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# City Manager Update

NOVEMBER 2025

## ***KEY DATES & EVENTS***

OCTOBER 24 - 31

Toronto Blue Jays play in the  
World Series

NOVEMBER 8, 1:00PM

Wines the Blues Festival

NOVEMBER 11

City Offices Closed for  
Veteran's Day

NOVEMBER 11, 11:00AM

Veteran's Day Ceremony in  
Pioneer Park

NOVEMBER 22, 1:00PM

Celtic Music Festival

NOVEMBER 27 & 28

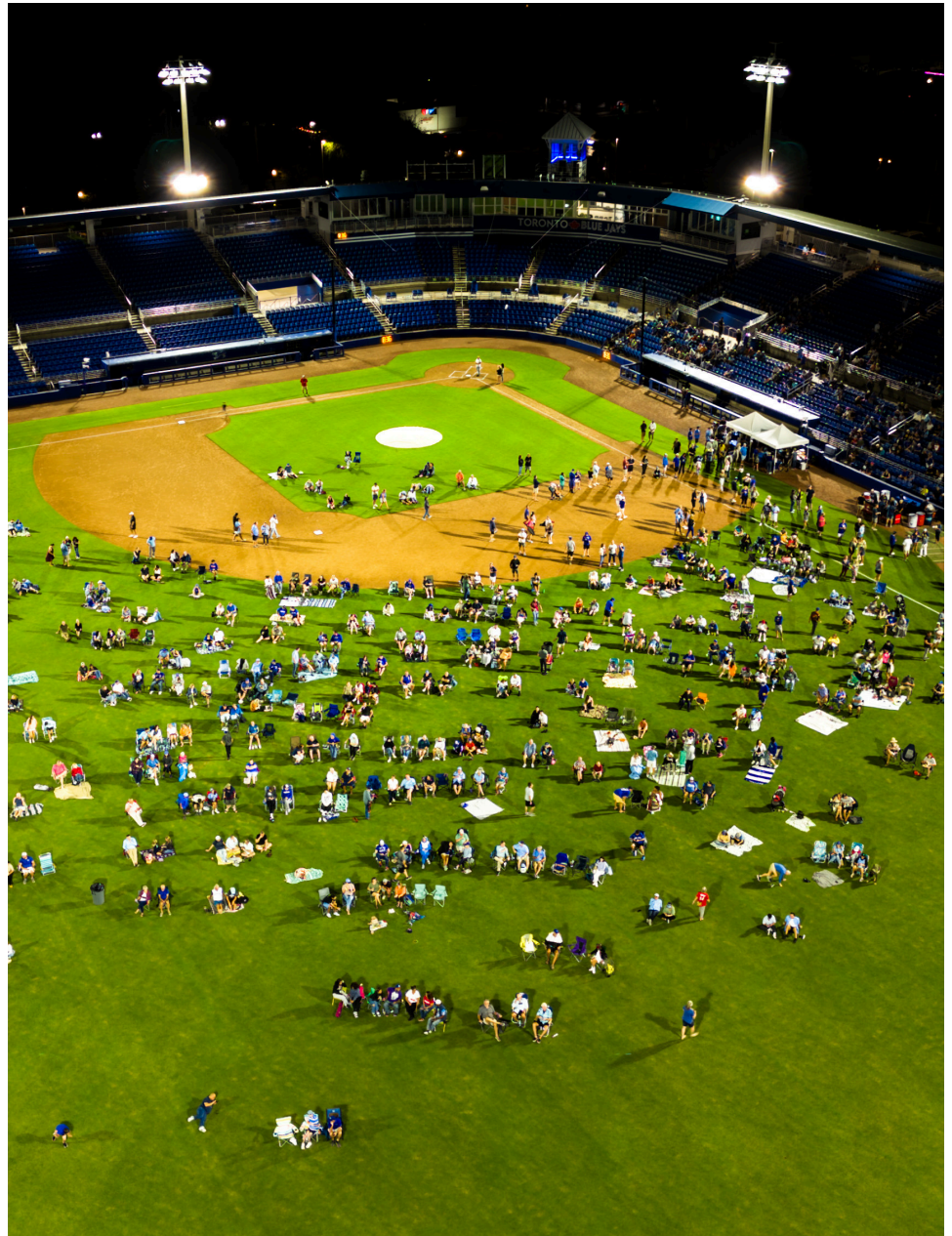
City Offices Closed for  
Thanksgiving

DECEMBER 4, 5:00PM

Holiday Tree Lighting at City  
Hall

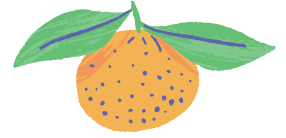
DECEMBER 6, 9:00AM

Breakfast with Santa



*Dunedin residents and neighbors attend a watch  
party in TD Ballpark to cheer on the  
Toronto Blue Jays in the 2025 World Series.*

# FINANCE



## Accounting

- Year End Close -Begin year-end close entries, coordinate data collection for actuarial reports, review fixed asset additions, and perform other year-end reviews/procedures.
- Continued work with Tetra Tech and FEMA for 2024 Hurricane storms, CAT A and B submission for both Helene and Milton complete as of 10/31.
- File and Pay Quarterly Permit Surcharge state reporting due 10/31.
- Attend Tyler training to set up Vendor Workflow approvals.
- Posted Accountant/Financial Analyst position 10/24.

## BID, RFP & RFQ Status List

**Recently Awarded:** 10/23/25- ITB #25-2531- "Laboratory Analysis for Water, Wastewater and Reclaimed Water Operations Services."

**Active:** ITB #25-2539-WTP Admin Building Hardening. Bids due 11/19

**Active:** ITB #25-2535-Loan/Grant Administration and Compliance Services. Bids due 12/10

**Active:** ITB #25-2540-Fishing Pier Replacement. Bids due 12/2

**Active:** ITB #25-2541-N Douglas Ave Drainage Improvements. Bids due 12/9

**Active:** ITB #25-2542-Sanitary & Stormwater Sewer CIPP Lining Contract. Bids due 12/9

**Under Evaluation:** ITB #25-2534-Old City Hall Park. Bids due 10/29

**Under Evaluation:** RFQ #25-2532-Mid-Town Parking Garage Project. Bids due 10/8

**Under Evaluation:** RFP #25-2536- WWTP Deep Bed Denitrification Filter Replacement, Bids due 10/28

**Under Evaluation:** RFP #25-2528- Dunedin Marina Design of Docks A and B Replacement.

**Under Evaluation:** RFP #25-2533- Livestream Broadcasting- Media Room Services for Commission Chamber.

**Under Evaluation:** RFP #25-2524- Disaster Recovery Consulting Services.

**Under Development:** N/A

**Rejected:** N/A

## CRF – Capital Recovery Fee (reclaimed water)

- 1 New CRF Loans at \$1,828.97 | No Payoffs | Paid at install: \$0.00

## Budget Updates

Completed the FY 2026 TRIM process and FY 2026 EDR report. Submitted reports to the State.

Prepared FY 2026 budget detail reports for all departments

Prepped and uploaded the FY 2026 project ledger budget in ERP system.

Prepared and distributed FY 2025 Budget-to-Actual Reports as of September 2025.

Presented the FY 2025 4th Budget Amendment to City Commission on 10/23/25.

# HR & RISK MANAGEMENT

Applications received in Oct: **300** | Total vacancies: **46** (full & part-time) | Candidates selected: **10**

Ongoing or Open-until-filled positions

- Lifeguard I, Recreation Leader, Cart Range Attendant & Firefighter/Paramedic are ongoing

Positions under review or in interview process

- Building Inspector, Senior Administrative Assistant, Wastewater Service Worker, Accountant/Financial Analyst & Assistant Director of Public Works are under review
- Craftworker I, Craftworker II, Budget/Financial Analyst, Librarian, Records Management Specialist, Rec Leader II Hale, & Public Services Maintenance Associate I are in interview process

Candidate has been selected for position

- Engineer, Environmental Specialist I, Environmental Program Manager, Firefighter (2 openings), Parks Maintenance Worker I (2 openings), Economic Development Manager, Administrative Coordinator, & HR/Risk Management Technician

**New Hires:** Paris Dzibinski – Recreation Leader II; Jakob Knudsen – Librarian; Darius Collins – Public Services Maintenance Associate I; Matthew McKee – Water Plant Operator; Cody Miller – Parks Maintenance Worker I; Nicholas Baldwin – Water Plant Operator; Matthew Hall – Recreation Leader II; Taylor Byrd – Firefighter; Troy Fowler – Firefighter

**Promotions:** Roman Johnson – Recreation Leader III; Nichole Allen – Recreation Program Coordinator; Michael Handoga – Fire Chief; Kimberly Barbour – Library Manager; Brett Harbauer – Public Services Field Technician; Steve Santana – Deputy Chief Fire Operations

## Self-Insured Medical Claims Experience

- Total Paid Medical & Pharmacy claims for October were \$592,787.98, which is 45.6% more than September's totals. The average weekly claims for October were \$118,557.60.

## Family Medical Leave Act (FMLA)

- YTD Number of Employees with approved/pending FMLA: 12 (Regular – 5, Intermittent – 7, Pending - 0). Number of new requests in October: 3

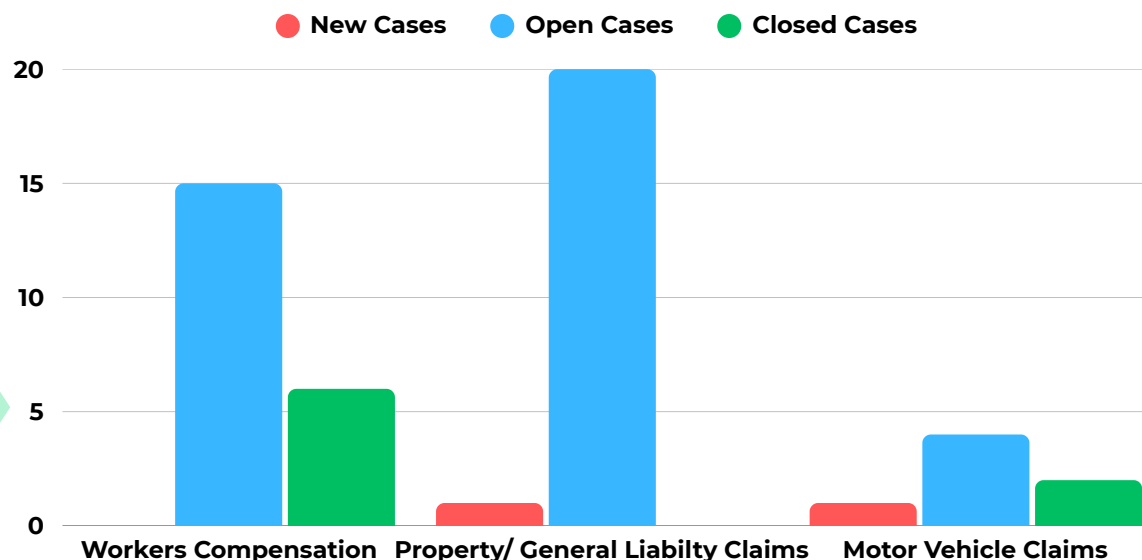
## Employees Currently Working Modified Duty, Non-WC & DROP (Deferred Retirement)

- Number of employees currently working on a modified schedule (some restrictions): 4
- Number of employees in DROP: 12
- Number of employees who entered DROP during October: 1

Days since last reported work injury: **35**

Number of disciplinary actions this month: **1**

## Risk Management & Safety Case Overview



# INFORMATION TECHNOLOGY

## Projects in Progress

### Estimated Completion

ERP ( <i>Enterprise Resource Program</i> ) Utility Billing System Upgrade	Summer 2026
ERP ( <i>Enterprise Resource Program</i> ) Cashiering System Implementation	January 2026
ERP ( <i>Enterprise Resource Program</i> ) NEW Resident/Utility Access Program	February 2026
ERP ( <i>Enterprise Resource Program</i> ) DigEplan Implementation into EPL	February 2026
Fiber Cable Audit ( <i>of whole city to determine viability</i> )	Summer 2025
Cybersecurity Training ( <i>for All City Employees</i> )	Ongoing
Microsoft Office 365 Training	Ongoing
Software Compliancy Monitoring Project	Ongoing
FY25 Annual Computer Replacements	Ongoing
Wire Management in all Network Closets	Ongoing
Implement E911 Service Citywide	Spring 2026
Citywide Security Cameras Repairs	Ongoing
Revising Information Security Policies	Winter 2026
Citywide Fiber Cable Vault Cleaning	September 2025
Wireless Microphones for Chambers	Winter 2026

## Future Projects

### Estimated Completion

ERP ( <i>Enterprise Resource Program</i> ) AR/GB System Implementation	Spring 2026
Upgrade and Move City Fiber Cabling at WWTP	Fall 2025
A/V installation at EOC	TBD
Wireless Microphones for Chambers	TBD
Fiber Cable installation between Golf Club House & Stirling Park	TBD
New Fiber Cabling Upgrades ( <i>citywide</i> )	TBD
Public Wi-Fi Installations in designated City parks	TBD

## Completed Projects

A/V Design Work for EOC
Replace Central AC Unit in Main Server Room
Fire Admin Building Data Cabling Installations/Upgrades
Voice & Data Connectivity in Public Services Renovated Buildings
Mandatory Cybersecurity Training (Phase 1) for all City staff

# COMMUNITY DEVELOPMENT

## Code Compliance Division

- Code compliance fines and fees collected: **\$71,418.16**
- Voluntary compliance rate: 89%
- Lien searches, lien releases and records requests: 27

## Planning Division

- **October 7:** City Commission to reviewed and provided direction on updates to the City's Multimodal Transportation Master Plan.
- **October 9:** City Commission approved first reading of Ordinance 25-07, amendments to the City's Floodplain Management Regulations
- City Commission approved first reading of Ordinance 25-08, land use plan amendment from Retail & Services (R&S) to Residential Low Medium (RLM), and first reading of Ordinance 25-09, rezoning from Form-Based Medium (FX-M) to Mobile Home (MH) for 1050 Main Street.

## Zoning Division

- Zoning and Land Use Inquiries: 133
- Short-Term Vacation Rental / Transient Use Inquiries: 14
- Zoning Verification Letters: 2
- Address Changes / Assignments: 1

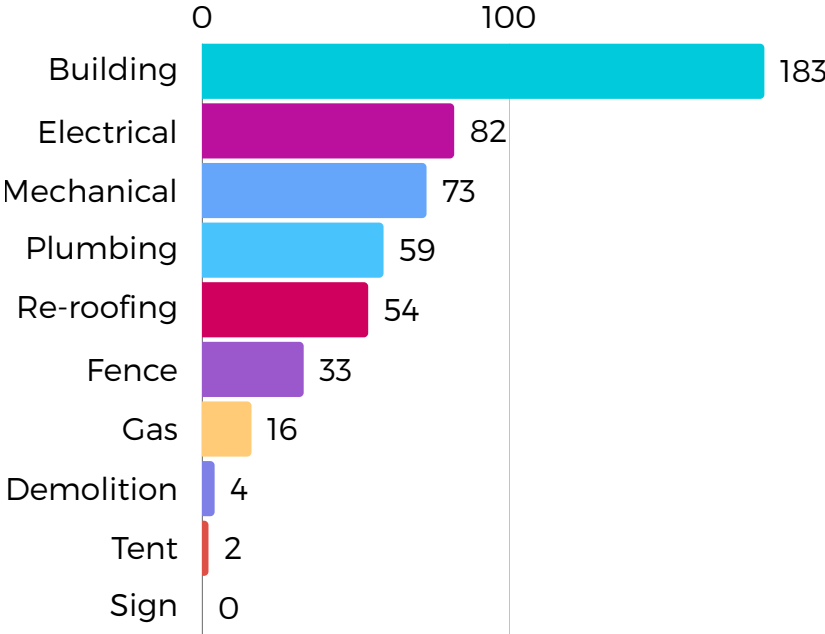
## Building Division

- Total permits issued: 506
- Total inspections: 1,217
- Total fees collected: **\$192,819**
- Total value of construction: **\$16,312,446**

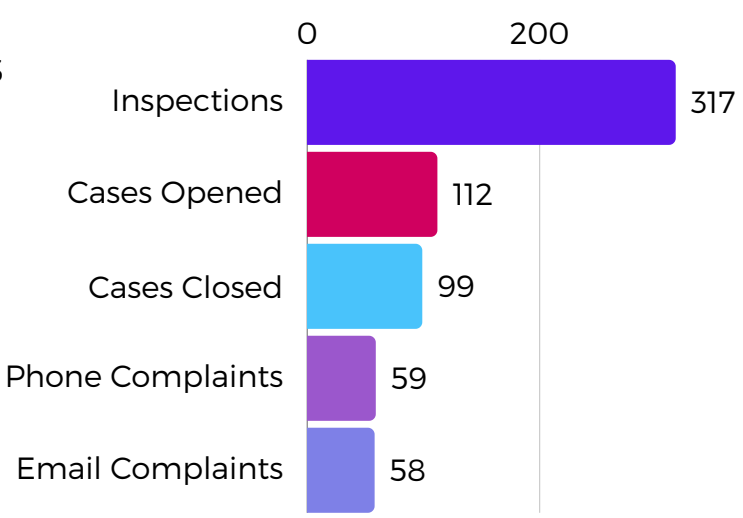
*Next Code Compliance Board Meeting: 12/2/2025*

**FREEBEE LOOP MOVED 1,398 PASSENGERS IN OCTOBER**

PERMITS ISSUED BY TYPE



CODE COMPLIANCE STATISTICS



# LIBRARY

## Completed Projects & Events

- Attended Cybersecurity Training
- Attended Pinellas Public Library Countywide Training Day
- Hosted Friends Volunteer Appreciation
- Hosted Author Ben Montgomery
- Walk to School Day at Dunedin schools
- Hosted Citizens Academy

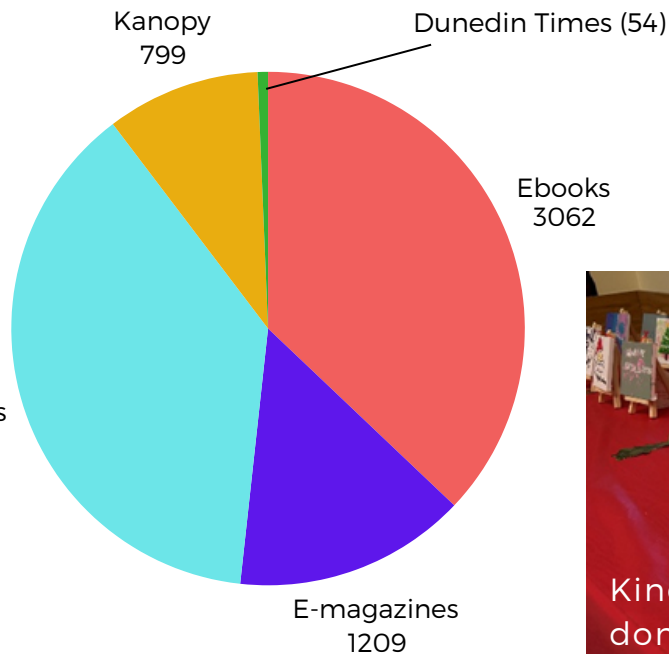
## Projects & Events in Progress

- Setting up new book vendor
- Digitizing Dunedin Times
- Worked on year-end statistics
- City CIP projects

**IN OCTOBER 2025, LIBRARY PATRONS  
DONATED 506 POUNDS TO DUNEDIN CARES**

*Vision Statement:  
Igniting the Community with Knowledge  
and Experiences*

## ONLINE USAGE



Total Transactions	37,684
Total Visitors	13,553
Computer Usage (minutes)	1,308
Wi-Fi Users	4,507
Youth, Teen & Adult Programs	108
Youth, Teen & Adult Attendance	3,444
New Library Card Holders	125
Outreach Patrons	16
Museum Passes checked out	63
Adult Volunteer Hours	117.75
Youth Volunteer Hours	123.75
Notary	21
Passports	44
Seed Packets Checked-Out	261
Items Received in Transit	7,879
Study Room Usage	252



Kind Kids Club mini masterpieces  
donated to nursing homes

**Next Library Advisory Committee Mtg: 10/27/2025**

# PUBLIC WORKS

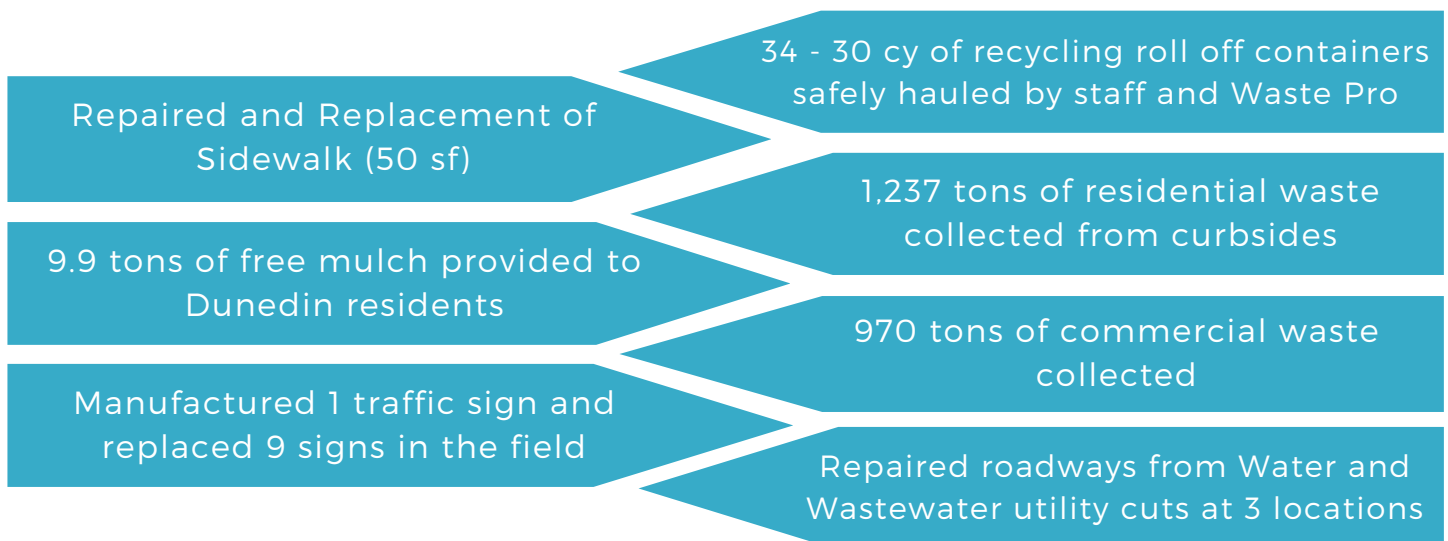
## Operations

- Michelle Monteclaro was promoted to Assistant Public Works Director and Savannah Bunch was promoted to Environmental Program Coordinator.
- Jake Denelsbeck and Savannah Bunch obtained Level I certifications from FSA
- Michelle Monteclaro attended StormCon as a speaker and panel participant
- Public Services workshop refurbishment completed.
- Completed the major upgrade at FS 62 for the kitchen/break room,
- Two air conditioning units were replaced at the Fine Art Center.
- Information distribution regarding Solid Waste service withdrawal from unincorporated Pinellas County kicked off on 8/29/25. Going smoothly thus far; first phase of retrieving Dunedin owned carts begins October 3<sup>rd</sup>.
- 18" ADS pipe was repaired at the seawall located at 2250 Lagoon Drive.
- Continued implementation of efficiency recommendations with PW Divisions.
  - Continued work on activity guidelines, work plans, building service level agreements
  - Used work teams to define improved workflow processes per division.
  - Commission approved the purchase of MaintStar Work Management Software.
  - Auctioned six trucks from Solid Waste per recommendations.
- Continued recovery from storm damages to open conveyance drainage systems.
- Staff attended City Manager Communications Meetings, Mandatory Customer Service Training, and how to complete ICS 214 forms.

## Vulnerability Assessment

- Sensitivity Analysis Report submitted to Florida Department of Environmental Protection (FDEP). Focus area report reviewed by staff and provided feedback to the consultant, WSP.

## SUMMARY OF QUANTIFIABLE ACTIVITIES



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# ENGINEERING

## Roadway, Drainage, and Interdepartmental Projects in Progress

- **Brady Drive Drainage:** Construction expected to start December; 60 day completion time
- **Locklie Brick Street Paving:** Construction complete
- **San Charles Dr. Drainage Improvements:** SWFWMD permit approved in May. Construction funding in FY26
- **Buena Vista Drive Drainage Improvements:** Survey work completed. Construction to be completed in a future year.
- **FY26 Mill & Overlay Contract:** Design is ongoing
- **Pavement Management System RFQ:** Sensors gathering data on pavement city-wide
- **Gabions Drainage System Repair:** Bid 9/24/2024. One responding contractor with a bid \$900,000 over estimate. Engineering rejected the bid and working with the Consultant to re-bid. Other sections of the gabion down stream of project area damaged by Hurricane Milton. Engineering working with a Consultant for design of repairs.
- **Marina Bulkhead Replacement and Repairs:** Construction in progress

## Utilities Projects in Progress

- **Lift Station 20 Rebuild:** HMGP Grant Close-out
- **Lift Station 32 Rebuild:** Construction in progress
- **WWTP Electrical:** Notice to Proceed on 11/10/25. Working through submittals
- **WWTP SCADA System Upgrades:** Construction in progress. Mobilization on site is scheduled for January 2026
- **WW Lift Station Control Panel / SCADA replacements (44 sites):** Under construction
- **Lofty Pines Septic to Sewer-Phase:** 1 FDEP closeout complete. Working with Pinellas County on grant reimbursement.
- **WWTP Outfall Piping Repair:** Awaiting grant reimbursement
- **WWTP Diesel Tank Replacement:** Project close-out
- **WWTP Chlorine Contact Chamber Rehabilitation:** Project close-out
- **Virginia Ave. 12" Watermain Replacement:** Construction in progress
- **WWTP Deep Bed Denitrification Filter Rehab:** Award to C&T Contracting on 12/4/25
- **WWTP RAS/WAS/Filter Feed Pump Replacement:** Awaiting 90% design drawings
- **WWTP Admin Hardening:** Project close-out
- **FY 24 Lift Station Rehabs:** Construction ongoing
- **New Production Well:** Reviewing 60% design plans
- **Patricia Ave WM Replacement:** Project close-out
- **Ranchwood & Hitching Post WM:** Construction in progress
- **Willow Woods WM Replacement:** In-house design is ongoing. 60% design review.
- **WWTP Window Replacement:** Project close-out
- **WTP New Windows and Doors:** Award to Best Home Protection on 12/18/25

# UTILITIES

## WWTP Maintenance and Repairs

- New Hidrostal grit Pump installed Fac#4 Headwork's. Staff repainted all grit piping.
- Southern Quality on site removed two trees for new generator rehab CIP project.
- Staff hung up no Trespassing signs at WWTP, no admittance signs posted on the Admin. Building.

## Compliance:

- September 2025 Discharge Monitoring Report was submitted to FDEP. No issues.
- DMRQA STUDY 45 completed, In Compliance, No Issues.

Activity	# completed
Manhole Repair	3
Clean-out Installs	31
Lateral Repairs	4
Lateral Liners	0
Main Line Repairs	5
Citizen Blockage Calls	8
Sunshine 811 Locate Tickets	374
Linear Feet Cleaned (Vac truck)	18,710 LF
Linear Feet Televised (TV truck)	8,563 LF   39 setup



## WWTP FLOWS

Influent Average Daily Flow	3.673M gal
Influent Monthly total Flow	113.886M gal
Reclaimed Water Avg Daily Flow	3.536M gal
Reclaimed Water Monthly Flow	109.611M gal
Final Effluent Avg Daily Flow	0.167M gal
Final Effluent Monthly total Flow	4.257M gal



## WATER PRODUCTION

Average Daily Potable Flow	3.30M gal
Monthly Potable Water Prod	111.93M gal
Annual YTD Potable Flow	1030.67M gal
October 2025 rainfall	0.80 in
YTD rainfall	33.07 in

## Water Production

- New security key access system for the water treatment facility has been installed
- Water Treatment Plant's Fire suppression system design plan is almost complete
- Water Conservation Campaign focusing the community to sign up for Eye on Water has resulted in 385 new resident sign-ups

## Water Distribution

- Residential Backflow Program 100% progress, 3384 tested, 2 new, 22 repaired and 9 replaced.
- Commercial Backflow Program 100 % progress, 1221 tested, 0 new, 0 repaired and 0 replaced.
- Reclaimed Backflow Program 99% progress and 3996 tested.
- Large Meter Program 100% progress, 79 tested, 0 new, 2 repaired, and 2 replaced.
- Reclaimed Valve Program 9, tested, 0 new, 1 repaired and 0 replaced.
- Potable Valve Program 10 tested, 0 new, 0 repaired and 0 replaced.
- Hydrant Program 43 tested, 0 new, 5 repaired, 0 replaced and 34 painted.
- The Line Locate Program has located 374 Sunshine 811 locate tickets for October

## Wellfield

- Wellfield communications and SCADA control have been successfully converted to our new VT SCADA.
- New Production Well# 97 Design plan is 60% complete.

# FIRE RESCUE

## Fire Prevention Division

- Received the Fire Prevention Month Proclamation
- Provided life safety inspections to multiple events

## Fire Prevention Completed Projects

- None

## Fire Prevention Current Projects

- 8 projects including new construction commercial, new construction condo, new mixed use, storage building, restaurant, and new build-out

## Training and Safety Division

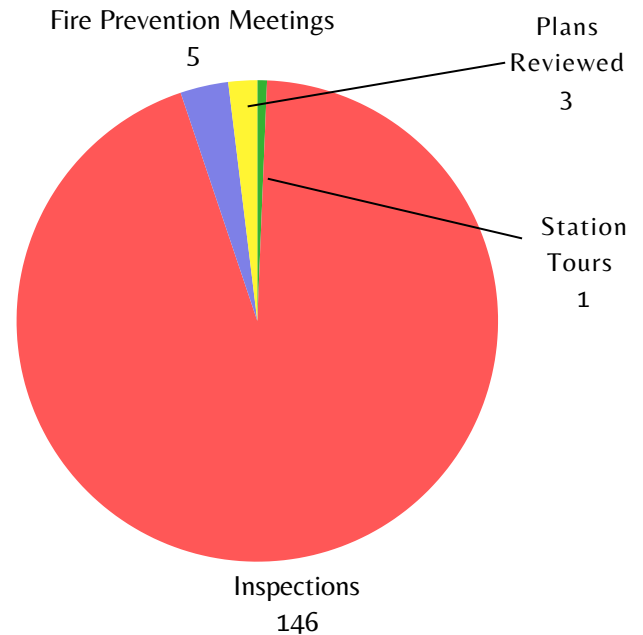
- Attended FFCA Health & Safety Conference
- New Hire Orientation for FF Smith

A SHIFT COMPLETED 284 HOURS  
B SHIFT COMPLETED 362 HOURS  
C SHIFT COMPLETED 264 HOURS

## Operations Division

- Crews responded to 854 incidents during the month of June
- FF Schick, FF Agakhanov, FF/P Weineke completed 30-day orientation period
- FF/EMT Bowers and FF/PM Gonzales performed an extraordinary life saving rescue of a resident from a burning home. They have received national attention for their bravery and swift action. *(see right)*

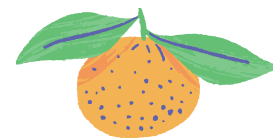
## FIRE PREVENTION STAFF ACTIVITIES



910 TOTAL TRAINING HOURS COMPLETED



# Kudos!



Sent: Friday, November 14, 2025

Subject: **Mac the new Dunedin Fire Fighter**

This was a great catch that could of been bad for us if it was put on a truck.

**Wayne “MAC” Oldham had another close call with a fire**, this time in the dumpster at the MLK center with some polyurethane that was put in there by a contractor.

Luckily he was quick enough to be able to get the fire dept out there in time to put the fire out before the dumpster sustained any damage.

Randy Knott

Sanitation Manager, City of Dunedin

