Total Flow: 116.810 Million Gallons
 - Reclaimed Water Average Daily Flow: 3.223 Million Gallons
 - Reclaimed Water Monthly Total Flow: 99.913 Million Gallons
- **Maintenance and Repairs:**
 - North Clarifier, Facility #7. Eimco (Turning Water Industries), an outside contractor, completed installation of a new aluminum walkway and stainless steel baffles/weirs.
 - North Clarifier, Facility #7 is off line for rehabilitation. American Construction Services, Inc., is sandblasting all metal coated areas so that two coats of coal tar epoxy can be applied.
 - American Construction Services, Inc., removed the old methanol tank and demolished the area in preparation for the installation of a new Methanol feed system. Previously, they sand blasted, stripped the floors, and painted Fac.#14a (the Chemical Building), which is part of the Methanol Tank capital replacement project.
 - Ringpower performed a semi-annual inspection on the WWTP emergency generator. [No Issues]
 - Florida Design completed installation of the redundant overhead raw sewage piping.
 - Maintenance staff installed a new Limi-torque, Fill Valve at the Jerry Lake reclaimed water tank.
 - Tri-County Aluminum installed a new aluminum awning extension onto the existing Maintenance Shop.
 - Fort Hall installed a new brush system on the North clarifier for v-notches and weirs.
- **Compliance:**
 - November Monthly Discharge Monitoring report sent to the Department of Environmental Protection (FDEP) utilizing the new EZDMR format; [No Issues].
- **Noteworthy Events:**
 - The Florida Water & Pollution Control Operators Association (FW&PCOA) – Region IV, awarded Conrad Rowe of the Dunedin WWTP their 2016 Wastewater Treatment Plant Operator of the Year Award.

Collections Summary

- Scheduled repairs:
 - Installed lateral liners (4): Scotland Dr. (2), Virginia Ln., and Blackwood Cir.
 - Main line excavations for repairs on Victoria Dr. and San Jose Dr. (well point / trench box).



- Lateral repairs (8): on Paloma Ln., Country Ln., Bayshore Blvd., Winding Creek Rd., San Mateo Dr., Hillwood Dr., Manor Dr. S, and Cedar Dr.
- Installed a new lateral connection on mainline, for house coming off of septic – on Birdie Ln.



- Used PICOTE to descale iron laterals on Scotland St., Ben Hogan Dr., Burke Ave., and Michigan Blvd.
- Set up by-pass pump / hoses to assist the Water Plant with skid cleaning.
- **Unscheduled repairs / blockages:**
 - Responded to citizen blockage calls (34); and daily utility field locates of sewer/fiber optics.
- **TV / Vac Truck:**
 - Monthly cleaning out of the backwash basin at the Water Plant.
 - Televised 365 LF and cleaned 4,345 LF of sewer mains. Cleaned 5 lift station wet wells
 - Installed sectional liner on main at Alicia / Allard Dr. (Heavy Inflow / Infiltration source)
 - Televised inspection of new sanitary sewer mains located within the Lakewood Estates Stormwater Project *1,474 LF with 7 setups.
 - Repaired manholes on Hercules Ave., which were heavy inflow and infiltration sources.

- Lift Stations:

- Completed rebuild and setup of Maintenance shop compressor.
- Worked on final testing with Siemens Programmable Logic Controller (PLC) change over, training on KP300 (TD200 replacement).
- LS # 26 – Curlew Trails / Fairway Footbridge – Variable Frequency Drive (VFD) failure, setup bypass pumping.



- LS # 6 – pulled pumps and replaced impellers.
- LS # 10 – troubleshot and repaired emergency generator.
- LS # 2 – rebuilt pump / installed new bearings / reinstalled pump.
- Responded to SCADA alarms.
- Continued preventative maintenance:
 - Exercising valves,
 - clean out of check valves,
 - cleaned wet wells,
 - pulled/de-ragged pumps,
 - Grounds keeping, etc.

- Special Projects:

- Finalize FEMA reimbursement reports for work during/following TS Hermine.
- Water quality sampling / testing of Cedar Creek / Lake Suemar / Hammock Park.



Water Division:

Water Production

- **Production Numbers:**

- Average Daily Potable Water Production: 3.67 Million Gallons
- Monthly Potable Water Production: 113.78 Million Gallons
- Annual YTD Potable Water Production: 1364.08 Million Gallons
- Annual YTD Rainfall: 62.16 Inches
- Monthly Rainfall Total: 0.89 Inches

- **Noteworthy Events:**

- The Florida Water & Pollution Control Operators Association (FW&PCOA) – Region IV, awarded the Dunedin RO WTP their 2016 Region 4 Plant Safety Award.
- Notified by FDEP that the Dunedin RO WTP was awarded their 2016 Plant Excellence Award.

- **Maintenance:**

- Operators continue normal Preventative Maintenance (PM) program on plant equipment.
- Completed Skid #1 and #2 cleaning, using AWC cleaners.



Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 100% complete, with approximately 11,609 backflows tested for the calendar year. The large meter program is 40% complete, with 27 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 0 new hydrants, repaired 7, replaced 1, and flowed 50. During this time period, the Valve Program exercised 402 valves. For the year, the Valve Program has installed 0 new, replaced 0, repaired 0, and exercised 546 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).
- Southeast Drilling, Inc. pulled the pumps at Wells #12, #13 and #29. Once new equipment is received, they will return to these well sites to replace the pumps.



- Bay Area Landscaping has completed the task of enhancing the landscaping around Well #2 (next to City Hall).
- Submitted the 2016 Annual Reuse Report to the Florida Department of Environmental Protection.
- New raw water meter was installed at Well #85.

HUMAN RESOURCES

- **Recruitment & Selection:**

- Positions posted during the months of December: Water Distribution Technician, Park Maintenance Worker II and Solid Waste Driver/Loader.
- The HR/Risk Manager, Library Technical Assistant, Library Assistant, Wastewater Service Worker, Public Services Maintenance Worker I, 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 month of December:
 - ✓ Larry Lash, Senior Water Distribution Technician, December 7th.
- Employees hired during December:
 - ✓ Audra Rogers, Utility Billing Technician, December 12th
 - ✓ Dana Medich, Recreation Leader II, December December 14th
 - ✓ Rachel Borgman, Utility Billing Technician, December 16th.

- **Employee Benefits:**

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for December was \$137,319.26, which was a 33% decrease from November's total. The Average weekly claims for December was \$34,329.82.
- 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	13	4%
Gold	31	10%
Silver	74	24%
Bronze	47	15%
Blue	146	47%
Total Eligible Employees	311	100%

- **Family Medical Leave Act (FMLA):**

- Number of Employees with approved/pending FMLA: 143 - (Regular - 2, Intermittent - 12).
- Number of new requests in December: 6.

- **Other (Non-WC, Modified Duty)**

- Two employees are currently working on a modified schedule (some restrictions).

- **Records Requests:** Number of Records Requests processed: 0.

- **DROP (Deferred Retirement Option Program):**

- Number of Employees in DROP: 10.
- Employees who entered DROP during December: 0.

- **Performance Management:**
 - Number of Coaching/Counseling or Other Disciplinary Actions: 1.
- **Employment Separations (Regular Full- and/or Part-Time):**
 - Number of Separations from employment: 3
 - Library Technical Assistant Stephen Nellis retired on December 20th after 30 years of City service.
- **Risk Management:**
 - Workers' Compensation:
 - ✓ Number of new workers' compensation claims: 2
 - ✓ Total current open workers' compensation claims: 6; two employees are on light duty
 - ✓ Employees out of work: 0.
 - Property/Liability Claims:
 - ✓ New Property/Liability Claims: 3; total open cases = 8
 - ✓ New Moving Vehicle Accidents: 0; total open cases = 0.
- **Other:**
 - ✓ Human Resources coordinated the annual Employee Holiday Party, held on December 2, 2016.
 - ✓ HR Director and Payroll & Benefits Coordinator met with Benefits Consultant to discuss the City's medical claims on December 5, 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.

PLANNING AND DEVELOPMENT DEPARTMENT

- City Commission approved the following in **December**:
 - Resolution 16-33, amending Resolution 16-22, Section 1, Item 6 titled "Complimentary (Free) Parking Areas (2 Hours Maximum)" to include "c. Main Street east of Highland Avenue (M-F only until 6:00 p.m.)".
 - Resolution 16-32 establishing the Historic Preservation Advisory Committee

Code Enforcement

- The **December** Code Enforcement Board heard 1 Old Business and 16 New Business cases, and accepted 16 Affidavits of Compliance. The board heard fine reconsiderations for three cases.
- The Code Enforcement Board collected \$243,073.30 of unpaid fines and fees in December, raising the yearly total to \$546,914.94.
- Code Inspectors brought a total of 479 cases to the Dunedin Code Enforcement Board hearings during 2016, an average of 43.5 cases per month, a 33.8% increase over 2015.

Building Division

MONTH: DECEMBER 2016

PERMITS		
Total Permits Issued		360
Total Permit Fees Collected		\$109,625.50
Total Valuation of Construction		\$6,514,121.00
Permits by Group:		
	NUMBER	VALUATION
Building Permit	205	\$5,299,944.00
Electrical Permit	25	\$484,628.00
Fence Permit	24	\$33,866.00
Gas Permit	3	\$14,612.00
Mechanical Permit	53	\$297,277.00
Plumbing Permit	49	\$104,819.00
Sign Permit	1	\$3,250.00
Tent Permit	0	\$0.00
New Construction by Building Type:		
	NUMBER	VALUATION
New Single Family Residences	1	\$149,881.00
New Two-Family Residences	0	\$0.00
New Multi-Family Residences	10	\$2,891,550.00
New Mobile Homes	1	\$109,753.00
New Commercial Buildings	1	\$85,000.00
New Mixed-Use Buildings (Commercial & Residential)	0	\$0.00
New Accessory Buildings	0	\$0.00

BUILDING INSPECTIONS	
Building, Electrical, Gas, Mechanical, Plumbing:	NUMBER
TOTAL	984

LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	FEEES
Business Taxes	160	\$1,588.05

CRA/ECONOMIC & HOUSING DEVELOPMENT DEPARTMENT

- Commission approved the following:
 - Termination of all the Agreements between the City and the various entities of Pizzuti relating to the Gateway project
 - Received appraisal prepared on City portions of the Gateway (Phase II and Jernigan)
 - Declared City portions of the Gateway parcel surplus
 - Discussed and gave direction on the sale of the Gateway parcels in conjunction with a unified development plan that includes the Pizzuti parcels with interested parties. Note, this requires collaboration and the willingness of Pizzuti.
 - Directed staff to have a market analysis prepared to gauge supply and demand for a gourmet market, retail and housing.
- Downtown events in **December** included the Dunedin Downtown Market, Holiday Boat Parade, Sunset Christmas Stroll on Victoria Drive, Old Fashioned Christmas and Holiday Parade, Creative Artists Guild Art Show, Motorcycle Toy Run, the Dunedin Express.
- The Dunedin Commons groundbreaking took place on December 14, 2016.
- A conceptual scheme was developed for the Downtown Trail Pavilion and it has received positive responses from the Community Redevelopment Agency Advisory Committee and the Arts & Culture Advisory Committee.



Downtown Parking Update

- Resolution 16-33 was passed amending Resolution 16-22, Section 1, Item 6 titled “Complimentary (Free) Parking Areas (2 Hours Maximum)” to encompass Main Street east of Highland Avenue from 10:00 am to 6:00 pm Monday to Friday; paid after 6 pm and on weekends.
- Commission approved the First Amendment to Lease Agreement for the Dunedin Station lot at 362 Scotland Street (corner of Douglas Avenue and Scotland Street), which is a complimentary or free parking being used quite extensively by visitors, residents, and employees.
- Enhancements to the 362 Scotland Street lot are scheduled to begin in early 2017. Improvements will be made to the drive lanes of the site to control dust and provide a more user-friendly vehicle movement.
- Updates to parkdunedin.com are being made on a continuous basis as we receive feedback from the public and City officials.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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.
1 All City facilities and the Dunedin Library are closed in recognition of New Years Day!	2 All City facilities and the Dunedin Library are closed in recognition of the New Year.	3	4 8:30 AM Development Review Committee @ Planning Conf. Room 4:15 PM Community Redevelopment Agency Advisory @ City Hall 6:00 PM Downtown Parking Advisory Committee @ Hale Center	5	6	7
8	9 6:30 PM Hammock Advisory Committee @ Community Center 6:30 PM Dunedin Library Youth volunteers meeting @ Dunedin Library	10 10:00 AM Agenda Review Session @ City Hall 2:00 PM Code Enforcement Board @ City Hall 6:30 PM Stormwater Advisory Committee @ Water Plant	11 6:30 PM Local Planning Agency @ City Hall	12 7:30 AM Public Relations Advisory Action Committee @ City Hall 6:30 PM Commission Meeting @ City Hall	13	14
15	16 All City facilities and the Dunedin Library are closed on Dr. Martin Luther King, Jr. Day.	17 3:45 PM Dunedin Housing Authority @ Corporate Square, 3rd Floor Conf. Room, 28050 US Highway 19 N, Clearwater, 33761 5:30 PM Social Services Committee @ MLK, Jr. Rec. Center	18 8:30 AM Development Review Committee @ Planning Conf. Room 1:00 PM City Commission Workshop @ City Hall 4:00 PM Board of Finance @ Water Plant 4:00 PM Parks & Rec Advisory @ Community Center	19 10:00 AM Public Safety Committee @ Fire Admin. 6:30 PM Youth Advisory Committee @ MLK 6:30 PM Charter Review @ Water Plant Conf. Room	20	21
22	23 8:30 Commission Work Session @ TBD 9:00 AM Committee on Aging @ Hale Center 5:15 PM Marina Advisory Committee @ Harbormaster's Office 6:00 PM Library Advisory Committee @ Dunedin Library	24 10:00 AM Agenda Review Session @ City Hall	25 6:00 PM Friends of Library @ Dunedin Library	26 8:00 AM Edgewater Drive Advisory @ Planning Conf. Room 6:30 PM Commission Meeting @ City Hall	27 8:00 AM Arts & Culture Advisory Committee @ Scottish Arts Foundation 11:00 AM Disability Advisory @ Planning Conf. Room	28
29	30 7:00 PM Joint Session Hammock Advisory Committee and the Friends of the Hammock @ Community Center	31 7:30 AM Environmental Quality @ Water Plant 10:00 AM Agenda Review Session @ City Hall 6:00 PM Public Meeting regarding the City's Land Dedication Ordinance (Parkland Impact Fees) @ Hale Center	1 6:30 PM Charter Review @ Water Plant Conf. Room	2 6:30 PM Commission Meeting @ City Hall	3	4

Development Project Update 1-17-17

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 approved</i>			√	Yes
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		√	√	√	√	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	02/16/17	03/02/17			
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
510 Frances St	510 Frances St	4 Townhomes		No
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
7-11 Store	2198 Main/580	convert existing Shell gas to Rally's, new buildings/pumps	<i>permit under review</i>	No
Retail strip center	1440 Main St	demo existing bldg, replace w/4-unit retail bldg	<i>infrastructure approved</i>	No
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
501 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	
1041 Martin Luther King	1041 MLK	3 Townhomes	
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	

DUNEDIN
Home of Honeymoon Island

Fire Department Administration
MEMORANDUM

To: Douglas Hutchens, Interim City Manager
From: Jeffrey Parks, Fire Chief *J*
Date: January 5, 2017
Re: Monthly Report for December 2016

Fire Prevention Division:

During December Deputy Fire Marshal Michael Handoga attended a one week course at the National Fire Academy in Emmittsburg Maryland. The National Fire Academy offers technical classes in the field of fire prevention. This free opportunity is available through the US Fire Administration.

Several substantial projects have begun this month. Site work has begun on the Dunedin Commons and the Artisan Lofts. Over the next several months multiple inspections will be conducted throughout the installation of the underground fire lines.

Several of our larger fire inspections were conducted this month. The Mease Manor and Inn on the Pond properties were inspected. Due to the size and the complexity of these properties, multiple fire prevention personnel teamed up to complete the inspection in a timely fashion.

New construction projects completed:

- Cotherman Distilling Company – 933 Huntley Ave - Fire Sprinkler System Install
- Salty Dog – 941 Huntley Ave – Renovation – Final Fire
- Bay Neds Pharmacy, 2640 Bayshore Blvd - interior remodel
- Ice & Cream – 200 Main St. – Final Fire
- Beazer Homes – Scotsdale St. – Infrastructure Final

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
- 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
- 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 .
- 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
- 7-Eleven – Renovation - 2198 Main St.
- Edgewater Arms – Site & Infrastructure Improvements – 632 / 634 Edgewater

Fire Prevention Staff Activities:

Inspections – 74

Re-inspections - 8

Fire extinguisher training – 0

Plans Reviewed – 28

Partial Inspections (New Construction) - 7

Final Inspections - 5

Meetings - 44

Phone Consultations - 57

Fire Investigations – 3

Event Inspections - 7

Fire Safety presentations – 0

Public Education Contacts – 0

Station Tours – 0

Hurricane Awareness presentation – 0

Smoke Alarm Installations – 0

Smoke Alarm checks – 0

Training and Safety Division:

-Attended the FFCA Safety and Health Conference in Orlando.

-Completed final qualification testing of 1 new Engine Driver and 1 new Boat Operator.

-Administered Swim test to firefighter candidate (Palm Harbor YMCA)

-Continued preparation for January NCT Active Shooter Training.

-Prepared 2017 Q1 training assignments.

-Prepared 2016 annual training reports.

Total training hours for December: 1339

Operations:

<u>Type of Incident</u>	<u>Month of Dec</u>	<u>Year to Date</u>	<u>Emer Resp by Unit</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	495	6200	<u>EMS</u>		
Rescue Incident Response	65	675	<u>Station 60's Area</u>		
Fire Alarm	29	465	E60	154	4:11
Fire Incident Response	14	234	E62	11	5:25
Structure Fire Response	19	229	E61	10	6:20
Special	2	66	E51 (CFD)	2	7:35
Water Rescue Response	4	97	E50 (CFD)	1	7:56
Major Incident Response	7	43	R48 (CFD)	1	5:20
Support incident (Fire)	4	43	<u>Station 61's Area</u>		
Unconfirmed Structure Fire	2	44	E61	46	5:34
Fire Incident Response Special	5	79	E66 (PHFD)	7	5:54
Air Transport Incident	3	30	E60	4	6:26
Trauma Alert	3	47	E62	3	6:50
Support Incident (DC)	2	21	<u>Station 62's Area</u>		
Medical Incident Special	3	22	E62	98	4:47
Support Incident (Medical)	7	38	E50 (CFD)	8	6:50
HazMat Invest	0	3	E60	7	6:36
Moveup - Coverage	1	25	E61	4	7:00
Hospital Landing Zone	0	2	<u>FIRE</u>		
Rescue Incident Special	0	2	<u>Station 60's Area</u>		
MVC Possible Extrication	1	25	T60	8	4:54
Medical	0	1	E60	3	5:06
Brush Fire Incident Response	1	4	E62	2	6:42
Public Assist Call Dispatch	0	1	<u>Station 61's Area</u>		
Storm Structure Damage - No Inj	0	4	E61	8	6:02
Fire Alarm - Storm Mode	0	3	<u>Station 62's Area</u>		
Transformer/Pole Fire	0	1	E62	9	4:47
Tree Fire	0	1	E50 (CFD)	1	6:15
Extrication (Vehicle)	0	1	E61	1	6:41
Code H	1	1			
Training Drill	2	2			
Cardiac Arrest Response	5	12			
Extrication	<u>0</u>	<u>11</u>			
Totals	675	8432			

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



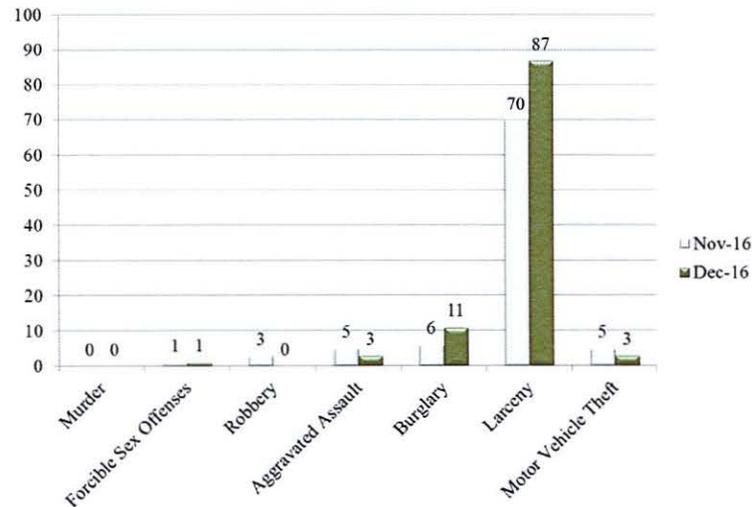
STRATEGIC PLANNING BUREAU

DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

December 2016

UCR Part I Crime Category	November 2016	December 2016	December 2015 YTD	December 2016 YTD
Murder	0	0	0	0
Forcible Sex Offenses	1	1	11	19
Robbery	3	0	17	8
Aggravated Assault	5	3	41	33
Burglary	6	11	125	90
Larceny	70	87	576	594
Motor Vehicle Theft	5	3	23	40
GRAND TOTAL	90	105	793	784



Arrests

December 2016

There were a total of 62 people arrested in the City of Dunedin during the month of December resulting in the following charges:

ARREST TYPE AND DESCRIPTION	TOTAL
Felony	19
Aggravated Assault	1
Aggravated Assault - Domestic Related	1
Battery - Domestic Related	1
Battery On LEO	1
Burglary-Commercial (Curtilage)	1
Counterfeit Controlled Substance	1
False Imprisonment	2
Introduce Contraband County Jail	1
Petit Theft - Shoplifting	1
Possession Of Controlled Substance	4
Possession Of Burglary Tools	1
Sale Of Controlled Substance	1
Tamper/Harass Witness-Victim	2
Violation Of Probation/Community Control-Adult	1
Misdemeanor	47
Battery	4
Battery - Domestic Related	10
Criminal Mischief	2
Driver's License Suspended/Revoked	2
False Name Or ID By Person Arrested	1
Loitering/Prowling	2
Misuse 911 Or E911 System	1
Petit Theft - Other Larceny	5
Petit Theft - Shoplifting	1
Possession Of Certain Drugs Without Prescription Unlawful	1
Possession Of Controlled Substance	5
Possession Of Drug Paraphernalia	5
Refusal Submit To Test-Intoxicated	1
Resist/Obstruct LEO Without Violence	3
Trespass After Warning	2
Violation Of Domestic Pretrial Release	1
Violation Of Probation/Community Control-Adult	1

ARREST TYPE AND DESCRIPTION	TOTAL
Warrant	1
Warrant Arrest	1
Traffic Felony	2
Driver's License Suspended/Revoked	1
Leave Scene(With Death/Injury)	1
Traffic Misdemeanor	30
Driver's License Suspended/Revoked	9
Driving Under The Influence	13
Dui-Damage To Person/Property	2
Leave Scene (W/ Damage)	1
No Valid Driver's License	3
Refusal Submit To Test-Intoxicated	2
Grand Total	99

*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 **3,120** events in the City of Dunedin during the month of December resulting in **5,230** units responding.

The table below reflects the top twenty-five events to include both self-initiated and dispatched calls in the City of Dunedin for the month of December. *CAD data is filtered by problem type.

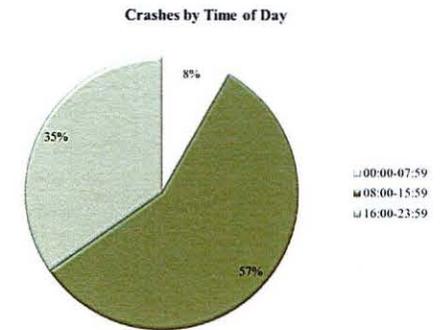
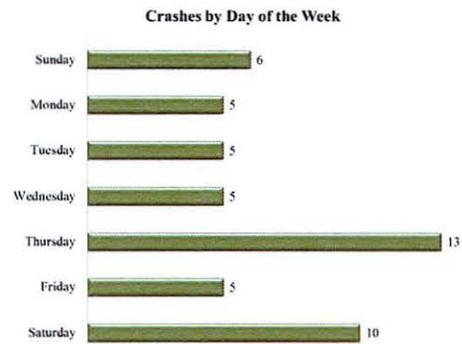
December 2016

DEPUTY ACTIVITY	TOTAL
Traffic Stop	886
House Check	206
Suspicious Person	169
Information / Other	159
Assist Citizen	142
Suspicious Vehicle	90
Special Detail	84
Alarm	73
Building Check Business	63
Accident	57
Theft - Not In Progress	56
Contact	56
Transport Prisoner	54
Noise	51
Supplement	48
Traffic Violation	42
Lost/Found/Abandoned Property	41
Domestic - In Progress	40
Vehicle Abandoned / Illegally Parked	40
Burglary - Not In Progress	39
Ordinance Violation	39
Operation Medicine Cabinet	38
Assist Motorist	37
Directed Patrol	37
Trespass	36

Crash & Citation Analysis

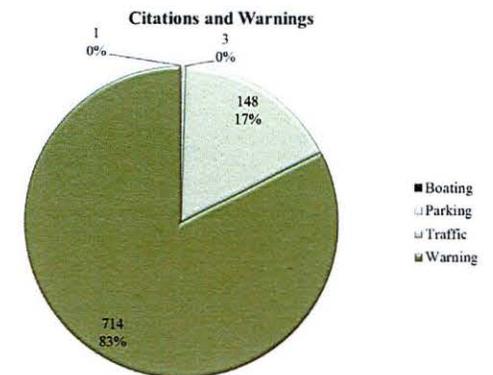
There were a total of **49** crashes in the City of Dunedin during December 2016. *Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

Top 10 Crash Locations	Total
CR 1 / Main St	7
Main St / Belcher Rd	3
2102 Main St	2
62 Causeway Blvd	2
Virginia St / Westfield Ct	1
Main St / King Arthur Ct	1
Main St / Bass Blvd	1
1546 Main St	1
Main St / Sunlight Dr	1
1785 Main St	1



There were a total of **866** citations and warnings issued in the City of Dunedin during December 2016.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
CR 1 & Main St	12
Lake Haven Rd & Main St	11
Belcher Rd & Main St	10
Main St & Patricia Ave	5
Main St & Pinehurst Rd	4
Main St & Virginia St	4
Main St & Skinner Blvd	3
Main St & Park Dr	3
Curlew Rd & Bayshore Blvd	2
Alt 19 & Orange St	2



Smith, Donna

From: Flowers, Janice
Sent: Wednesday, January 11, 2017 8:41 AM
To: Smith, Donna
Subject: Holiday Closures - Public Services

Hi Donna:

Public Services will be closed on the following days due to the city's holiday schedule:

01/16
04/14
05/29
07/04
09/04
11/10
11/23
11/24
12/25
12/26

Any questions, please advise.

Janice Flowers
Administrative Coordinator
City of Dunedin
Public Services Division
Phone: 727-298-3234
Fax: 727-298-3230



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