

# *Interim City Manager's Update*

## *Administrative*

March 6, 2017

This Update will refer to the events since the date of the last Update of February 6<sup>th</sup>, 2017.

## **PARKS & RECREATION**

### **Parks & Recreation Administration:**

- Submitted and reviewed the 2018 Parks & Recreation Department Capital Improvement Plan budget.
- Conducted a dedication of the new Fit Zone at Weaver Park made possible by partnerships with the Kiwanis Club of Dunedin and the Florida Department of Health of Pinellas County.
- Conducted a final presentation and received input and feedback regarding the future of the Land Dedication Ordinance (LDO) CRA Advisory Committee and prepared the Commission workshop presentation.
- Finalized the infrastructure review and tree mitigation fees for the Aberdeen Oaks development.
- Met with the Disability Advisory Committee to discuss ADA and inclusive designs in public playground and the possible funding donation for a wheelchair-accessible amenity.
- Continued design for the new Hammock Park playground.
- Attended the ERP demonstrations from the three software vendor finalists.
- Attended the Penny for Pinellas Listening Session at the Hale Center.

### **Marketing:**

- Finalized marketing materials, promotions and on-going plans for summer camp and the start of registration.
- Coordinated and presented the Parks & Recreation segment during the DCO's "Show Me Your Stuff" event.
- Started production of the next Parks & Recreation Magazine (summer edition).
- Met with staff and consultants to discuss user study, design and migration for the new City website.
- Finalized and distributed the Community Events schedule for April.
- Designed various flyers, posters and postcards for programs and events.
- Continued to monitor and create new parks and recreation events on the City's Facebook page.
- Continued maintenance and upkeep of Department webpages.

### **Special Events:**

- History Comes Alive had approximately 300 in attendance.
- Academie DaVinci's Run for the Arts had 80 participants; it was a beautiful day for a 5K race and the 1 mile run; 8-year old Scotty Spence completed the 1 mile run in 8:25.
- Mardi Gras Parade & Festival had a participation of approximately 20K.
- Honu Restaurant Anniversary-88 people attended the Luau, which included fire dancers.
- Stogies & Stouts at the Dunedin Brewery was another successful event with approximately 300 guests participating.

## **Recreation:**

### **• Community Center:**

- Community Center had a total of 11 rentals that brought in 700 guests (wedding reception/rehearsal dinner, makeup class, volunteer luncheon, baby shower and various City and Community meetings).
- AARP began their free tax aide service for the public. Each day was filled to capacity, and the volume of phone calls and walk-ins/inquiries regarding the service also increased by 30%.
- The Dunedin Showcase Kids Theater performed two shows of their production of “What Happened After Once Upon a Time,” bringing in a total of 150 guests.
- The American Cancer Society, Relay for Life, held their production of “Celebrate America” at the Center. The show included patriotic singing and dancing. A total of 300 patrons were in attendance.
- The Homeschoolers of Pinellas children are back for the spring and will utilize the Center every Wednesday until summer. The program has seen an increase of 30 additional families, making their maximum capacity of 85 families attending. The use of these programs continues to rent out every room in our facility.
- The Community Center hosted a Canadian Snowbird Gathering that brought in over 500 people. This event gave Canadians that reside in the Tampa Bay area some information on activities, travel and tips, while living in Florida.
- The Dunedin Concert Band’s “To Life! On Broadway” concert performed Broadway hits and old favorites. The group had a sold-out crowd.
- The Dunedin Community Chorus performed their “Timeless Treasures” concert.
- The Center continued to see an increased volume of patrons signing up for Recreation ID cards and getting involved in fitness, programs, and activities that are offered. Attendance in February was 4,062; up from 2,435 last month.

## **Fitness Center:**

- Fitness Center visits totaled 3,819 and group fitness visits totaled 2,771 for a total of 6,590 visits.
- Fitness Program attendance was up 551 visits or 19 visits/day for the month compared to February 2016.

## **Athletics:**

- Men’s Softball had 10 teams participating.
- 50 Years & Over Softball League had 5 teams participating.
- Sixty-five (65) athletic rentals were held in February.
- Had over 85 participants in tennis for the month of February.
- Had over 50 kids in North City Track. Track meet held at Dunedin High School had over 200 runners.
- Had 68 kids signed up for Youth Flag Football.
- Held a commercial photo shoot at the Little League Complex for Rogers Media.
- Little League had their Opening Day Ceremonies on Saturday, February 25.

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

- February 20-TGFH Day - 36 children spent their day off of school enjoying a trip to MOSI where they explored and learned through science exhibits including Mission Moonbase, Kids in Charge, Idea Zone, Saunders Planetarium and The Amazing You.
- February 24 - The Youth Advisory Committee and Staff hosted Midnite Madness, a special event for 235 teens and tweens. The event provided a night of fun and excitement battling through four extreme inflatables: hungry, hungry hippos, skee ball, wrecking ball and an obstacle course. Other event activities included game raids, mini skate park jams with snack food buffets, music and raffle prizes.
- Weekly basketball rentals remained steady as AAU basketball season continues.
- Staff worked on planning and preparing for boys high school basketball leagues to begin in March.

- Staff worked on future projects including Summer Camp planning, marketing, Flashlight Easter Egg Hunt, and Spring Fling Camp, FRPA Summer Games Workshop, Chef's on the Go and Dinner in the Park.
- Staff reviewed/updated the Summer Manual to stay abreast of child care trends and best practices.
- Staff updated level 2 screening process to maintain compliance with new Federal laws regarding working with children.
- Staff worked with Promise Time facilitator to schedule overlay enrichment programs.

#### **Hale Activity Center:**

- Held 57 adult classes and programs with a participation of 3,861.
- Held 5 meetings with an attendance of 51.
- Held a President's Banquet, sponsored by Horizon Bay Brookdale Living, with a participation of 65.
- Held two senior trips this month, each with an attendance of 55—Henry Plant Museum and Ringling Museum of Art.
- Hosted the Dunedin Council of Organization's "Show Me Your Stuff" event at the Center with 49 vendors and a participation of approximately 300.
- Project 18 Dance had a participation of 74.
- Total attendance for the month of February was 4,461.
- The Hale Center Staff and volunteers conducted several tours of the facility in February, promoting all of the program opportunities at the Center. They also worked on effectively explaining the Center's March schedule, which is impacted by the TBJ Spring Training games.
- Staff made preparations for the upcoming spring training parking operation at the Hale Center's parking lot.

#### **Highlander Pool:**

- Continued with the sprayground resurfacing project; set to be completed by March 1.
- Automatic backwash replacement is set to be installed by the beginning of March, along with sensor repair and new slide installation.
- Preparations were made for the sprayground season which opens on March 11.
- Prepared advertising for open staff positions for the upcoming swimming season.
- Held in-service training for current staff and will continue throughout March until the pool opens.
- Continued planning for summer in-service training.

#### **Parks:**

- Staff put out all of the parking signs for Spring Training.
- Painted the concourse at the stadium.
- Converted the fountain at the Library to a planter.
- Conducted a training session at Vanech Recreation Complex for Parks staff.
- Poured a concrete pad for a bike rack at the Community Garden.
- Poured a concrete pad for a bench in Hammock Park.
- Pressure washed the shelters at Edgewater Park.
- Cleaned up the corner of Marina Plaza and Victoria Drive.
- Provided logistical support for a variety of events, including the dedication of the Fit Zone at Weaver Park and the Arts & Crafts Festival downtown.

#### **Marina:**

- February's ramp use and visiting boaters:
  - Daily resident ramp users – 67
  - Non-resident ramp users – 25
  - Resident Annual Ramp Decals - 36
  - Transient Boaters - 19

- The last of the derelict boats will be auctioned off through Govdeals.com; closing bids March 8, 2017.
- The Marina is 94% filled, just leaving a couple of small slips by the boat ramp open.

**DUNEDIN PUBLIC LIBRARY**

- Presented 4 computer classes with an attendance of 26 people
- Notary Service at Library – 42 stamps
- Delivered 126 items to 24 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 170 hours of their time
- Adult Volunteers donated 206.5 hours of their time
- 307 patrons utilized the study rooms
- 162 seeds packets “checked out”
- E-books checked out – 1142
- E-audiobooks checked out – 419
- 3 Exams proctored
- 118 DVDs/CDs cleaned and put back in collection
- Webinars: Early Literature Webinar, Continuing Education, Library Legislative Webinar
- Staff attended the following meetings: Commission Meetings, Library Advisory, Friends of the Library and County E-books, Cataloging SIG, Youth Services SIG meeting, Adult Services Special Interest Group, Dunedin Youth Volunteers, Research Seminar
- Monthly meeting with Pinellas County Library Directors
- Attended Curtis Fundamental Elementary and Garrison Jones Student Advisory Committee
- Hosted Business Incubator Meetings on Thursday mornings
- Hosted Dunedin Community Garden workshop
- Held City Commission Listening Session
- Black History Month special program – Dr. Mary McLeod Bethune program
- Planning meeting of renovation of Friends area
- Friends of the Library held annual book sale
- Attended Dunedin Council of Organizations meeting and Board meeting
- Attended new city website planning meetings
- Staff Development Day
- Parks Department turned fountain into planter with landscaping
- Continued meetings on the City Enterprise system
- Visited New Port Richey Library
- Library Strategic Plan 2017-2020 approved by City Commission

**STATISTICS**

Door Count	32,139
Total Transactions	86,607
Adult and Youth Programs	110
Program Attendance	2192
Internet Usage (Adult & Youth)	3441
Wireless Usage	2885
AWE Early Literacy Station Users	348
Ipad stations	105
Items Added to Collection	1065

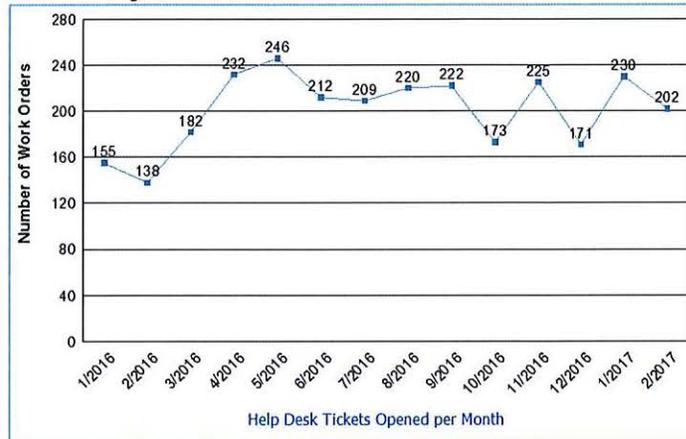
## INFORMATION TECHNOLOGY:

### *IT Services Help Desk Requests for the Month of February 2017:*

<i>Monthly Ticket Counts</i>	
Tickets Created	202
Resolved Tickets	215
Open Tickets	84
Malware Tickets	21

<i>Tickets by Priority</i>	
Critical Tickets	26
High Priority Tickets	32
Low Priority Tickets	144
Project Tickets	0

### *IT Services Help Desk Requests YTD for 2016-2017:*



- During the month of February 2017, the IT Services Division received and processed 202 help desk tickets.
- IT Services averaged 199.5 help desk tickets per month in 2016. The total tickets in February 2017 are a 8.52% increase compared to the monthly average in 2016. The increase in tickets is due in part to continued education to the staff to enter a work order for IT related services.

### *New IT Projects:*

- **Fiber Cable Damage** – On February 28, 2017, the City experienced a data and voice outage for the Dunedin City Hall, the Dunedin Public Library and the Hale Senior Center. The cause of the outage was due to an underground fiber optics cable that was severed by a contractor of the Clearwater Gas Company performing underground pipe boring. IT Services swiftly acted on the situation and contacted repair companies to replace the damaged fiber cables and reconnect the City data and voice services. The fiber cable replacement project took just two days instead a full week as initial thought.
- **Hale Center Public Training PC Replacements** – The computers in the Hale Senior Activity Center are scheduled for replacement with new Dell All-in-One PCs with Windows 10 for public training classes.
- **EOC/Training Room PC Replacements** – The computers in the Emergency Operations Center Room located at the MLK Center are scheduled for replacement with new Dell All-in-One PCs with Windows 10. These PCs will be used for EOC purposes as well as City employee training classes.



### *On-Going 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.

- **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.
  - January/February 2017 – Vendor Demos presented to City staff
  - February 2017 – Departments met to discuss top two candidates
- **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.
- **Internet Redesign** – IT Services is part of the steering committee to choose a new internet design and layout. The City is working with Vision Internet on the redesign. The Committee recently partook in a 2 hour online survey and design.
- **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.
- **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.
- **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. 
- **Micro Computer Installations for Training/Conference Rooms** – In collaboration with the Facilities Department, the City will install wall-mounted Dell Micro 3040 PCs in various training/conference rooms to be attached to the large LCD monitors in each of those rooms. These PCs will have internet access and allow departments to attend webinars, online training, as well as other module based training to a large audience. Each setup will include a wireless keyboard and mouse for access from anywhere in that room. The locations include:
  - Library Conference Room (Smartboard connection) – *installation completed*
  - Parks Mtc/Jones Building Break Room
  - Solid Waste Conference Room
  - Solid Waste Break Room
  - Engineering Conference Room

- **Permit Data Transmittal to Pinellas County Appraiser Office** –This on-going monthly project includes a transmittal of updated City permit data to the County’s database.
- **Security Cameras** – IT Services has met with vendors to review the City’s needs for the installation of security cameras in various City locations. This project will be coordinated with Facilities and the various departments affected by the cameras.
- **Security Cameras for Parks & Rec Buildings** –Just like the security camera projects for the MSB, Public Services and Technical Services Buildings, the Parks & Recreation Department is interested in the installation of new and/or replacement cameras in all of its building locations. IT Services will be meeting with vendors to review the needs for these 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 Louden 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.
- **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:**

- **Secure Storage of Equipment** – IT Services has collaborated with Facilities on a secure, climate controlled room for storing new and spare computer equipment. Half of the current “Radio Building” next to the IT Offices will be is used for storing old and reusable computer equipment. New shelving is being installed.

**COMMUNICATIONS**

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

- Facebook/Twitter Updates (Facebook has grown over 16,171 followers)
- Managed Social and Digital Media (Facebook, Twitter, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 569 subscribers • 127,533 view
- New City website community survey and internal UX core team meeting.
- Public Parking Update 2.0 outreach to residents, visitors and businesses
- Worked to create a full insert of new parking map in Dunedin Beacon.



- Generated news coverage for Downtown Parking update with additional free parking as story lead
- Attended finance software meetings hosted by IT and Finance.
- Social Media Archiving contract signed with PageFreezer
- Social Media Policy research
- Hosted Communications Table at Show Me Your Stuff Event.
- Hosted table at Downtown Market with PRAAC
- Assisted staff with use of recording gear meetings
- Recording for Penny for Pinellas Public Meeting at Library
- 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:

- February: Spotlight on Dunedin: Parking Update 2.0, Fenway update, Fit Zone Dedication and Parks and Rec Dinner in the Park.
- Produced and released first episode of “Your City at Work” featuring the Dunedin Water Department.
- 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.
- New City website photo upload prep with Vision
- Planning & Meeting for new website
- Online training sessions with Vision
- Regular site updates
- Website overview and analysis
- Training for web editors
- Homepage edit and design of Spotlight and Slides
- Flipbook uploads and management
- Digital photo editing
- E-notification distribution and management



## CRA/ECONOMIC & HOUSING DEVELOPMENT DEPARTMENT

- Downtown events in **February** included the Dunedin Downtown Market, the Dunedin Pipe Band performance, Sunset Stroll on Victoria Drive, the Art & Craft Festival, and the Mardi Gras Parade & Festival.

- Commission approved the Lease with Hubbard Construction Company for a construction staging area while improvements are made to include the following:
  - Repaving of Main Street/Skinner Boulevard (SR 580) between Alternate US 19 and Pinehurst Road,
  - Restriping for bike lanes,
  - Replacing the existing pedestrian signals at Bass Boulevard and Patricia Avenue, and
  - Repairs to drainage gutters, curbs and sidewalks where needed.
- The Living Room Right of Way Use Agreement was approved for outdoor seating at the corner of Highland Avenue and Main Street. The outside seating in front of The Living Room on Main will serve to attract people to the downtown and bring more interest to the eastern section of Main Street.
- Elaine Mann, Executive Director for the Florida Business Incubator, gave an update to Commission on the programs utilized to promote Dunedin as a welcoming place for business incubators and start-ups.



### **Downtown Parking Update (February 2017)**

- Resolution 17-06 (Downtown Parking Plan Version 2.0) was approved. Version 2.0 was based on the analysis of the data and input from several listening sessions. Downtown Parking Plan Version 2.0 enhancements are provided below:
  - The east and west ends of Main Street will be free to all users from Monday thru Friday, 10:00 am to 6:00 pm. Visitors will be required to pay to park in these areas on Monday thru Friday after 6:00 pm and on weekends.
  - A single hourly rate of \$1.50 will be used in all locations where paid parking is required.
  - There will no longer be restricted time periods for parking downtown and an unlimited time period will be used.
  - Employees will have the option of parking for free in the east and west ends of Main Street during the week from Monday thru Friday 10:00 am to 6:00 pm. After 6:00 pm during the week and on weekends employees may purchase an employee pass that has been reduced to \$45 for 3 months. The previous rate was \$90. Employees are not able to park in the heavy demand core area that has paid parking.
  - Residents may opt out of the Residential Permit Program providing the City with a Petition reflecting that at least 51% of the residents on that street do not wish to participate in the Residential Permit Program.
  - The City, through its parking management company, will have the ability to use an attendant in the larger parking areas during special events to charge a flat fee for parking, thus bypassing the pay station kiosk as means to be more efficient and reduce waiting time for the user.
- Commission gave direction to move forward with improving the unimproved lots at 715 Edgewater Drive and 362 Scotland Street.
- Updates to parkdunedin.com are being made on a continuous basis as we receive feedback from the public and City officials.
- The Communications Department will be leading efforts to inform the public of new changes to the Downtown Parking Plan.
- The Downtown Parking map with changes is on the web at parkdunedin.com.

## PLANNING AND DEVELOPMENT DEPARTMENT

- City Commission approved the following in **February**:
  - Resolution 17-06 – Downtown Parking Plan Version 2.0.
  - Second reading of Ordinances 16-26, 16-27, and 16-28, regarding a request for Annexation, Land Use Plan designation to Commercial General (CG) and Zoning designation to Form-Based Medium (FX-M) for the property located at 2801 U.S. Alternate 19.
  - Selection of the Historic Preservation Advisory Committee members.
  - New Amendment of Declaration of Restrictions for 1040 Broadway.
- City Commission denied the request for Design Review and Parkland Dedication for a three-story building comprising 20,000 sq. ft. of retail space, 18 condominiums, and basement parking for the property located at Main Street and Douglas Avenue (The Plaza, f/k/a M & D Lofts).
- A Visioning and the Comprehensive Plan presentation were made to Commission. The City of Dunedin partnership with USF was discussed and a “Possible Project List” was submitted for their review and input.
- A follow-up presentation on Development Incentives was brought before Commission. Each member was provided a “Commission Direction Scorecard” designed to help staff understand the Commission’s desire to keep, remove or adjust all of the development incentives in the current Land Development Code.

### **Code Enforcement**

- The **February** Code Enforcement Board heard 4 Old Business and 16 New Business cases, and accepted 14 Affidavits of Compliance. The board heard fine reconsiderations for one case.
- The Code Enforcement Board collected \$7,500 of unpaid fines and fees in February.

MANAGER'S UPDATE  
PLANNING & DEVELOPMENT DEPARTMENT - BUILDING DIVISION

MONTH: FEBRUARY 2017

PERMITS		
Total Permits Issued		431
Total Permit Fees Collected		\$101,827.68
Total Valuation of Construction		\$5,602,765.00
Permits by Group:	NUMBER	VALUATION
Building Permit	227	\$4,619,309.00
Electrical Permit	49	\$342,971.00
Fence Permit	29	\$11,836.00
Gas Permit	4	\$7,197.00
Mechanical Permit	66	\$363,158.00
Plumbing Permit	52	\$96,181.00
Sign Permit	2	\$1,600.00
Tent Permit	2	\$1,100.00
New Construction by Building Type:	NUMBER	VALUATION
New Single Family Residences	6	\$1,256,489.00
New Two-Family Residences	0	\$0.00
New Multi-Family Residences	0	\$0.00
New Mobile Homes	0	\$0.00
New Commercial Buildings	1	\$265,000.00
New Mixed-Use Buildings (Commercial & Residential)	0	\$0.00
New Accessory Buildings	4	\$19,073.00
BUILDING INSPECTIONS		
Building, Electrical, Gas, Mechanical, Plumbing:	NUMBER	
<b>TOTAL</b>	<b>1,051</b>	
LOCAL BUSINESS TAX RECEIPTS		
Business Taxes	NUMBER	FEES
	155	\$1,970.20

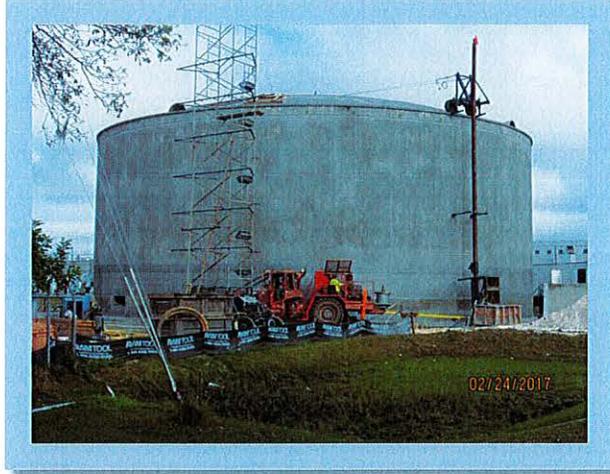
## **PUBLIC WORKS AND UTILITIES DEPARTMENT:**

### **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 is continuing. Tank walls and dome have been erected. Pre-stressed concrete shell fabrication is underway. Upon curing of the concrete, the tank shall be painted.



- **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 of the treatment process and potable water supply.
- Reconditioning of the filters has commenced. Filter #1 reconditioning has been completed and is awaiting media placement.
- Filter #5 media has been removed, internal piping was removed and inspected for damage, and filter interior has been sandblasted. Repainting of the filter interior is underway.

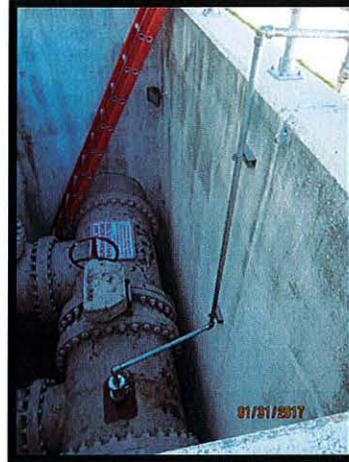
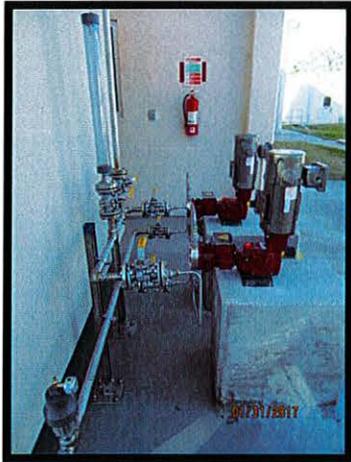
Inside view of Filter #5



- **Wastewater Plant Methanol Tank Replacement –**

- Replacement of the methanol storage tank at the Wastewater Treatment Plant with a new tank meeting current code requirements is underway.

- The new Convault methanol tank was installed on site and the dosing pumps have been installed and piped to the system. Final completion of the install is pending shipment and installation of final accessories from the tank vendor. Once installation is complete, the system shall be tested and placed into service.

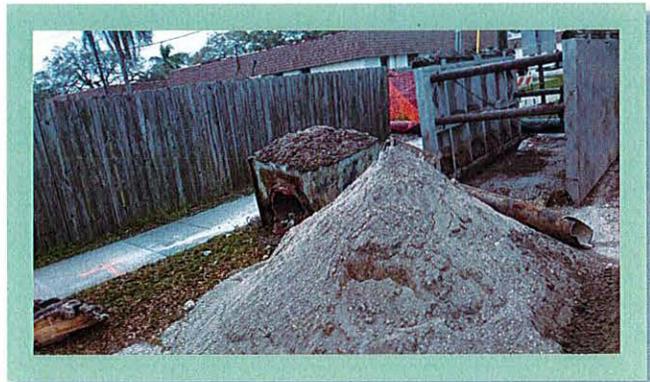


- **Wastewater Plant Headworks Redundant Discharge Pipe –**

- 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. The drop pipe into the system is being fabricated and will be installed upon completion.

- **Emergency Sewer Repairs at Patricia Avenue and Beltrees Street –**

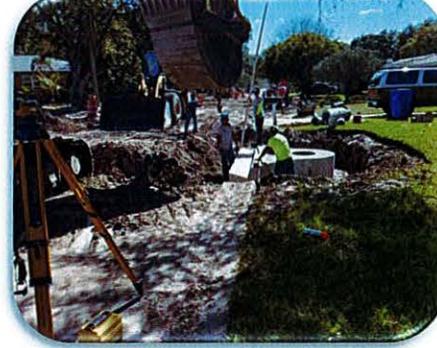
- A failure in the sanitary sewer system occurred in an 18” sanitary sewer line, located at the corner of Patricia Avenue and Beltrees Street. The failure was detected as a result of undermining of the adjacent sidewalk and surrounding ground, causing the area to begin to collapse. Due to the proximity of the adjacent roadway travel lane, this was deemed to be an emergency repair for obvious safety concerns to the public.
- Repairs included replacement of the manhole as well as damaged and settled segments of 18” clay sanitary sewer pipe, replacement of damaged storm sewer pipe, and restoration of the area.



### Stormwater Section

- **Lakewood Estates Drainage Improvements Project –** Construction of this project is currently underway (50% complete), consisting of the installation of large stormwater pipes within the right-of-way of Oakwood Drive, to be followed by the reinstallation of new curbs and roadway asphalt. Recently, the work continues along Oakwood, Parkwood, and Lakewood Drive. This \$4.7M dollar

project will address historic flooding issues in this neighborhood, has an 18-month duration, and is anticipated to be completed by March 2018.



### **Site Development**

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

### **Solid Waste & Recycling Division:**

- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling (PPR) subcommittee.
- Serve as staff liaison for the Committee on Environmental Quality (CEQ.)
- Staff did a recycling presentation for a 4<sup>th</sup>/5<sup>th</sup> Grade class at Garrison Jones Elementary. Along with discussing what is recycling, the students also talked about what items could be made from recyclable materials.
- Staff presented at the DCO's *Show Me Your Stuff* event on Saturday February 18<sup>th</sup>. Along with staffing a table providing informational materials and promotional items, staff also did a presentation on the Divisions services and programs.



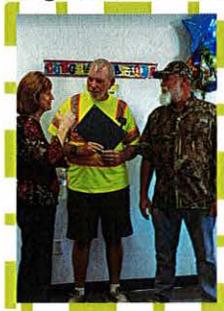
- Staff attended the Winter Solid Waste Association of North America (SWANA) conference in Tampa. The conference covered a range of topics pertaining to educational outreach, reporting of recyclable materials, and driver safety.
- In conjunction with 3<sup>rd</sup> party, waste management consulting firm, Kessler Consulting, staff conducted a recycling contamination audit of residential and drop-site materials. Samplings from all residential routes were collected and audited in the solid waste yard to determine the percentage of contamination (unacceptable materials.) contained in the recycling waste stream. Kessler will be analyzing this data and advise staff as to their findings. A cursory visual examination appears to indicate that Dunedin's residents are responsible recyclers!



- A multi-family waste audit was conducted for San Christopher (Condo) Villas on Wednesday February 15th. 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, one 65 gallon container full of recyclable materials was 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 debris.

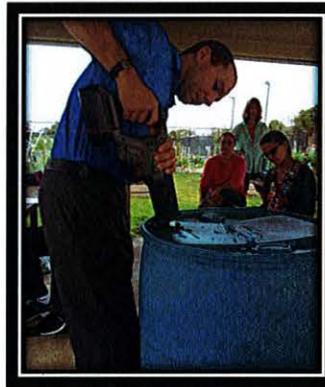


- Staff celebrated George Shades retirement. George was a loyal Solid Waste employee for 27 years!



### Sustainability Program Coordinator

- Working with Planning and Development on developing and presenting various projects to the Commission for 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 the stepping stone when it comes time for the City to overhaul the Comprehensive plan.
- Hosted a solar workshop titled *Solar Power: What it is, How it works, and How to get it*. At this workshop, residents learned the nuts and bolts of solar, and the cost benefit analysis of installing a system. Approximately 20 people were in attendance, including Commissioners Freaney and Tornga.
- Considering expanding our green efforts by incorporating a “green event” portion to the Special Event Guide. Staff will continue to work with Jorie Peterson, the City’s Special Events Coordinator, to ensure each event will be beneficial to the community.
- Hosted a Florida Friendly workshop on Saturday February 25<sup>th</sup> from 9-10:30 am at the Community Garden. This workshop pertained to rain barrels that can assist residents in achieving a Florida Friendly Landscape for their home. A total of 20 participants were in attendance. This workshop is in conjunction with maintaining our FGBC certification.



Attended Pinellas County’s EcoFun Festival at the Pinellas County Landfill to promote the City of Dunedin and how we are sustainable. While in attendance, families had the opportunity to take a tour of the landfill, sit inside a garbage truck, and listen to environmental presentations.



### Public Services Division:

#### Streets Section

- Continued new installations and repair of concrete sidewalks (800 SF).



- Installed bollards on Orange Avenue.



- Continued pothole and asphalt repairs (19 tons installed).
- Installed Military Banners on the Freedom Arch.
- Staff continues right-of-way tree trimming Citywide.
- Trimmed and hauled tree canopies for roadway clearance Citywide (12 tons).
- Continued Traffic Sign & Post maintenance Citywide. Manufactured (154) new signs, and replaced (26).
- Repaired utility cuts for the Water and Wastewater Divisions (10 Repairs).
- Continued hauling concrete and asphalt to the recycling plant, as needed (177 tons hauled).
- Conducted Confined Space Training.
- Provided Special Events support – Downtown Arts & Crafts, Mardi Gras, Spring Training, Odyssey in Mind, Show Me Your Stuff, and Friends of the Library.

### **Stormwater Section**

- Continued Arm ditch mowing.
- Continued residential street sweeping activities.
- Hauled 31.13 ton / 49 cubic yards of sweeping debris to the County Landfill.
- Continued stormwater pipe sediment cleaning. Hauled 2.93 ton / 4 cubic yards to the County Landfill.
- Continued inspecting and cleaning of stormwater treatment systems Citywide.
- Hauled 2.24 ton / 5 cubic yards to the County Landfill.
- Continued catch basin repairs Citywide.
- Continued ditch maintenance Citywide.
- Continued stormwater pipe maintenance and repairs Citywide.



- **Confined Space Training**



**Stormwater Program Coordinator**

- Attended the Peril of Flood Workshop hosted by Tampa Bay Regional Planning Council.
- Attended the FSA “Evaluating Stormwater Management Plan Effectiveness” webinar.
- Attended the USDA “How trees and urban forests really affect stormwater runoff” webinar.
- Attended the Pinellas County Quarterly MS4 meeting.
- Participated in a meeting with Jones Edmonds & Associates concerning the Curlew Creek Watershed Management Plan. The meeting highlighted specific areas of concern within City of Dunedin limits.
- Performed the final inspection for the Water’s Edge Court vacation of easement.
- Aided in the preparation and presentation of the USF CSPP course topics for the City of Dunedin Commission Workshop.
- Presented at the “Show Me Your Stuff” event. A 30- minute presentation was given on stormwater and how City of Dunedin residents can help our water quality. An exhibitor booth was also set up showcasing the message of “Only Rain Down the Drain”.
- Reviewed three projects in the DRC platform concerning stormwater permitting through FDEP and the SWFWMD. Also advised developers as to the need to maintain proper BMPs during construction.
- Reviewed two projects for Infrastructure Review and advised developers of potential site contamination permit requirements through FDEP and/or the SWFWMD, and proper BMPs.
- Looking forward:
  - Plan to attend the FDEP Quarterly MS4 meeting.
  - Plan to attend the quarterly Stormwater Advisory Committee meeting in April.

**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.

- Completed replacement of FDOT roadway light # 49, at Curlew Road and Belcher Road.



- Began Citywide emergency generator preventative maintenance.
- Completed Hammock Park restroom painting.
- Repaired main book area lighting at Library.
- Completed Public Services Administrative office exterior rehab / painting.



- Repaired pole-mounted lighting at Wastewater Treatment facility.
- Replaced fitness room circulating fans at Community Center facility.
- Replaced MLK Center storage room A/C unit.
- Re-opened Weybridge Woods pedestrian bridge after temporary rehab repairs.



- Added electrical outlets in Café at the Art Center.
- Installed electric for new hand dryers.
- Performed setup and breakdown activities associated with the Mardi Gras event.

## Wastewater Division:

### Plant Summary

- **Wastewater Treatment flows:**
  - Influent Average Daily Flow: 4.128 Million Gallons
  - Influent Monthly Total Flow: 115.574 Million Gallons
  - Reclaimed Water Average Daily Flow: 2.885 Million Gallons
  - Reclaimed Water Monthly Total Flow: 80.790 Million Gallons
- **Maintenance and Repairs:**
  - Outside contractor, Asco Services performed annual WWTP main electrical switch gear inspection. [No Issues].
  - The South Clarifier is off line for rehabilitation. Maintenance personnel emptied and cleaned the South Clarifier, prepping for an outside contractor to sand blast and recoat all metal surfaces with two coats of coal tar epoxy.
  - American Construction Services, Inc, is in the process of installing new methanol pumps and stainless steel piping, which is part of the Methanol Tank capital replacement project.
  - Maintenance removed and replaced overhead lighting at Facility #5; Anaerobic/Anoxic Tanks and at Facility #9; chlorine contact chambers, with LED lighting fixtures.
  - Maintenance staff removed and installed new reclaim pumps, #1 & #2, in the master reuse station Facility #16.
  - Semi-annual flow meter calibrations were conducted by outside contractor; Central Florida Controls. [No Issues].
  - Maintenance installed new Hach LDO dissolved oxygen probes into all aerobic digesters.
- **Compliance:**
  - January Monthly Discharge Monitoring report sent to the Department of Environmental Protection (FDEP) utilizing the new EZDMR format; [No Issues].

### Collections Summary

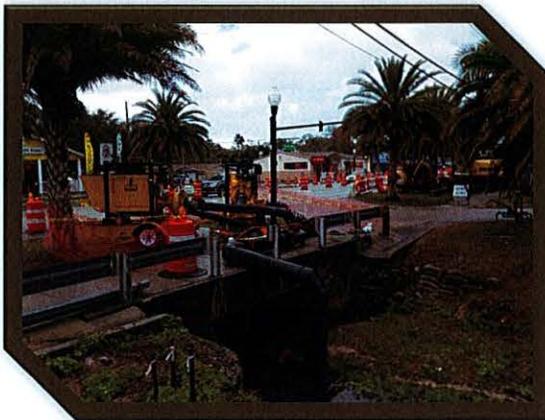
- Scheduled repairs:
  - **MAJOR** repair on 18" VCP (Vitrified Clay Pipe) line by City crews – on Beltrees, just downstream of contractor working at Patricia / Beltrees.



- Installed lateral liners (1) – San Salvador Dr.
- R/W clean outs installed – San Pedro Dr. (3), San Salvador Dr. (3)
- Lateral repairs (2) on Archimedes St., and Forest Dr.
- Manhole ring & cover replacements – Highland Ave., Bramblewood Dr., and Curlew Rd. (2)
- Mini Scout follow-up /inspections of laterals (6).
- Country Woods Ln. lateral repair – a hole opened up in right-of-way due to broken lateral under storm pipe.



- Unscheduled repairs / blockages:
  - Responded to citizen blockage calls (27); and daily utility field locates of sewer/fiber optics.
- TV / Vac Truck:
  - Investigate settling area / manhole sinking at intersection of Beltrees St. / Patricia Ave. (turned into Contracted Emergency Repair) with utility contractor, Rowland Inc.



- Manhole Ring & Cover replacement on Beltrees.
- Cleaned out LS #3 wet well (Weaver Park).
- Repair damaged lateral on Wood St. (old damage, during installation of power line).
- Located tap for new house on Orange Ave.
- Televised inspection of mains around Whispering Hills Apartments – heavy sand washed into main (Inflow / Infiltration).
- Assisted on miscellaneous repairs.
- Televised 2,238 LF with 11 setups and cleaned 4,742 LF of sewer mains.
- Cleaned 2 lift station wet wells.
- Lift Stations:
  - Met with Godwin Inc, for information on Lift Station Emergency pumps (2018 Capital).
  - Continued work on final testing with Siemens Programmable Logic Controller (PLC) change over, training on KP300 (TD200 replacement).
  - LS #26 – Curlew Trails / Fairway Footbridge – installed new Variable Frequency Drive (VFD) and pump.
  - LS #6 – reinstalled repaired pump.
  - LS #32 – troubleshot and replaced phase monitor.

- LS #11 – replaced dry side float.
- LS #10 – worked on emergency generator (on-site).
- LS #2 – researched exhaust fan replacement.
- LS #28 – installed transducer (changeover from float control).
- Repaired street and pole saws.
- Responded to SCADA alarms, with after-hours call-outs.
- Continued preventative maintenance:
  - Exercising valves,
  - clean out of check valves,
  - cleaned wet wells,
  - pulled/de-ragged pumps,
  - Grounds keeping, etc.

## **Water Division:**

### **Water Production**

- **Production Numbers:**

- |   |                        |
|---|------------------------|
| ○ Average Daily Potable Water Production: | 3.69 Million Gallons   |
| ○ Monthly Potable Water Production:       | 103.41 Million Gallons |
| ○ Annual YTD Potable Water Production:    | 118.82 Million Gallons |
| ○ Annual YTD Rainfall:                    | 2.82 Inches            |
| ○ Monthly Rainfall Total:                 | 1.77 Inches            |

- **Noteworthy Events:**

- Recipient of the 2016 Florida Department of Environmental Protection; Plant Excellence Award.
- Received the award at the 2017 Focus on Change meeting!



- Participated in the inaugural “Show Me Your Stuff” event held at the Hale Center. Staff manned a table during the trade show portion of the event and also provided a presentation of the City’s Utilities services. The presentation also reminded everyone (2) that Fats, Oils, and Grease (FOG) should never go down the sink drain, and that even though Flushable Wipes can be flushed, Golf Balls can be flushed as well, and that neither one should ever be flushed down the toilet.
- **Maintenance:**
  - Operators continue normal Preventative Maintenance (PM) program on plant equipment.
  - Vogel Contractors, Inc. continues work on the Green Sand Filter media replacement project.

### Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 7% complete, with approximately 666 backflows tested for the calendar year. The large meter program is 79% complete, with 53 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 1 new hydrant, repaired 8, replaced 2, and flow tested 187. During this time period, the Valve Program exercised 131 valves. For the year, the Valve Program has installed 2 new, replaced 0, repaired 0, and exercised 877 potable and reclaimed distribution valves.

### Wellfield

- The renewal of the City's Water Use Permit (WUP) application was submitted to the Southwest Florida Water Management District (SWFWMD) on February 13.
- Southeast Drilling, Inc, pulled the pumps at Wells #12, #13 and #29. New equipment has been ordered, once received; Southeast Drilling will return to these well sites and reinstall the pumps.
- Preparation of the City's Annual Well Field Report & Annual Reclaimed Suppliers Report is underway.

## FINANCE

### Department-wide:

- Continued - all staff participated in 3-separate multi-day ERP software presentations from the vendor finalists selected in the related RFP process.

### The Accounting Division:

- Continues with fiscal year-end closing, audit and completion of the 2016 CAFR.
- Began a process to Automate Accounts Payable transactions that are currently hand keyed. Custom MS Excel templates were created for use by the Rec Center, HR and Finance which use macros to export A/P expense account data. In H-T-E, import routines were designed to upload exported data. This in-house developed procedure is 90% completed. When done, this will save significant time and reduce the occurrence of errors for all three departments involved. New templates and macros were designed to be easily converted to new layout in the event the City elects to purchase new ERP software.
- Financial reporting requirements for fiduciary (or 3<sup>rd</sup> party) entities such as the Firefighter's Pension have been incorporated into our in-house developed CAFR application.
- CAFR application has been greatly enhanced to allow appealing viewing in both hardcopy/bound version and the on-screen/PDF version.

### The Budget Division:

- CIP meetings with all departments and Administration.
- Developed, created and delivered draft CIP document.
- Purchased two separate \$1 million CD investments.
- Hosted the Penny Prioritization Public Listening Session at the Library.

**COPY OF PAYMENTS PROCESSED FY2017**

DATE	CHECK	CHECK	EFT	EFT	EPAY	EPAY	
<u>PRINTED</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>TOTAL</u>
2/2/2017	63	\$245,131	13	\$114,475	2	\$4,948	\$364,554
2/3/2017	23	\$11,615	8	\$3,592	0	\$0	\$15,207
2/9/2017	96	\$731,381	3	\$16,085	0	\$0	\$747,466
2/16/2017	94	\$281,869	17	\$65,503	4	\$11,193	\$358,565
2/23/2017	98	\$755,266	5	\$33,409	5	\$14,092	\$802,768
2/28/2017	1	\$7,992	0	\$0	0	\$0	\$7,992
<b>TOTALS</b>	<b>375</b>	<b>\$2,033,253</b>	<b>46</b>	<b>\$233,065</b>	<b>11</b>	<b>\$30,233</b>	<b>\$2,296,551</b>

<b>Assessment Search Requests for the Month of February, 2017</b>				
<b>Routing Request</b>	<b>Charge</b>	<b>Requests</b>	<b>Collected</b>	
Expedited	\$ 35	47	\$ 1,645	
Standard	\$ 25	35	\$ 875	
Update (30 days)	\$ -	0	\$ -	
<b>Totals</b>		<b>82</b>	<b>\$ 2,520</b>	

**PURCHASING**

**CURRENT BID & RFP STATUS LIST**

**RECENTLY AWARDED**

- 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.” This item was awarded at the City Commission meeting on February 2, 2017.
- RFQ 2326 is titled “City Manager Recruitment Services.” The City received four (4) proposals by the Thursday, January 19, 2017 due date. This item was awarded at the City Commission meeting on February 28, 2017.

**UNDER EVALUATION**

- 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 Committee has created a Short-List of three companies. Presentations/interviews have been scheduled for late February/early March.
- 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 Committee has short listed three companies. Each short listed company provided City staff with an onsite system demonstration. The Evaluation Committee has reduced the number of vendors under consideration to two. The Evaluation Committee has requested additional information from those two vendors.
- RFP 17-1076 is titled “Community Visioning Exercise.” Submittals were accepted until 2:00 pm Tuesday, February 7, 2017. The evaluation process is underway.

**ACTIVE ON THE STREET**

- N/A

**UNDER DEVELOPMENT**

- RFP/Bid for recycling collection services.
- RFP for Consultant Services required for the marina dredging project.
- Bid for the relining of storm sewer pipes.

## **HUMAN RESOURCES**

- **Recruitment & Selection:**

- Positions posted during the month of February: Lifeguard (I & II) - Variable/On Demand positions.
- The Senior Public Works Designer, Project Engineer, Park Maintenance Worker I (PT), Solid Waste Driver/Loader, Firefighter/EMT and HR/Risk Manager positions are in the selection phase.
- Recreation Leader remains open until filled; these are
- Promotions during the month of February:
  - ✓ [Omitted last month] Matt Adams, Water Distribution Technician, January 4<sup>th</sup>
  - ✓ Seth Lyons, Park Maintenance Worker II, February 8<sup>th</sup>.
- Employees hired during February:
  - ✓ James McAfoose, Public Services Maintenance Worker I, February 1<sup>st</sup>
  - ✓ Kristine McIntire, Library Assistant, February 13<sup>th</sup>
  - ✓ David Kingsbury, Craftworker III (HVAC), February 20<sup>th</sup>.

- **Employee Benefits:**

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for February was \$241,733.60, which was a 15% increase from January's total. The Average weekly claim for February was \$46,424.95.
- 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<sup>st</sup>):

	<b><u>Employee Count</u></b>	<b><u>Participation Level %</u></b>
<b>Platinum</b>	47	15%
<b>Gold</b>	41	13%
<b>Silver</b>	48	15%
<b>Bronze</b>	47	15%
<b>Blue</b>	131	42%
<b>Total Eligible Employees</b>	313	100%

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

- Number of Employees with approved/pending FMLA: 16 - (Regular - 4, Intermittent - 12).
- Number of new requests in February: 4.

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

- One employee is currently working on a modified schedule (some restrictions).

- **Records Requests:** Number of Records Requests processed: 3.

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

- Number of Employees in DROP: 9.
- Employees who entered DROP during February: 0.

- **Performance Management:**

- Number of Coaching/Counseling or Other Disciplinary Actions: 0.

- **Employment Separations (Regular Full- and/or Part-Time):**

- Number of Separations from employment: 3
- Solid Waste Driver/Loader George Shade retired on February 28<sup>th</sup> after 27 years of City service.

- **Risk Management:**

- Workers' Compensation:
  - ✓ Number of new workers' compensation claims: 1
  - ✓ Total current open workers' compensation claims: 4; 2 employee are on light duty
  - ✓ Employees out of work: 1.
- Property/Liability Claims:
  - ✓ New Property/Liability Claims: 0; total open cases = 6
  - ✓ New Moving Vehicle Accidents: 0; total open cases = 4.

- **Other:**

- ✓ HR Director, HR/Risk Management Specialist and Consultant from the City's Risk Broker, the Gehring Group conducted HR/Risk Manager interviews February 6-9.
- ✓ HR Director and Payroll & Benefits Coordinator met with the Empower Retirement Client Relationship Director and the City's Retirement Plan Advisor on February 10<sup>th</sup> to discuss the City's new contract with Empower as the City's Record-keeper and Administrator for the employee 401(a) and 457 Plans.
- ✓ HR Director and Payroll & Benefits Coordinator attended the annual Plan Compass meeting with representatives from Humana and the Benefits Consultant on February 13<sup>th</sup>, and then discussed medical and pharmacy claims with the Benefits Consultant on February 16<sup>th</sup>.
- HR Director and Payroll & Benefits Coordinator are in process of making revisions to the Employee Service System Rules (ESSR). The process is expected to be completed in early 2017.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 9:00 AM Committee on Aging @ Hale Center 6:00 PM Library Advisory Committee @ Dunedin Library	28 7:30 AM Environmental Quality @ Water Plant 9:00 AM Work Session @ City Hall 4:00 PM Library will close at 4:00 pm due to the Mardi Gras parade staging on Douglas Avenue.	1 4:15 PM Community Redevelopment Agency Advisory @ City Hall	2 5:00 PM Community Redevelopment Agency @ City Hall 6:00 PM Commission Meeting @ City Hall	3	4
5	6 6:00 PM Dunedin Library Youth volunteers meeting @ Dunedin Library	7 2:00 PM Code Enforcement Board @ City Hall 5:00 PM Parking Traffic Court @ City Hall	8 8:30 AM Development Review Committee @ Planning Conf. Room 6:30 PM Local Planning Agency @ City Hall - CANCELLED	9 7:30 AM Public Relations Advisory Action Committee @ City Hall - CANCELLED 2:00 PM Fire Pension Board Special Meeting @ Community Center 4:00 PM Personnel Review Board @ Municipal Svcs Conf. Room	10 1:00 PM City Commission meeting with recruiter for the city manager search @ City Hall	11
12	13 6:30 PM Hammock Advisory Committee @ Community Center	14 8:00 AM Causeway & Coastal Waterway Advisory Committee @ Community Center 9:00 AM Work Session @ City Hall	15 3:00 PM Board of Finance Budget Sub-Committee @ Water Plant 4:00 PM Board of Finance @ Water Plant 4:00 PM Parks & Rec Advisory @ Community Center	16 10:00 AM Public Safety Committee @ Fire Admin. 4:00 PM Historic Preservation Advisory Committee @ Planning Conference Room 6:00 PM Commission Meeting @ City Hall 6:30 PM Youth Advisory Committee @ MLK	17	18
19	20 5:15 PM Marina Advisory Committee @ Harbormaster's Office	21 3:45 PM Dunedin Housing Authority @ 28050 US Hwy 19 N 5:30 PM Social Service Committee @ MLK, Jr. Center	22 8:30 AM Development Review Committee @ Planning Conf. Room 3:00 PM Board of Adjustment and Appeal @ City Hall 6:00 PM Friends of Library @ Dunedin Library	23	24	25
26	27 9:00 AM Committee on Aging @ Hale Center 6:00 PM Library Advisory Committee @ Dunedin Library	28 7:30 AM Environmental Quality @ Jerry Branch Berry Ranch 3251 Garrison Road	29	30	31 8:00 AM Arts & Culture Advisory @ Planning Conference Room 11:00 AM Disability Advisory @ Planning Conf. Room	1

No meeting for Edgewater Drive, Stadium or Stormwater.

## Development Project Update 3-6-17

*under*

<b>Current Projects - City Commission Review</b>			<b>LPA</b>	<b>CC 1st</b>	<b>CC 2nd</b>	<b>Appvd</b>	<b>const.</b>
Aberdeen Oaks	1441-1461 Virginia St	20 single-family home subdivision	√ <i>infrastructure under review</i>	√ <i>under review</i>	√	√	No
Arcadia	265 Causeway Blvd	16 4-story condos	√ <i>infrastructure under review</i>	√ <i>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>	√ <i>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	√ <i>in discussions iwth hotels</i>		√	√	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	√	√	√	√	No
Highland Ridge TH	949 Highland	13 Townhomes	√ <i>infrastructure under review</i>	√ <i>under review</i>	√	√	No
Leuken's Liquors - <i>amended</i>	1410 Main St	1-story liquor store- <i>revised; annex.</i>	√ <i>infrastructure approved</i>		√	√	No
Pura Vida	1413 Bayshore Blvd	8 Townhomes replacing bungalows	TBD	TBD	TBD		

*under*

<b>Current Projects - Staff Only Review Only</b>			<b>Comments</b>	<b>const.</b>
510 Frances St	510 Frances St	4 Townhomes	<i>permit under review</i>	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		Yes
7-11 Store	2198 Main/Belcher	convert existing Shell gas to 7-11, renovating bldg		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

<b>Potential Future Projects - City Commission Review</b>			<b>Comments</b>
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	

<b>Potential Future Projects - Staff Only Review Only</b>			<b>Comments</b>
536 Bay St	536 Bay St	2 SF homes	
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	
1650 Pinehurst	Faith United Church	1100 sf addition	
San Ruffino TH	1340 Bayshore Blvd	finish 7 townhomes previously approved, but never built	
227 Scotland St	227 Scotland St	4 or 5 townhomes	
324 Scotland	324 Scotland	convert photography studio to pub/café	

Fire Department Administration  
MEMORANDUM

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**To:** Douglas Hutchens, Interim City Manager  
**From:** Jeffrey Parks, Fire Chief *J.P.*  
**Date:** March 1, 2017  
**Re:** Monthly Report for February 2017

**Fire Prevention Division:**

Fire prevention staff worked with other city staff and a representative from the city insurance carrier to conduct a thorough inspection of the Florida Auto Exchange Stadium. This in depth inspection ensured the safety of both the visitors and employees who will be utilizing the venue over the next baseball season.

The fire prevention division determined the need for an additional fire hydrant to provide better protection to a light industrial area in the area of the Coca-Cola plant. Working with the water department an additional hydrant was installed in that area to provide a higher level of protection to the businesses in the immediate area.

New construction projects completed:

- VFW – 360 Douglas Ave – Remodel (Partial Completion and Opening)

Current projects:

- Fenway, 453 Edgewater - remodel
- Bob's Barracuda Bait Shoppe, 240 Causeway-interior remodel
- 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
- Dunedin Commons Apt. – 375 Patricia
- Arcadia Luxury Condo – 265 Causeway Blvd
- 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
- Artisan Lofts – 638 Douglas Ave
- 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)
- 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 – 104

Re-inspections - 7

Fire extinguisher training – 0

Plans Reviewed – 23

Partial Inspections (New Construction) - 4

Final Inspections - 5

Meetings - 48

Phone Consultations - 84

Fire Investigations – 0

Event Inspections - 10

Fire Safety presentations – 1

Public Education Contacts – 300

Station Tours – 0

Hurricane Awareness presentation – 0

Smoke Alarm Installations – 2

Home Safety Checks – 1

**Training and Safety Division:**

- Prepared training reports for the month of February.
- Attended Pinellas County Training Officers Group meeting.
- Administered Swim Test to new employee candidate.
- Updated department information on new hire candidate online service.
- Prepared new hire material.
- Continued annual SCBA mask fit testing.
- Instructed at 10 North County Training Live Fire Drills (SPC).

Total Training Hours: 1191

**Operations:**

<u>Type of Incident</u>	<u>Month of Feb</u>	<u>Year to Date</u>	<u>Emer Resp by Unit</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	522	1083	<u>EMS</u>		
Rescue Incident Response	65	141	<u>Station 60's Area</u>		
Fire Alarm	35	74	E60	150	4:23
Fire Incident Response	11	26	E61	19	6:13
Structure Fire Response	12	31	E62	14	5:39
Special	14	17	E51 (CFD)	4	6:44
Water Rescue Response	4	7	SR61	2	0:28
Major Incident Response	2	7	SR62	1	0:26
Support incident (Fire)	4	6	SR60	1	0:13
Unconfirmed Structure Fire	1	5	E48 (CFD)	1	8:51
Fire Incident Response Special	10	15	R48 (CFD)	1	7:19
Air Transport Incident	0	8	<u>Station 61's Area</u>		
Trauma Alert	6	10	E61	69	5:17
Support Incident (DC)	0	2	E66 (PHFD)	9	5:02
Medical Incident Special	2	3	E60	5	5:56
Support Incident (Medical)	4	7	E65 (PHFD)	1	8:20
HazMat Invest	0	0	<u>Station 62's Area</u>		
Moveup - Coverage	0	0	E62	89	5:00
Hospital Landing Zone	1	1	E50 (CFD)	10	5:29
Rescue Incident Special	0	1	E61	5	6:23
MVC Possible Extrication	2	4	E60	3	4:57
Medical	0	0	E65 (PHFD)	2	4:40
Brush Fire Incident Response	0	0	E48 (CFD)	1	5:47
Public Assist Call Dispatch	0	0	S65 (PHFD)	1	5:49
Storm Structure Damage - No Inj	0	0	<u>FIRE</u>		
Fire Alarm - Storm Mode	0	0	<u>Station 60's Area</u>		
Transformer/Pole Fire	0	0	T60	8	5:20
Tree Fire	0	0	E60	5	4:51
Extrication (Vehicle)	0	0	<u>Station 61's Area</u>		
Code H	0	1	E61	7	5:27
Training Drill	0	0	DU401	1	0:28
Cardiac Arrest Response	2	5	<u>Station 62's Area</u>		
Extrication	0	0	E62	2	4:40
Totals	697	1454	E65 (PHFD)	2	6:30
			E50 (CFD)	1	4:06

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

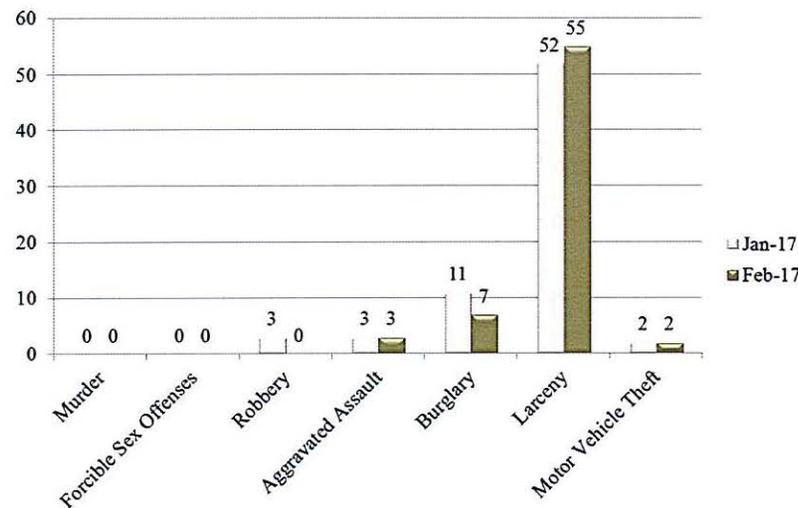


STRATEGIC PLANNING BUREAU  
 DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

February 2017

UCR Part I Crime Category	January 2017	February 2017	February 2016 YTD	February 2017 YTD
Murder	0	0	0	0
Forcible Sex Offenses	0	0	3	0
Robbery	3	0	1	3
Aggravated Assault	3	3	2	6
Burglary	11	7	18	18
Larceny	52	55	65	107
Motor Vehicle Theft	2	2	8	4
<b>GRAND TOTAL</b>	<b>71</b>	<b>67</b>	<b>97</b>	<b>138</b>



## Arrests

### February 2017

There were a total of 76 people arrested in the City of Dunedin during the month of February resulting in the following charges:

ARREST TYPE AND DESCRIPTION	TOTAL
<b>Felony</b>	<b>41</b>
Armed Trespass	1
Battery- 65 Or Older	1
Burglary-Conveyance	15
Burglary-Residential	1
Child Neglect	1
Criminal Mischief	1
Felony Battery - Prior Convictions	1
Felony Theft - Prior Convictions	1
Grand Theft - Auto	1
Grand Theft - Other	1
Leave Scene(With Death/Injury)	1
Murder	1
Possession Of Controlled Substance	8
Possession Of Firearm/Ammo By Felon	1
Sale Of Controlled Substance	1
Tamper/Harass Witness-Victim	1
Violation Of Probation - Juvenile	3
Violation Of Probation/Community Control-Adult	1
<b>Misdemeanor</b>	<b>39</b>
Animal Cruelty	1
Battery	1
Battery - Domestic Related	3
Dating Violence Domestic	1
Disorderly Conduct/Breach Peace	4
Disorderly Intoxication	3
Driving Under The Influence	1
DUI-Damage To Person/Property	1
False Name Or ID By Person Arrested	2
Inhale/Possess Harmful Chemicals	1
Loitering/Prowling	2
Petit Theft - Other Larceny	2
Petit Theft - Shoplifting	1

Prepared by: Casey Wilcox

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

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

- 2 -

3/8/2017

ARREST TYPE AND DESCRIPTION	TOTAL
Possession Of Controlled Substance	3
Possession Of Drug Paraphernalia	2
Refusal Submit To Test-Intoxicated	1
Resist/Obstruct LEO Without Violence	5
Spouse Battery	1
Trespass After Warning	1
Trespass On School Grounds	2
Trespass-Other	1
<b>Warrant</b>	<b>6</b>
Failure To Appear	1
Violation Of Probation/Community Control-Adult	1
Warrant Arrest	4
<b>Traffic Felony</b>	<b>5</b>
Driver's License Suspended/Revoked	3
Fleeing/Attempt To Elude LEO	1
Habitual Traffic Offender	1
<b>Traffic Misdemeanor</b>	<b>27</b>
Driver's License Suspended/Revoked	8
Driving Under The Influence	15
Leave Scene (With Damage)	3
No Valid Driver's License	1
<b>Grand Total</b>	<b>118</b>

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

## Deputy Activity

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There were a total of **3,054** events in the City of Dunedin during the month of February resulting in **5,108** 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 February. *\*CAD data is filtered by problem type.*

### February 2017

DEPUTY ACTIVITY	TOTAL
Traffic Stop	847
Assist Citizen	166
Suspicious Person	165
Information / Other	143
Special Detail	132
Suspicious Vehicle	96
Accident	79
Building Check Business	74
Supplement	74
Traffic Violation	61
Contact	59
Directed Patrol	59
Vehicle Abandoned / Illegally Parked	59
House Check	56
Transport Prisoner	53
Alarm	52
Burglary - Not In Progress	48
Noise	46
Lost/Found/Abandoned Property	40
911 Hang-up Or Open Line	33
Assist Motorist	33
Ordinance Violation	33
Theft - Not In Progress	31
Trespass	29
Civil Matter	28

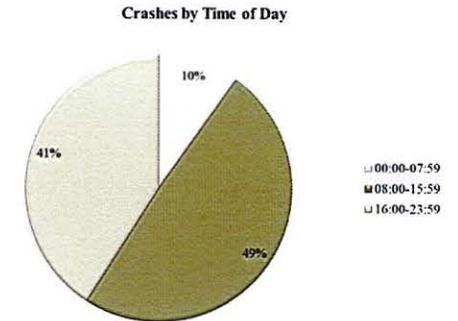
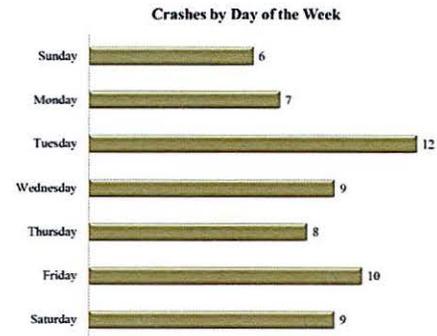
Prepared by: Casey Wilcox

Data Source: ACISS: UCR Offenses with Occurred Address, Arrested Subjects, Citation City Report  
CAD: Crime Analysis Views, Crime Analysis Incident History (Dispo- 7)

## Crash & Citation Analysis

There were a total of **61** crashes in the City of Dunedin during February 2017. \*Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

TOP 10 CRASH LOCATIONS	TOTAL
Curlew Rd / Alt 19	5
Main St / Belcher Rd	4
Alt 19 / Michigan Blvd	3
Main St / Pinehurst Rd	2
Virginia St / Keene Rd	2
Keene Rd/Main St	2
Main St / Friendly Ln	1
Edgewater Dr / Albert St	1
125 Patricia Ave	1
1120 Curlew Rd	1



There were a total of **823** citations and warnings issued in the City of Dunedin during February 2017.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
Main St & Pinehurst Rd	10
County Road 1 S & Main St	8
Belcher Rd & Main St	7
Curlew Rd & Bayshore Blvd	6
Belcher Rd & Ranchette Ln	5
Main St & Virginia St	4
N Keene Rd & Virginia St	4
Broadway & Washington St	3
Main St & Overcash Dr	3
Belcher Rd & Republic Dr	3

