

CITY MANAGER'S OFFICE

TO: Mayor and City Commission
FROM: Doug Hutchens, Interim City Manager
DATE: January 31, 2017
SUBJECT: Dunedin's 2016 Year-End Report

I am pleased to provide you with my Year-End Report for 2016. I asked each department head, our City Clerk, our City Attorney and the Pinellas County Sheriff's Office, to list the primary activities and accomplishments of their operation. The City Commission has been instrumental in guiding my staff and me towards those goals, and in playing an active role in so many of them. These are truly team accomplishments. We continue to provide high-quality services to the residents and visitors of Dunedin.

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

- Toronto Blue Jays-Held a workshop and open house with our City Commission and public to discuss the future of the Toronto Blue Jays Training Facilities in Dunedin. The discussions included location, funding, economic impact, media relations and project schedule.
- First Tee Program-Held a ribbon cutting ceremony for the First Tee Program at Dunedin Stirling Links Golf Course, in partnership with Billy Casper Golf and First Tee of Clearwater.
- Completed an outdoor fitness equipment area at Weaver Park with financial support of the Kiwanis Club of Dunedin and the Pinellas County Health Department.
- Hammock Park-Negotiated and acquired 8 acres of property from Our Lady of Lourdes Catholic Church (OLL) adjacent to Hammock Park.
- Implemented an internal inventory control system to track and record all new and relocated computer equipment throughout the City.
- Performed a physical inventory and re-tagging of all City-owned computer-related equipment.
- Implemented new purchasing policy for all computer-related hardware and software to be approved by the IT Services Division prior to actual purchasing.
- Completed City Hall chamber digital monitor upgrade with new monitors on the dais and hanging monitors for the audience.
- Successfully negotiated a new contract for City website upgrade with Vision Internet.
- We had our 5 year – National Flood Insurance Program Community Rating System (CRS) audit this year. This voluntary incentive program, sponsored by FEMA, encourages and recognizes community floodplain management activities that exceed the minimum requirements. As a result, flood insurance premium rates are discounted to reflect flood risk. This amounts to a \$1,900,964 savings per year to the Community!

- The Defending Freedom Arch was installed on Broadway.
- An artistic crosswalk of a fish at the Marina has been completed.
- Florida Business Incubator (fka TAFFIE), an entrepreneurial program, was instituted to begin to promote business incubation in Dunedin as a measure to diversify Dunedin's economy as 76% of the jobs in Dunedin are in the retail/service sector. The program classes are being held at the Dunedin Library to encourage local startup businesses.
- Dunedin Commons: Construction is underway on the 56-unit townhome section of Dunedin Commons and the apartment portion is expected to break ground before year end.
- Fenway Hotel: a partnership with the Taoist Tai Chi Society and Mainsail will now feature an 80 room upscale boutique hotel.
- Initiated successful collection of \$753,494.47 as a result of code enforcement, lot mowing, utility or other liens.
- Implemented an online applicant tracking system that allows applicants to submit applications and receive status updates online, and hiring managers to view applications and schedule interviews online.
- Worked with City of Clearwater, Cigna Onsite Health and BayCare to coordinate a smooth transition from the City's participation in the Employee Health Center.
- A Pavement Management roadway inventory and assessment of all City roads and select City owned parking lots was performed. Staff will be presenting their findings to the Commission during the first quarter of 2017 regarding an implementation plan based upon funding needs and availability.
- Master Plans for the Water and Wastewater Treatment Plants were approved by the City Commission, along with a corresponding Rate Study / indexed utility rate increases.
- Contracted with a new utility bill printer/mailer; MuniCode and designed new utility bill to be more appealing, friendlier and informative.
- Continued the city's commitment for sustainable transportation by accepting a donation of an electric vehicle (EV) charging station from Nova Charge and Greenlots.
- Executed a Cooperative Agreement with the City of Clearwater and Pinellas County for a Comprehensive Watershed Management Plan for Curlew Watershed and Smith Bayou.
- Collaborated with the Dunedin Historical Museum to have the Dunedin Times digitized. Digitization project funded by the Dunedin Public Library Foundation, Inc.
- Completed library patron survey and presented results and Strategic Plan updates at a City Commission Workshop.
- Earned FGFOA's Excellence in Financial Reporting award for our City's 2015 Financial Report.
- Began developing a more-automated template for long-range financial planning for the City's funds with the intent of reduce keying errors when presenting to the Commission, Administration and the public. This template is expected to be available for use for the upcoming CIP and budget processes.
- Created a webpage making DRC agenda packets and minutes available to the public.

Department Reports

Dunedin Fire Department

- Fire Prevention Inspection Reporting System moved to mobile system
- Completion of 9/11 Memorial at Station 61
- Purchase of a mobile trailer for the Training Division to store materials
- Hired a new Deputy Fire Marshal and Fire Inspector
- Promoted a new Division Chief of EMS/Support Services, District Chief and Lieutenant
- Bullet Proof Vests purchased by Pinellas County EMS placed on fire engines
- Responded with a Fire Engine and Strike Team Leader to assist with Hurricane Matthew on the east coast
- 15 firefighters have completed training programs and are now operating at a higher ability/functional level (i.e. Engine Driver, Truck Driver, Boat Operator, etc.).
- Continue to assist Santa as he tours the City on a Fire engine
- Archiving of all paper inspections into a digital format

Parks & Recreation Department

- Toronto Blue Jays-Held a workshop and open house with our City Commission and public to discuss the future of the Toronto Blue Jays Training Facilities in Dunedin. The discussions included location, funding, economic impact, media relations and project schedule.
- John Grant Hubbard Park-Dedicated John Grant Hubbard Park, formally known as Edgewater Linear Park, in memory of our former City Attorney, on April 1, 2016.
- First Tee Program-Held a ribbon cutting ceremony for the First Tee Program at Dunedin Stirling Links Golf Course, in partnership with Billy Casper Golf and First Tee of Clearwater.
- Outdoor Fitness Equipment-Completed an outdoor fitness equipment area at Weaver Park with financial support of the Kiwanis Club of Dunedin and the Pinellas County Health Department.
- Little League/High School Baseball-Completed the conversion of Fisher Field #7 from softball to baseball for our Junior, Senior and Big League Little League players, as well as a practice field for our high school baseball team.
- Little League-Replaced three dugout roofs at Fisher Field.
- Hammock Park-Negotiated and acquired 8 acres of property from Our Lady of Lourdes Catholic Church (OLL) adjacent to Hammock Park.
- Hammock Park-Awarded a BP grant from Pinellas County in the amount of \$250,000 toward the acquisition of the OLL property adjacent to Hammock Park.
- Alternate 19 Trees-Completed installation of over 100 palm trees along Alternate 19, funded by a FDOT beautification grant.
- Tree Preservation-Completed a FAQ brochure for Tree Protection and Preservation.
- New Employee Orientation-Developed and finalized a New Employee Orientation Program and Guide for new and existing employees

- Sponsorship Packet-Completed a new department sponsorship packet for all City-initiated events.
- Sponsorships-Obtained sponsorships from Coca Cola Refreshments for “Sunset Music Series,” Dex Imaging for “Old Fashioned Christmas” and Achieva Credit Union for “Halloween Happenings” and “Old Fashioned Christmas.”
- Park Restrooms-Installed tile floors at two more park restrooms in Highlander and Fisher Fields, leaving only two outdoor restrooms to tile.
- New Swim Program-Created and implemented an outreach swim program at Florida Sheriff’s Youth Ranch.
- Adaptive Recreation-Implemented adaptive recreation for people with physical disabilities in the areas of aquatics and fitness programs.
- Sprayground-Added one additional shade structure and various features (toys) at the Kiwanis Sprayground.
- Community Chorus-Began a new era with a new Community Chorus Director; first concert will be held on December 11th.
- Satisfaction Survey-Created a department survey to gather feedback regarding level of satisfaction and asking what other types for programs the public would like to see offered.
- Marina Boardwalk-Completed pedestrian boardwalk at the Marina commercial docks.
- Marina West Wall-Completed the construction of the Marina west wall.

Information Services

- New IT Services Director (Michael Nagy) hired.
- Implemented an internal inventory control system to track and record all new and relocated computer equipment throughout the City.
- Performed a physical inventory and re-tagging of all City-owned computer-related equipment.
- Created a standard Windows 10 computer image for all City owned computer and laptops.
- Upgraded the City’s email and archiving servers for improved performance and reliability.
- Migrated network servers from MS Windows version 2003 to Virtual Windows Server version 2012.
- Upgraded and standardized all network firewall devices to one platform for enhanced security and administration.
- Replaced all Library public desktop computers with new Dell All-in-one PCs for standardization and performance.
- Installed a new Osprey camera at the Dunedin Golf Club.
- Implemented new purchasing policy for all computer-related hardware and software to be approved by the IT Services Division prior to actual purchasing.

Communications Department

- Dunedin TV control room upgrade (from analog) to incorporate a new switcher, graphic program and digital signal.
- Completed City Hall chamber digital monitor upgrade with new monitors on the dais and hanging monitors for the audience.
- Managed social media, City website and Dunedin TV 24/7 365 days a year.
- City of Dunedin social media outreach on Facebook added 5,000 new likes, 247 new subscribers to our YouTube channel and over 123,000 minutes of videos watched on City YouTube channel.
- E-notify subscriptions via the City website have grown close to 3,000.
- Successfully negotiated a new contract for City website upgrade with Vision Internet.
- Continue to work with Visit Dunedin, DDMA and Chamber to build unity amongst groups as we strive to work together on communication/marketing outreach.
- Researched and demoed several technology tools including Apps, Citizen engagement, Facebook Q&A and other public outreach modalities.
- Intranet development research and plan in partnership with IT.
- Parking Team meetings and communications outreach assistance.
- Produced several hundred hours of original programming for Dunedin TV/Granicus/Social Media.

Planning and Development

- A total of 16 ordinances were approved for development review, land use plan and zoning designations, and a development agreement. We approved projects for a total of 164 new units (apartments, townhomes), 20 single family homes, retail space, a parking garage, and expansion of a new liquor store. 3 properties were annexed into Dunedin, with another 2 coming in early 2017. Many of the projects started in 2014 and 2015 are well underway, some have broken ground, and some are in the finishing stages. During 2016, we had the opening of Victoria Place and Mease Manor Memory Care Center, and a few businesses (Starbucks, Dairy Queen, Jimmie Johns, Jersey Mikes and more).
- FY 2016 Building Department statistics:

Permits	4,983
Fees Received	\$1,320,798
Valuation	\$103,998,437
- We had our 5 year – National Flood Insurance Program Community Rating System (CRS) audit this year. This voluntary incentive program, sponsored by FEMA, encourages and recognizes community floodplain management activities that exceed the minimum requirements. As a result, flood insurance premium rates are discounted to reflect flood risk. This year, thanks to Planning, Engineering, and Stormwater department staff efforts, Dunedin was moved up another class to a Class 5, giving a 25% discount in flood insurance policy to our residents. This amounts to a \$1,900,964 savings per year to the Community! For the record, we began as a Class 7 (average), and five years ago moved up to a Class 6. We are extremely proud of this new rating.
- Following City Commission Workshops held in 2015 and in mid-September, Resolution 16-32 was approved establishing a Historic Preservation Advisory Committee, the first

step to becoming a Certified Local Government and the development of a Historic Preservation Ordinance. Future plans include taking an inventory of City structures built prior to 1945 to determine eligibility for the National Register, recognizing prominent historic homes with commemorative plaques, identifying historic districts, and selecting other Dunedin sites to apply for State and National Register. Selection of Historic Preservation Advisory Committee members and the beginning of meetings will begin in early 2017.

- The Code Enforcement Division had a busy year, bringing a total of 479 cases, an average of 44 per month, to be heard at the Dunedin Code Enforcement Board. This is an increase of 34% over 2015 statistics. Approximately 25% of the cases started never reach the board due to the work of our code enforcement inspectors and the property owners, bringing those properties into compliance before the due date. Their diligence and hard work has helped raise a total over half a million dollars in code enforcement fine and lien payoffs collected in 2016. This is especially important with the amount of foreclosed and abandoned properties in the City, and every effort is made to restore the beauty to Dunedin's neighborhoods.
- Implemented a Downtown Paid Parking Plan in downtown Dunedin was the biggest project of 2016, and together with Economic Development staff, we developed many parts to this program. Several resolutions were adopted: - establishing parking locations, payment type, schedule of fines and location of residential parking permit areas; - establishing parking performance measures for the pilot program; - appointing a special magistrate to hear parking violation matters; and waiving paid parking revenue during certain downtown special events. Educating the public was key with flyers, utility billing inserts, and public meetings. Demo paystations were placed around the City, and ambassadors were out "on the street" to help people when the system went "live". This one-year pilot program is a work in progress with much effort devoted to assisting those with how to use the system, making things easier with better signage, lighting, and a website dedicated to this topic: parkdunedin.com.
- The City Commission approved an ESRI Small Municipal and County Government Enterprise License Agreement. ESRI's ArcGIS software platform provides a robust platform for the City's GIS needs that go beyond producing static maps, providing the ability to perform data queries and analysis.

Community Redevelopment Agency (CRA) Department

- Downtown Parking
 - A Downtown Parking Management Plan was approved and implementation of a hybrid system consisting of paid and complimentary parking began on October 3, 2016 as a measure to promote parking turnover and create a revenue source to add to the downtown parking supply. This was put in place to offset the at-risk leased parking areas, which have been going away, and decreasing parking stock.
- Parking:
 - A Lease Agreement with Justice Plaza, Inc. was approved for 228 Main Street resulting in 34 additional parking spaces.

- 195 parking spaces leased for 20 years in conjunction with a mixed-used project at 940 & 966 Douglas Avenue.
- The Victoria Station Parking Lot Lease Agreement was approved on a monthly basis providing 41 parking spaces (Douglas Avenue & Main Street).
- The First Amendment to the 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 lot, was approved. This site provides over 70 parking spaces.
- A Parking License Agreement was signed between Baycare Health System (aka Mease Dunedin Hospital) and the City of Dunedin for the use of their lot off Virginia Street during special events. This area can accommodate parking for 145 vehicles.
- A partnership with the developer of Artisan Apartment Homes was reached to construct 23 angled parking spaces on Douglas Avenue, adding to the downtown parking stock.
- **Parking Improvements:** Improvements to 500 Wood Street (former First Baptist) were completed to formalize the parking area and create additional parking spaces, golf card spaces and (2) motorcycle spaces. This lot provides 226 parking spaces.
- **Downtown Improvements/Streetscape Projects:**
 - The Huntley Avenue/Monroe Street enhancement project was completed in late 2016 and the project not only beautified the area but also created 11 parking spaces further adding to the downtown parking supply.
 - Broadway enhancements encompassing plants, palm trees and lighting was completed.
- A conceptual scheme was developed for the Downtown Trail Pavilion (aka the Slab) and received positive responses from the Community Redevelopment Agency Advisory Committee, the Arts & Culture Advisory Committee and received approval from the Community Redevelopment Agency.
- The Defending Freedom Arch was installed on Broadway and the interesting architecture recognizes men and women who have served in the armed services.
- **Projects:**
 - Artisan Incubator (968 Douglas Avenue): the First Amendment to Commercial Lease Agreement for the Artisan Incubator Project was approved. The Institute for Creative Arts offers classes in welding, metal working, knife making, stained glass and other arts.
 - Dunedin Bed & Breakfast (520 & 530 Skinner Boulevard): an 11-unit bed and breakfast was approved. This property will generate approximately \$15,678 in ad valorem taxes to the CRA Fund.
 - Gateway: In September of 2016 the City Commission voted to not extend the Development Agreement, which had expired. Additionally, In December 2016 the following was approved:
 - Termination Agreement
 - Receive the appraisal on Phase II and the Jernigan Tract
 - Declare City portion of the Gateway parcels surplus

- Continue discussions with Pizzuti to determine willingness for collaborative efforts for a unified development plan
- Authorize staff to discuss sale of Gateway parcels with a unified development plan that includes the Pizzuti parcels with interested parties.
- o Artisan Apartment Homes (940 & 966 Douglas Avenue): This mixed-use project featuring apartments, retail space and a 195-space public parking garage was approved. This development is underway and will add needed parking as well as continue the revitalization of Douglas Avenue.
- The Downtown Dunedin Market had a good year with strong attendance. The open-air market features vendors who sell only fresh, local homemade, handcrafted and eco-friendly products.
- Downtown Events: In cooperation with the Downtown Dunedin Merchant's Association and the City Parks & Recreation Department, the Downtown continues to host many special events such as 2nd Friday on the Town, the Creative Artists Build, Cinco de Mayo, the St. Patrick's Day Celebration, the Seafood Festival, Oktoberfest, Dunedin Wines the Blues, the Art & Craft Festival, Mardi Gras Celebration, the Dunedin Orange Festival.
- An artistic crosswalk of a fish at the Marina has been completed.
- Facades: Several façade grants were awarded in 2016 totaling \$12,232.50 for the Hog Island Fish Camp, Dunedin Garage, Dunedin Realty and the Honu.

Economic & Housing Development Department

- Aqua, for a good portion of the year, continued to expose Dunedin as a destination for tourism and special events. Aqua made quarterly presentations to the City Commission and showed significant media value that was attained as a result of their efforts to promote Dunedin through public relations. Their pieces on Dunedin have caught the eye of the Boston Globe, Tampa Bay Magazine, Tampa Tribune and Bay News 9's Florida on a Tankful resulting in several articles and television segments.
- Florida Business Incubator (fka TAFFIE), an entrepreneurial program, was instituted to begin to promote business incubation in Dunedin as a measure to diversify Dunedin's economy as 76% of the jobs in Dunedin are in the retail/service sector. The program classes are being held at the Dunedin Library to encourage local startup businesses.
- Eco-Village, the affordable housing imitative on Loraine Leland continued and the first building was finished and people have moved in. The second building is nearing completion and the third building will be starting shortly.
- Dunedin Commons: Construction is underway on the 56-unit townhome section of Dunedin Commons and the apartment portion is expected to break ground before year end.
- Fenway Hotel: a partnership with the Taoist Tai Chi Society and Mainsail will now feature an 80 room upscale boutique hotel.
- The Jolley Trolley continues to be a big success for Dunedin and service has been extended to 7 days a week.
- Housing: On March 3, 2016, City Commission approved the donation of the residential lot located at 442 3rd Avenue to Habitat for Humanity for affordable housing.

- The Dunedin Housing Authority's 5-Year Public Housing Agency Plan & the Annual Public Housing Agency Plan was approved.
- The Pinellas County Homeless Leadership Board sent a letter to the City of Dunedin asking for the City to support, by Resolution, the Housing First philosophy and principles toward improving homelessness in Pinellas County. The City Commission adopted Resolution 16-13 to answer this call of support.
- The "Gimme Shelter" program creates artistic bus shelters throughout the North Pinellas County to promote public art with small signature projects representing the cultural and/or historical uniqueness of each community. The City Commission moved to accept a bus shelter donation and assume ongoing maintenance responsibility.

City Attorney

- Initiated successful collection of \$753,494.47 as a result of code enforcement, lot mowing, utility or other liens. Although too numerous to list, some of the more significant amounts received include: \$54,516.28 as payment in full after filing foreclosure of a code enforcement lien at 724 Oakwood Drive; \$47,500.00 as payment in full after filing foreclosure of a code enforcement lien at 1661 San Roy Drive; \$24,957.00 as payment in full for a code enforcement lien at 240 Causeway Blvd.; \$104,095.00 representing the just market value of property transferred to the City as full settlement for code enforcement liens and a utility lien at 516-518 Wilkie Street; \$22,755.00 as payment in full as the result of collection efforts for the code enforcement lien at 1047 Robmar Road; \$54,451.81 as a result of claiming the exceed proceeds from a tax deed sale at 657 Vine Avenue; \$170,000.00 as payment in full after filing foreclosure of five (5) code enforcement liens at 1037 McFarland Street; \$35,000.00 collected on the release of escrow monies forfeited in connection with the Gateway-Pizzuti contract; and \$35,000.00 as settlement in full on the code enforcement lien at 508 Manor Drive.
- Filed lien foreclosure cases against 4 properties with outstanding code enforcement liens, to date successfully settling and dismissing 2 of the cases.
- Continued to defend the City's interests through 24 mortgage foreclosures.
- Prepared 2 assignments to right of way use agreements (from Pensare, Inc. to Keene Cuisine, LLC and from Fancy Pants, Inc. to ZJF Brands, LLC, d/b/a The Living Room on Main); 1 parking lot lease agreement with Justice Plaza, Inc., 1 parking license agreement with Mease Dunedin Hospital, 1 temporary parking lot sublease agreement with PJ Callaghan Company, Inc. and 1 parking lot lease agreement amendment with Dunedin Station Development, LLC; 1 incubator agreement with Florida Business Incubator, LLC, 1 first amendment to commercial lease agreement with Orthios, LLC (Artisan Incubator Project) and 1 sublease agreement (from Artisan Incubator to Arc Angels); 2 amendments and assignments to agreements for consultant services between the City and Ash Group, Inc. and McCarthy and Associates, Inc., and one form amendment and assignment to agreement for consultant services (for Chuck Ankney); 2 use agreements between the City and Hackett's Causeway Café, LLC and Boe Rushing, d/b/a Back In The Day Books; 1 interlocal agreement with Tarpon Springs Fire Services; 1 amendment to caretaker agreement (Weaver Park); 1 amendment to easement

agreement with First United Methodist Church; 1 DCFC Advantage Agreement with NovaCharge, LLC; 1 revocable license agreement with Smith (Weaver Park); 1 concession and license agreement amendment with Sail Honeymoon, Inc. (Causeway Food and Concession); and 1 master services agreement with Dunedin Vision Technology Solutions, LLC.

- Drafted 10 rezoning ordinances, including the rezonings for FX-H, FX-M and NB.
- Drafted 5 code change ordinances, including the paid parking ordinance.
- Drafted 6 land use change ordinances.
- Drafted 5 annexation ordinances.
- Drafted 1 land development code change ordinance.
- Drafted 12 resolutions, including paid parking resolutions.

COLLECTION EFFORTS OF THOMAS J. TRASK, CITY ATTORNEY
Funds Received by the City - Calendar Year 2016 (as of 12-29-16)

DATE	REFERENCE	AMOUNT
1/18/2016	CEB liens at 323 San Salvador Dr./Proctor & Corsano (DCEB Case Nos. 10-978, 11-1404 and 12-895) Paid in full	\$4,516.02
1/8/16	CEB lien at 798 San Salvador Dr./Suljic (DCEB Case No. 15-222) Paid in full	\$16,398.98
2/2/16	CEB lien and outstanding utility account at 1476 Overcash Dr./Getsy (DCEB Case No. 10-969) Settlement – Partial Release of Lien; and full utility account payment	\$3,626.53 and \$185.54
2/23/16	CEB lien at 1012 Park Dr./Bauer (DCEB Case No. 14-269) Paid in full	\$50.00
3/1/16	CEB lien at 2385 Sarazen Dr./Federal National Mortgage Association (DCEB Case No. 15-601) Paid in full	\$17,205.18
3/1/16	CEB lien at 737 Wood St./Meiers (DCEB Case No. 13-566) Paid in full	\$250.00
3/14/16	CEB lien at 582 Baywood Dr. S/Catherine M. Schaefer Estate (DCEB Case No. 11-512) Settlement – Partial Release of Lien	\$3,500.00

DATE	REFERENCE	AMOUNT
3/17/16	CEB lien at 1442 Chesterfield Dr./Federal National Mortgage Association (DCEB Case No. 15-228) Paid in full	\$4,600.00
3/23/16	CEB lien at 2668 Sequoia Ter./Hancock (DCEB Case No. 10-879) Partial payment on lien	\$2,500.00
3/21/16	CEB liens at 341 Acropolis Dr./Grady (DCEB Case Nos. 07-572 and 13-315) Paid in full	\$4,500.00
3/24/16	CEB lien at 2385 Sarazen Dr./Horton (DCEB Case No. 11-74) Settlement – Partial Release of Lien	\$3,500.00
3/31/16	Water/utility liens at 531 Norfolk Street/Diffenderfer and Boat Link Inc. Paid in full	\$2,276.99
4/21/16	Foreclosure of CEB lien at 724 Oakwood Dr./Federal National Mortgage Association (DCEB Case No. 14-557; Circuit Court Case No. 15-004777-CI) Settlement on full lien amount	\$54,516.28
4/26/16	CEB lien and outstanding utility account at 535 Kirkland Cir./Ray (DCEB Case No. 14-739) Lien and account paid in full	\$5,000.00 and \$1,083.76
4/26/16	CEB lien at 2152 Cross Creek Way/SunTrust Bank (DCEB Case No. 15-604) Paid in full	\$8,360.51
5/13/16	Foreclosure of CEB liens at 1661 San Roy Dr./U.S. Bank, NA (DCEB Case Nos. 14-572 and 15-43; Circuit Court Case No. 15-004773-CI) Settlement on full lien amounts	\$47,500.00
5/31/16	CEB lien at 559 Locklie St./Bank of NY Mellon Co. TRE (DCEB Case No. 15-151) Paid in full	\$9,397.86
6/1/16	CEB lien and outstanding utility account at 1680 Brae Moor Ln. (DCEB Case No. 09-489) Settlement – Partial Release of Lien and account paid in full	\$5,000.00 and \$1,937.86
6/14/16	CEB lien at 240 Causeway Blvd./Triple B Investments LLC	\$24,957.00
6/16/16	CEB lien and Utility lien at 516-518 Wilkie Street Property transferred to City by Quit Claim Deed as full settlement (DCEB Case No. 10-732 and 14-16, and utility lien) Just Market Value of Pinellas County Property Appraiser's Office	\$104,095.00

DATE	REFERENCE	AMOUNT
6/17/16	CEB lien at 38 Highland Ave./Donoghue (DCEB Case No. 12-670) Paid in full	\$1,529.69
6/17/16	CEB lien at 460 Highland Ave./Mendenhall (DCEB Case No. 15-330) Paid in full	\$500.00
6/17/16	CEB lien at 935 Cedarwood Ave./Wells Fargo and Richard A. Whittingham EST (DCEB Case Nos. 13-647 and 15-57) Settlement – Partial Release of Lien	\$8,635.00
8/2/16	3 water/utility liens at 1301 Stony Brook Ln. Full lien amounts preserved in Final Judgment of Foreclosure, paid in full.	\$4,215.92
8/23/16	CEB lien at 531 Norfolk St./Boat Link Inc. (DCEB Case No. 15-787) Paid in full	\$16,375.47
8/24/16	CEB liens at 1645 St. Mary Dr./Cowan and Bank of NY Mellon TRE (DCEB Case Nos. 14-622 and 15-225) Settlement – Partial Release of Liens	\$5,000.00 and \$2,000.00
8/24/16	CEB liens at 452 Helen St./Davis Family Trust (DCEB Case No. 16-351) Paid in full	\$400.00
9/7/16	CEB lien at 1840 Oak Creek Dr./Shaw (DCEB Case No. 15-667) Paid in full	\$551.18
9/13/16	CEB lien at 2855 Long Putt Court/Kalaj (DCEB Case No. 16-61) Paid in full	\$1,559.36
9/20/16	CEB lien at 1367 Martin Luther King Jr. Ave./Shoham (DCEB Case No. 15-556) Settlement – Partial Release of Lien	\$5,000.00
9/27/16	CEB lien at 1421 Overcash Dr./USA Federal National Mortgage Association (DCEB Case No. 16-551) Paid in full	\$3,640.02
9/27/16	CEB lien at 1631 St. Mary Dr./Persechino (DCEB Case No. 15-422) Paid in full	\$8,000.00
9/27/16	CEB lien at 465 San Salvador Dr./Haigh (DCEB Case No. 15-216) Paid in full	\$5,000.00

DATE	REFERENCE	AMOUNT
10/18/16	CEB lien at 531 Norfolk Street / Diffenderfer (DCEB Case No. 14-029) Settlement – Partial Release of Lien	\$13,277.60
10/18/16	Lot Mowing lien at 465 San Salvador Drive / Haigh Paid in full	\$910.72
10/27/16	CEB lien at 1701 Pinehurst Road, #34-A / USA Fed Natl Mtg Assn (DCEB Case No. 16-570) Paid in full	\$9,127.98
11/14/16	CEB lien at 1607 St. Catherine Drive West / Regions Bank (DCEB Case No. 15-538) Paid in full	\$5,562.22
11/17/16	CEB lien at 1047 Robmar Road / USA Fed Natl Mtg Assn (DCEB Case No. 15-770) Paid in full	\$22,755.19
12/5/16	CEB lien and Water Liens at 657 Vine Avenue / Rutledge (DCEB Case No. 15-525) Paid in full	\$54,451.81
12/7/16	CEB lien at 1945 La Grande Drive / Tuisku and Vienneau (DCEB Case No. 16-519) Paid in full	\$13,544.80
12/9/16	CEB lien at 912 Lexington Drive / SWAY 2014-1 Borrower, LLC (DCEB Case No. 16-189) Settlement – Partial Release of Lien	\$3,000.00
12/16/16	CEB liens at 1037 McFarland Street / GMAC Mortgage (DCEB Case Nos. 13-571, 13-943, 16-259, 16-907 and 16-908) Circuit Court Case No. 15-5256-CI Paid in full	\$170,000.00
12/20/16	Release of Escrow Monies for Forfeiture / Gateway-Pizzuti Paid in full	\$35,000.00
12/23/16	CEB liens at 1351 and 1411 Main Street / Dunedin Foods, Inc. (DCEB Case Nos. 15-626 and 15-627) Paid in full	\$2,500.00 and \$1,000.00
12/27/16	CEB lien at 508 Manor Drive / Fetlar (DCEB Case No. 15-417) Settlement on full lien amount	\$35,000.00
<i>Offer received, approved, payment pending</i>	CEB lien at 1025 W Michigan Dr./Enright (DCEB Case No. 12-863) <i>Offer to settle for a Partial Release of Lien</i>	<i>Settlement offer:</i> <i>\$10,000.00</i>

DATE	REFERENCE	AMOUNT
<i>Offer received, approved, payment pending</i>	CEB lien at 616 Dogwood Ct./Finkle (DCEB Case No. 14-643) <i>Offer to settle for Partial Release of Lien of 2 Clearwater properties</i>	<i>Settlement offer: \$7,000.00</i>
TOTAL:		\$753,494.47

Human Resources & Risk Management (HR & RM)

- HR filled 49 positions during 2016 (469 applications), including 17 promotions/reclassifications. There were 36 separations during 2016, not including variable on demand employees, with 11 employee retirements.
- Implemented an online applicant tracking system that allows applicants to submit applications and receive status updates online, and hiring managers to view applications and schedule interviews online. Initial testing is in process with the recruitment for HR/Risk Manager. Full roll-out scheduled for January 2017.
- Employee Wellness Program (Humana Vitality): Surpassed first year goal of 40% participations at Silver status level or above (goal was met in May), which earned the City a 4% discount. Total participation in the Vitality Wellness program was 56%, with 81% of participants registering for MyHumana and 68% completing online health assessments.
- Events coordinated in 2016:
 - The annual Employee Recognition Picnic, March 10, 2016
 - Annual Employee Wellness Fair, May 5, 2016
 - National Retirement Security Week, October 16 – 22, 2016
 - Retirement Mini-Fair, October 25, 2016
 - Humana Vitality Wellness Activities, throughout the year
 - 2016 Employee Holiday Party, December 2, 2016.
- Completed Request for Proposals/Requests for Quotes and/or selection of:
 - Executive Search Consultant for City Manager Search (Mercer Group);
 - City Physician (BayCare);
 - Administrator/Record Keeper for the City's retirement plans.
- Continued quarterly Supervisor's roundtable workshops to discuss issues pertinent to supervisory staff. Topics included performance management, HIPAA, EEOC (What Supervisors Need to Know), and various relevant payroll issues.
- Employee Training Completed During 2016:
 - Safety Training: Working Around Power Lines, Chain Saw Operation;
 - Number of Online Safety Courses completed by employees = 1,591.
- Worked with City's Broker of Record for property and liability insurance to decrease annual insurance premiums without loss of benefits (overall savings of 5.2% in 2017).
- Completed annual City facilities inspections in January 2016.
- Worked with City of Clearwater, Cigna Onsite Health and BayCare to coordinate a

smooth transition from the City's participation in the Employee Health Center.

- Total Medical and Pharmacy Claims for Fiscal Year 16 was \$2,580,781.56, which was a slight decrease over FY 15's total.
- Risk Management Claims for 2016:
 - General Liability – 23
 - Property - 14
 - Worker's Compensation – 19
 - Automobile-related – 11

Public Works & Utilities Department

Engineering Division:

- Michigan Blvd – eastern and western segments – reconstruction of the existing roadway pavement section was completed using a Full Depth Reclamation (FDR) process.
- A Pavement Management roadway inventory and assessment of all City roads and select City owned parking lots was performed. Staff will be presenting their findings to the Commission during the first quarter of 2017 regarding an implementation plan based upon funding needs and availability.
- Construction of the Lakewood Estates Drainage Improvements project is underway. The \$4.7M dollar cooperatively funded (with SWFWMD) project is approximately 30% complete. This project will address historic flooding issues in the neighborhood, and is anticipated to be completed by March 2018.
- Completed construction oversight of the design-build turnkey contract for the Solid Waste Division's Covered Storage Building replacement. The new building is capable of withstanding severe wind storm conditions of up to 146 mph area, and provides secure storage and shelter for Solid Waste vehicles, materials and new cart inventory.
- Construction has commenced on a new 2MG Reclaimed Water Ground Storage Tank and associated equipment at the wastewater treatment plant to increase our reclaimed water storage capacity. The City will also receive reclaimed water from the adjacent Coca Cola facility, as a part of this project.
- Construction was completed on the CR1 Valve Replacement project, replacing several valves throughout the potable water system on CR 1, Falcon Dr. and Amberlea Dr. N.
- Constructed an expansion of the City's water and sanitary sewer infrastructure, north of SR580 along Carnation Drive.
- Advertised and awarded the Greensand Filter Media Replacement project, replacing exhausted media in the green sand filters at the water treatment plant to ensure reliability of the treatment process and potable water supply.
- Construction of a replacement Methanol Storage Tank at the wastewater treatment plant is underway. The original tank reached the end of its service life and was exhibiting signs of degradation leading to integrity concerns.
- Construction is underway on the Headworks Redundant Discharge Pipe project at the wastewater treatment plant. This project provides for redundancy at the facility to ensure the plant will be able to continue to treat wastewater in the event of a primary headworks pipe failure.

- Completed construction of the Production Well Rehab Program project, rebuilding pumps, piping and controls for Wells 2, 50, 95, 85 & 5, as well as communication system upgrades.
- Construction completed on the Marina West Wall and Intra-Coastal Wall project, administered on behalf of the Parks & Recreation Department.
- Completed Marina Area Parking Lot modifications/repaving, including a new boardwalk along the Commercial Docks, and the reinstallation of streetlights with LED lighting.
- Completed construction of Causeway Blvd improvements near the Public Restrooms. Work consisted of the installation of a water fountain, concrete slab for an artistic bicycle rack, and the removal of the center driveway at Sail Honeymoon and installation of guardrails to improve safety in the area.
- Master Plans for the Water and Wastewater Treatment Plants were approved by the City Commission, along with a corresponding Rate Study / indexed utility rate increases.
- Advertised the RFQ for the “Progressive Design/Build Services for the Water Treatment RO Plant Refurbishment Project”.
- Completed construction of the cooperatively funded (County CDBG Grant) CRA roadway improvements project, along Monroe/Huntley Streets. Phase I waterline extensions and sanitary sewer line improvements were previously constructed by City forces in 2015.
- Grovewood 6” Water Main Improvements plans were incorporated into the Lakewood Estates construction project.
- Coordinated with the City Attorney and Purchasing Agent to rewrite the City’s Construction Contract Boilerplate Documents.
- Year one (1) of the ESRI GIS software enterprise license agreement recommended, and awarded by the Commission. Database migration to the new ESRI platform has commenced and will continue throughout 2017.
- Completed several “Infrastructure Plans Reviews” for projects such as: Dunedin Commons – Apartments and Townhomes, Aberdeen Oaks, Artisan Lofts, Highland Avenue Townhomes, Dunedin Bed & Breakfast, BlackHagen Labs, etc.

Wastewater Treatment Plant:

- Installed four additional osprey nest platforms on light towers located within the Wastewater Plant.
- Maintenance completed installation of two new VFD’S (Variable Frequency Drives) and new fill valve at the Curlew elevated tank.
- Installed two new non-clog mixers to Fac#5 (Anaerobic Tanks1&2).
- Installed redundant overhead raw sewage piping.
- American Construction Services, Inc., installed temporary methanol feed pumps and a temporary tank prior to the new permanent methanol tank being installed.
- Installed a new Aurora reuse isolation pump located in Fac#8.
- Installed two new high efficiency Baldor motors on Fac#8 reclaimed isolation pumps.
- Utility Service Company Inc., made repairs to the Curlew elevated reclaim storage tank by replacing corroded steel and installing a new double aviation light on top of the tank.
- Ovivo USA, LLC, upgraded and installed new aluminum catwalks, stainless steel baffles/weirs, and new stainless steel seals on both clarifiers.

- Complete rehabilitation of two lift stations; Fac#7 scum pit and Fac#15 plant lift station.
- New mechanical seals were installed on: three filter feed pumps, three RAS pumps, and two waste pumps at the Fac#7 sludge building.
- Maintained full compliance with EPA and FDEP sampling, monitoring and reporting requirements.

Wastewater Division (Collections):

- New lateral install for 968 Douglas Ave. (Art Incubator).
- New lateral installs for new homes on Locklie, Beltrees, and Pinehurst.
- Finished force main (140') installation and restoration around City lift station (Causeway Restrooms) for Sail Honeymoon pump station.
- Installed 200' of new sanitary sewer main line on Brady Drive, and built 2 new manholes.
- Install new E-ONE pump station at Dunedin Marina/Boat Club and made repairs to force main during seawall work.
- Insituform - Annual CIP – installation of CIPP (Cured In Place Pipe) in failing Vitrified Clay Pipe (VCP) mains, with minimal impact on residents / cost effective: Santa Anna Dr., Honey Bear/Country Ln., Barcelona, and Indigo Dr.
- Sewpercoat – Annual CIP – manhole rehabilitation of failing manholes.
- In-house cleaning of sewer main lines (47,868 LF = 9.1 miles), lift station wet wells (27), and water plant backwash basin (12).
- Continued main line TV inspections (15,687 LF = 3.0 miles), to include new construction inspection of “Gramercy Park” subdivision infrastructure, and stormwater pipes throughout the City.
- Continued “In-house” lateral lining, main line and lateral root control, main line sectional liners. (*All methods of trenchless technology).
- Responded to resident blockage calls - 24/7
- Continued successful relationship with local vendor (Perma-liner Industries) working together on field demonstrations – lateral liners, manhole liners, main line lining, and sectional liners -- with them supplying all labor/material.

Water Division (Distribution & Plant):

- Completed 100% of Backflow Testing.
- Completed 100% of Reclaimed Inspections.
- Completed 100% of Large Meter Testing.
- Continued maintenance of fire hydrants and hydrant valves for the Hydrant Program.
- Continued maintenance, replacement, and repair of distribution valves for the Valve Program.
- Continued Safety Training and Accident Prevent Program.
- Provided 1,750,000 gallons of membrane permeate water to the TBW Desalination Plant to maintain their reverse osmosis membranes while their plant was being repaired/upgraded.
- Filter membranes were autopsied to determine remaining useful life and cleaning schedule.
- Renewed FCC radio license for Plant and wellfield telemetry system.
- 3 transfer pump motors replaced and installed.
- American Water Chemicals installed and evaluated a pilot plant test to pilot membrane element anti-scalant.
- All plant gate operators replaced.
- Security camera installed in chlorine building.

Water Division (Wellfield):

- The American Water Works Association (AWWA) presented the City a Landmark Award for Well #1. The Landmark Award is given to recognize American, Canadian, and Mexican utility infrastructure at least 50 years old and still in service. Well #1 was dedicated in 1915.
- Leggette, Brashears & Graham, Inc. selected to provide hydro-geologic professional services to renew the City's Water Use Permit (WUP).
- Installed Wonderware SCADA monitoring software/computer for all offsite production wells.
- Southeast Drilling Services installed new outdoor enclosures at Well Houses #2 and #50. New pumps and equipment for both sites, as well as Well #95 were included. Well rehabilitation including cleaning treatment and pump testing performed on Wells #5 & #85.
- D'Andrea Electric Inc. completed various electrical repairs, updates and equipment replacements on Wells #'s: 5, 6, 9, 12, 28, 29, 30, 31, 84, 86 & 88.
- Completed and submitted 2015 Annual Wellfield Report.
- Completed and submitted 2016 Annual Reuse Report.

Utility Billing:

- Billed over \$24,500,000 for water, sewer, reclaimed, stormwater, and solid waste services in 2016 and processed over 160,000 payments.
- Contracted with a new utility bill printer/mailer; MuniCode.
- Designed new utility bill to be more appealing, friendlier and informative.

Solid Waste Division:

- Secured a \$26,937 non-matching Pinellas County Recycling Grant supporting Dunedin's recycling efforts and its commitment to Green Local Government initiatives and the environment.
- Staff conducted waste assessment audits for four (4) local multi-family, and commercial metal dumpster customers who were interested in identify waste diversion opportunities in anticipation of starting their own on-site recycling programs.
- Solid Waste & Recycling Division partnered again with Achieva Credit Union and hosted its 3rd annual community shredding event. The free event allowed residents to bring their personal paper documents to be securely shredded and recycled.
- Staff provided support by displaying large garbage trucks, and promoting safety to local school children, during the Great American Teach-in Day & the Walk to School Safely events.
- Continued 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 for the EV electric charging station, as well as a free golf cart charging station, at the Dunedin Library.
- Hosted the following outreach events promoting the City's sustainability programs:
 - Rain Barrel Workshops (2)
 - Drive Electric Tampa Bay
 - Solar Power Lectures (2)
 - Florida Friendly Landscape Workshop (3)
 - America Recycles Day
 - City of Dunedin Summer Camps
 - Touch-a-Truck

- Achieva Paw Park Grand Opening
- City of Dunedin Senior Awareness Fair

Public Services Division:

Streets Section:

- 10,750 square feet of sidewalk repaired/replaced.
- 350 linear feet of new sidewalk installed.
- 174 tons of asphalt roadway repair/utility cuts completed.
- 640 tons of asphalt/concrete recycled.
- 385 new regulatory/informational signs fabricated.
- 150 regulatory/informational signs replaced.
- 320 tons of tree-trimming debris disposed of.
- Constructed the Fire Station #61 - 911 Memorial Monument.
- Constructed redesigned Wood Street Parking Lot.
- Constructed redesigned 200 Main Street Parking Lot.
- Constructed new pedestrian connection at Sail Honeymoon & Causeway Blvd. Trail.
- Completed all City-wide Traffic Control Special Events.

Stormwater Section:

- 308,000 linear feet of right-of-way/ditch mowing.
- Completed lining of 4,800 linear feet of deteriorated storm drain to improve efficiency.
- Completed replacement of 300 linear feet of storm drain at St. Andrews Link to reduce flooding potential.
- Completed emergency gabion repairs on Ravenwood Ditch and at Jackmar Ditch.
- Completed debris removal of Jerry Branch Channel of Curlew Creek Basin.
- Executed a Cooperative Agreement with the City of Clearwater and Pinellas County for a Comprehensive Watershed Management Plan for Curlew Watershed and Smith Bayou.
- Florida Department of Environmental Protection approved the city's Bacteria Pollution Control Plan for Cedar Creek. A major step towards TMDL and permit compliance.
- Florida Department of Environmental Protection approved the Cycle III MS4 Annual Report.

Facilities Section:

- 2,400 HVAC filters replaced City-wide in 2016.
- Completed renovation/upgrade to the Artisan Incubator on Douglas Ave.
- Completed electrical service for the Fire Station #61 - 911 Memorial Monument.
- Completed remodel/upgrade to the Dunedin Causeway Restrooms.
- Completed remodel/upgrade to the Harvard Ave. Concessions/Restroom Facility.
- Completed Air Quality Study and Humidity Control repairs to the 1st floor of the 737 Loudon Ave. building.
- Relocated a 1,000 gallon diesel tank from the former Fire Station #61 to the Public Services Complex for disaster preparedness purposes.
- Assisted IT Division with the installation of the Recordex Monitors at City Facilities.

Fleet Services Division:

- The FY 2016 Fleet Replacement Plan recommendations to purchase 25 vehicles/equipment

were approved in April, at a total cost of \$1,676,979. Many of those units had been deferred for several years due to economic factors. Those 25 units were replaced in 2016 in order to avoid increased maintenance costs in the latter years. The average age of vehicles in our fleet is approximately 8.5 to 9 years.

Pinellas County Sheriff's Office

Ordinances:

- The Community Policing Unit (CPO's) and deputies conducted directed patrols on the Dunedin Causeway and the City of Dunedin Parks in attempt to locate violations of glass, alcohol, animal and other violations. Citations and warnings have been issued when necessary.
- The CPO's have been actively working with Code Enforcement staff, in correcting reported violations of the city codes. The CPO's have responded to and followed up on various issues that have been forwarded to them from Code Enforcement. The CPO's have also assisted with locating and boarding up vacant houses along with the City of Dunedin.
- There have been homeless camps in the city and under the Dunedin Causeway. CPO's have conducted patrols and have talked with the city to rectify the issues. If homeless subjects were located they were assisted with information and helped to the Pinellas County Safe Harbor shelter.

Traffic:

Off Duty Traffic Details:

- There are several traffic enforcement details assigned on most days when deputies monitor and address directed patrols related to traffic concerns and areas where crashes and other common violations occur. Deputies are proactive on patrols to include enforcement of speed, seatbelt, bicycle, pedestrian, and numerous other violations such as golf cart use.

Directed Patrols

- As to date, seventy nine (79) directed patrols have either been initiated or supported throughout the city for the current year. This is in response to either citizen complaints, or requests by the city's Traffic Division for needed studies. Directed patrols encompass mostly (but are not limited to) speeding, improper turning and failure to obey traffic control devices, as well as pedestrian safety and crosswalk issues.

County Wide Pedestrian Initiative

- This initiative was conducted throughout Pinellas County. Some of the target locations were in the City of Dunedin at high traffic pedestrian and vehicle crash areas. The violators were either pedestrians or vehicle operators who committed a pedestrian violation (fail to yield to pedestrian violation). The first part of the initiative was to educate the violators with brochures and verbal education.
- The second step of the process is enforcement to repeat violators. This initiative was in an attempt to educate the violators and provide safety awareness to them.

Message Boards and Speed Measuring Devices:

- CPO's are routinely deploying message boards and speed trailers, in response to requests from the city, citizens and business owners and also doing so on a proactive basis. The

units are used to educate the public and to help gain compliance with speeding and traffic related issues.

Neighborhood Watch:

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

Business Watch:

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

Schools:

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

Event Calendar:

- Community Policing Deputies for the City of Dunedin have assisted in organizing and participating in over seventy five (75) city-connected or sponsored events throughout the city during the past year. Many of these events required the CPO's to attend production meetings and provide guidance and/or input to city staff on relevant issues concerning the events. Cooperation between all of the city departments and the Dunedin CPO's, has improved the preparation and safer presentation of special events as a result.
- CPO's worked the semi-annual "Operation Medicine Cabinet" initiative, with a primary drop-off location established in Dunedin.
- CPO's participated in the "Operation Pill Drop" initiative. This was a 30-day, state wide event, to reduce the amount of unused prescription pills in medicine cabinets which could be misused. This program was in addition to our regular "Operation Medicine Cabinet" that is a constant program.
- The CPO unit coordinated with the Toronto Blue Jay's Baseball, in order to prepare for spring training, as needed every season. This includes meetings and scheduling, along with actually working the traffic control initiatives. This includes closely working with

area residents on enforcing parking violations and ordinance violations in surrounding neighborhoods.

- CPO's support the local community and school groups, with numerous tours of the North District Station facility and providing presentations of specialized equipment (i.e. Humvee's, MRAP, boats, ATV's and Flight).

Bike Patrols / All-Terrain Vehicle Patrols:

- CPO Deputies are conducting ongoing bike patrols and patrols utilizing all-terrain vehicles throughout the city. These patrols include residential neighborhoods, businesses, city parks and schools, the Pinellas Trail and the Dunedin Causeway. These vehicles are used widely as essential alternative methods of patrol, for areas not easily accessed by normal patrol efforts.

Dunedin Causeway:

- CPO's and Deputies conducted increased patrols of the Dunedin Causeway to address ordinance violations most commonly violated. The new signage provided and maintained by the city, as well as enforcement has increased awareness of the violations, where the issuance of warnings and citations, has significantly decreased the number of complaints and violations along the causeway.
- Deputies addressed any new complaints, by utilizing efforts of directed patrols, routine enforcement, surveillance and all-terrain vehicles and bicycles.

Dunedin Causeway Initiative:

- CPO's were in plain clothes and unmarked vehicles attempting to identify violations on the causeway. Several violations were identified and handled accordingly.

Narcotics TIP Surveillance Initiatives:

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

Bike Theft Initiative:

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

Dunedin Burglary Details

- CPO's have conducted various details throughout the city to identify areas of interest in an attempt to reduce and/or eliminate burglaries. CPO's utilized vehicles and bicycles to achieve this goal. CPO's and deputies also passed out burglary brochures about locking vehicle doors and garages.
- CPO's conducted a package theft detail during the holidays to deter package thieves from stealing packages left at doorsteps of residences in the city.

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

- Dunedin CPO's continue to attempt to identify and decrease routine neighborhood complaints, with increased community contacts in various locations throughout the city and various means of enforcement as necessary.
- Bay Street and Bass Blvd, with a complaint of a harassing neighbor causing problems in the neighborhood and possible drug activity.

- Causeway Blvd and Gary Circle. Complaints of a business owner continually violating ordinance, harassing other business owners and failing to abide by code enforcement requests.
- San Mateo Drive and San Jose Drive. Complaints of a harassing neighbor, making abusive statements, tipping over garbage cans, then calling the city to complain of garbage on their property or animal complaints.
- Hammock Park. Complaints of domestic animals at large, with owners failing to control animals.
- Dunedin Causeway. Complaints of reckless driving and animals at large, along with alcohol violations.
- Bayshore Blvd. and Main Street. Complaints of crosswalk violations by vehicles and pedestrians.
- Each area has been, or is continually being addressed in various fashions, to either attempt to solve or reduce the number of complaints, with some initiatives still actively under investigation.

Emergency Response Vehicles:

- The Sheriff's Office and the City of Dunedin have still agreed upon the placement of the second emergency response vehicle, currently being housed at the #61 fire station. This brings two separate vehicles into the strategic placement for the city, or nearby surrounding areas, for use in emergency weather, or crisis situations.

Thanksgiving Meal Give Away:

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

Christmas Sharing Project/ Ride and Run with the Stars:

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

Pinellas Carefest Project:

- CPO's, Deputies and command staff participated in the "Pinellas Cares" project, where a Dunedin resident in need, was chosen for assistance. Deputies assisted with needed repairs at the residence.

Officer Friendly

- CPO's have received books for the Officer Friendly program and have read them at the Here We Grow Learning Center. CPO's continue to interact and read with the children.

Quarterly Sheriff's Corner / City Commission Meetings:

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

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

Dunedin Public Library

- Collaborated with the Dunedin Historical Museum to have the Dunedin Times digitized. Digitization project funded by the Dunedin Public Library Foundation, Inc.
- Worked directly with all Dunedin schools. Helped coordinate and participated in the Showcase of Schools, Walk to School Day, Great American Teach-In, numerous essay contests, Library Tours & Executive Partnership Program with Dunedin Elementary.
- Successfully submitted and was awarded funds from the federally supported E-rate program.
- The Library staff presented 1,480 programs for kids, teens and adults with a total attendance of 35,922 people.
- Received grant from Rotary for youth bilingual book collection.
- Completed library patron survey and presented results and Strategic Plan updates at a City Commission Workshop.
- Implemented new online resources for patrons including: ArtistWorks – online streaming videos for learning musical instruments and Fold3 – Military genealogy
- Collaborated with the Friends of the Library and the Library Foundation on numerous projects such as lease books at the Branch Library, book sales, Milliken annual meeting and other events and fundraisers.
- Updated library policies and procedures.
- Became only location in City with electric vehicle charging station and golf cart charging station.

Department of Finance

Purchasing

- Facilitated various bids for capital improvement projects; including the replacement of the Broadway Arch, replacement of County Road #1 miscellaneous water distribution valves and fittings, replacement of the WWTP methanol storage tank, the construction of a reclaimed water ground storage tank and booster pump station, construction of the Lakewood Estates drainage improvements and Monroe/Huntley Street improvements.
- Facilitated the Request for Proposal process for several projects. These include; the implementation of a pavement management system, the purchase and installation of new parking pay stations and the contracting for parking system management services.
- Completed an inventory of all equipment assets listed in the Fixed Asset module.

Accounting

- Earned FGFOA's Excellence in Financial Reporting award for our City's 2015 Financial Report.
- Initiated Direct Deposit for employee reimbursement checks.
- Reworked the Finance Departments Monthly Status report to provide more useful information, improved readability and most importantly, created an automated data retrieval process to save hours of preparation time.
- Developed in-house application that allows Finance to map the year-end trial balance accounts for CAFR Reporting. This new application will allow for a more efficient year-end close and CAFR preparation process. Year-to-year changes are saved and with each

trial balance import, unmapped accounts are automatically identified. In the past, this was performed by the auditors and required some lead time.

- Added analytical features to the G/L account mapping application which identifies major differences in account balances between current year and prior year. This allows staff to confirm the validity of account balances with further investigation. It's another huge time saver for the year-end process!
- Working with Payroll Department, a process was developed that creates electronic payroll registers. These are then used to upload data rather than hand key and allows for a highly streamlined payroll balancing routine.

Budget

- Adopted the FY 2017 Budget with no millage rate increase.
- Updated and implemented FY 2017 – FY 2022 Capital Improvement Plan.
- Received GFOA's Distinguished Budget Presentation Award which recognizes budget documents of the very highest quality meeting the guidelines established by the National Advisory Council on State & Local Budgeting and the GFOA's best practices on budgeting.

Department Wide

- Implemented a diversified approach to the City's investments which resulted in roughly \$40 million in interest-bearing timed and demand deposit accounts at the end of the year.
- Created/Revised financial projection models for the City's parking management system, spring training negotiation impact and capital improvement planning.
- Began developing a more-automated template for long-range financial planning for the City's funds with the intent of reduce keying errors when presenting to the Commission, Administration and the public. This template is expected to be available for use for the upcoming CIP and budget processes.

City Clerk's Office

- 2016 General Municipal Election
 - Assisted candidates for approximately a year, notifying of form and report deadlines.
 - Posted the Election Packet and all of the Campaign Treasurer Reports on the City's website.
 - The election process ran smooth with the exception of sign complaints.
 - The election on November 8, 2016 was conducted without error.
- Charter Review Committee.
 - Since September, the Charter Review Committee has held four meetings and is in the process of preparing its report and recommendations for the City Commission's review.
- Records Management.
 - Processed approximately 134 requests for public records and 125 requests for information.
 - 2015 agendas, backup and minutes were copied for long term retention and disaster recovery.
 - 221 cubic feet of records were destroyed following the retention requirements.

- Internal Clerk Indexing System was converted to an updated cloud-base (Image Silo) system enabling document uploads as well as continued reference to historical records.
- Filed the following annual reports: The Pinellas County Property Appraiser Leasehold Report and the State of Florida Compliance Statement.
- City Website Updates for the City Clerk's Office.
 - Ordinances from 2013, 2014, 2015 and the current 2016 with indexes are available.
 - Election Packets are available.
 - All the Board and Committee Enabling Resolutions are available.
 - The approved Board and Committee minutes of 2012, 2013, 2014, 2015 and the current 2016 are available.
- Cemetery.
 - In 2016, no grave spaces or cremorial niches were sold. Our office received inquiries for grave space to accommodate full burials; however, there are none available. There were 12 burials with a \$50.00 stake out fee totaling \$600.00. There were 4 transfers or assignments of burial space.
- Meetings
 - 28 Regular Commission Meetings
 - 22 Agenda Review Sessions
 - 04 Special Meetings
 - 07 Workshops
 - 04 Budget Workshops
 - 10 Local Planning Agency Meetings
 - 04 Charter Review Committee Meetings
 - 79 **total meetings** (plus 18 Department Staff Meetings)

Development Project Coordinator

- Increased public outreach through group emails for the Hammock and Dunedin Commons, and a dedicated webpage for Hammock updates.
- Created a webpage making DRC agenda packets and minutes available to the public.
- Eight (8) development projects were approved through the formal design review process in front of the City Commission.
- Forty-seven (47) external groups attended the DRC in 2016.