

Interim Manager's Update

Administrative

March 7, 2016

This Update will refer to the events since the date of the last Update of February 18th, 2016.

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering Division:

- **Production Well Rehab Program** – The Contractor, Southeast Drilling Services, Inc. has completed their work to rehabilitate potable water production Wells #5 and #85. Easement language has been reviewed by the City Attorney and has been placed on the March 16 meeting agenda for a motion to approve for the Mayor's signature. The installation of above ground piping and fencing at Well #50 (Patricia Ave.) and Well #95 (Jackson St.) has been completed. The electrical panels at these two locations are installed and operating. Well #2 (at City Hall) will begin in March. The Contractor's shop drawings describing remote telemetry equipment to be installed at the wells are being reviewed. A time extension has been accepted for the installation of additional equipment at 25 wells.
- **New Reclaimed Water Ground Storage Tank related projects** –
 - A temporary wireless link between the City's Wastewater Treatment Plant and the Coca-Cola Plant is being constructed to monitor reclaimed water delivery until a permanent monitoring station can be constructed by the tank and pump station contractor. A monitoring and controls coordination meeting with Coca-Cola and City representatives was held on February 8th.
 - The driveway connection is complete.
 - Tetra Tech, Inc. continues to finalize construction plans and specifications for bidding the new 2M gallon RCW tank and booster pump station project. Staff and Tetra Tech personnel held a 100% plans coordination meeting on March 4th in order to verify final comments and concurrence. An application for exemption from stormwater permitting has been approved by FDEP, the agency with jurisdiction over the site acquired from Coca-Cola.
 - SWFWMD approved the City's additional \$202,910 grant funding project request at its July meeting of their full Board. The City awaits SWFWMD's Amendment to the existing Grant Agreement to add these funds. These amended grant funds are in addition to the \$880,000 previously awarded by SWFWMD; totaling a multi-year grant award of \$1,082,910.
- **Water Plant Greensand Filter Media Replacement** – Plans are complete. The development of technical specifications continues for replacing filter media in the five existing greensand filters. The Water Master Plan has identified replacement of media in the existing filters as a first priority.
- **Wastewater Plant Methanol Tank Replacement** – The bid opening was held on February 16th and a recommendation to award the contract to American Construction Services, Inc., in the amount of \$298,995 has been placed on the March 16 meeting agenda for consideration by the Commission.
- **Wastewater Plant Headworks Redundant Discharge Pipe** – The recently completed wastewater plant Master Plan identified a corrosion concern with the deeply buried 24-inch DIP raw wastewater pipe between the headworks and the anoxic/anaerobic basins. King Engineering Associates, Inc. (KEA) has finalized construction plans and specifications. The bid advertisement for this project will be in March.

- **County Road 1 Valve Replacement** – This contract was awarded by the Commission on March 3rd to Rowland, Inc. in the amount of \$645,582.70. Various improvements to the City’s existing 16-inch water main and associated valves located within the right-of-way of CR 1, north of Main Street, are planned with this project.
- **Heather Ridge Blvd. Water Main** – Construction plans have been prepared for a new 8-inch PVC water main along the east side of Heather Ridge Blvd., between Main Street (S.R. 580) and Evans Road. This water main will allow three fire hydrants to be placed along Heather Ridge Blvd., and for connection to the existing 24-inch water line within Main Street. The FDEP permit has been received. Construction by City forces can begin as soon as work schedules allow.

Stormwater Section

- **Lakewood Estates Drainage Improvements Project** – All permits and easements are in-hand. Staff had a follow-up meeting in December to update SWFWMD concerning the grant agreement funding timeline, and our progress in acquiring the necessary easements; the SWFWMD funding agreement was revised with new bid dates. Funding for this project comes from the Stormwater Utility Fee, and a SWFWMD CFI Grant. The previously approved SWFWMD grant agreement and funding commitment of \$968,000 towards construction related expenses remains in effect. Engineering has met with multiple divisions to update, and finalize this project. The City Attorney’s Office completed their review, on March 7th, of the Project Contract Documents, and as such, this project will be bid this month.

Roadway Section

- **Michigan Boulevard Reclamation Project West of Pinehurst Road** – At 95% complete, the construction of the roadway improvements to Michigan Boulevard, from east of Bayshore Boulevard to west of Pinehurst Road, are nearly complete, except for some minor punch list items. The contractor, Asphalt Paving Systems (APS) committed to an aggressive timeline and completed their work by mid-March, prior to the Highlander Games. Meeting this deadline while delivering a good quality project was a great success for the City and APS. Following close-out of the western portion of the project, staff will pursue and recommend a change order during April / May to finalize the remaining section of Michigan Boulevard, east of Pinehurst Road to CR 1.



- **Pavement Management Program** – At present, the City has advertised an RFQ to select a consultant to perform a roadway and asphalt inventory of all the City Roadways and City Owned Parking Lots. Once the Consultant is selected and the work has been authorized, all roadways will be assessed and assigned a Pavement Condition Index (PCI) number, so that an objective analysis can be performed on each section of roadway, and a specific asphalt treatment can be applied to that specific location. The

consultant will make recommendations as to the type of treatments to use, and where to use them. The PCI for each location is based upon a degradation curve, where a new road is assigned a value of 100, and a failing roadway is given a lower number based upon standardized assessment criteria. Once the RFQ process has been completed, staff can provide more details as to the intended deliverables.

- **FY15 Annual Street Resurfacing** – The reinstallation of streetlights in the Marina parking area, north of the Commercial Docks, is expected to occur in March.

Miscellaneous

- **West Wall Construction** – The Engineering Division has been overseeing the Contractor, George Solar, during the reconstruction of the West Wall. The Deadmen and tie-back rods are presently being completed on the North End of the project. Once the Contractor is complete on the North section, the work will move southward. The work along the Intra-Coastal portion of the project is anticipated to be complete during the month of March. The project is anticipated to be completed in late April.
- **Dunedin Historical Society Trailside Bookstore Project** – New concrete pavers were installed for the parking area over the newly constructed underground stormwater system. Staff is coordinating with Dunedin High School Architecture Program on their construction of the Trailside Bookstore structure.
- **Causeway Boulevard Improvements Near Public Restrooms** – The new artistic bicycle rack was dedicated on February 19th. The center driveway at Sail Honeymoon will be removed and guardrails will be installed by the end of April.
- **Engineering Site Infrastructure / Development Review Participation:**
Projects discussed / researched as part of DRC meetings – (4)
Site / Infrastructure plan sets reviewed – (4)
Reviews performed within the recommended time frame – (4)

Public Services Division:

Streets Section

- Continued repair of concrete sidewalks (2100 SF).
- Continued pothole and asphalt repairs (31 tons installed).
- Staff continues right-of-way tree trimming citywide. Trimmed and hauled tree canopies for roadway clearance in Waterford Crossings and Weybridge Woods (44 tons).
- Continued Traffic Sign & Post maintenance citywide as needed. Manufactured 55 new signs.
- Repaired utility cuts for Water and Wastewater Divisions (7 Repairs).
- Continued hauling concrete and asphalt to recycling plant as needed (101 tons hauled).

Stormwater Section

- Arm ditch mowing (approximately 3,200 linear feet) east of CR1.
- Continued residential street sweeping activities. Hauled 21.63 tons / 42 cubic yards of sweeping debris to the County landfill.
- Conducting in-house emergency gabion repairs on the Pinehurst drainage canal.
- Keystone Excavators Inc., scheduled to commence emergency gabion repairs on the Ravenwood drainage canal the week of March 14, 2016.
- Continued conducting permit required sampling of street sweeping and stormwater sediment materials.
- Contracted cleaning of Sky Loch retention pond, scheduled to commence on March 7, 2016.
- Continued right-of-way and drainage ditch mowing Citywide (32,000 LF City forces, 230,000 SF contracted).
- Continued storm drain cleaning activities with Vac-Truck in Area II.

Stormwater Program Coordinator Update

- Assisted with a presentation to the Commission on “Septic Tanks and Fecal Coliform TMDL's: Abandonment Concepts”.
- Formulated a plan to utilize carryforward funds from FY15 for the Cedar Creek Channel A & C Alternatives Analysis.
- Worked with cross departmental staff members to draft the scope for the new Stormwater Master Plan Update.
- Serve as staff liaison for the Stormwater Advisory Committee.
- Attended the Pinellas County quarterly MS4 Municipal meeting.
- Attended the Achieva Dog Park Grand Opening on February 6th. While there, information was conveyed to guests pertaining to “only rain down the drain”, and the importance of always picking up after your pet. 67 people signed the “Scoop the Poop” pledge. Approximately 150 people were in attendance.
- Reviewed three projects in the DRC platform concerning stormwater permitting through FDEP and the SWFWMD. Also instructed developers in the need for proper BMP's during construction.
- Aided in the development of the stormwater CIP outlook.
- Trained with Joseph DiPasqua on Viewpoint and how it can be utilized to capture projects that may need permits through FDEP or the SWFWMD. This data is utilized in the MS4 Annual Report.
- A new segment has been added to the Infrastructure Review process to incorporate stormwater and environmental concerns. This section has been added for the review of possible site contamination in the event of dewatering, permits needed through FDEP or the SWFWMD, and to check that proper BMPs are planned.
- Looking forward:
 - Mangrove trimming along Edgewater Linear Park and Youth Guild Park to commence 3/1.
 - Finalization of the Cooperative Agreement between Pinellas County and the Cities of Clearwater and Dunedin for the Development of the Comprehensive Water Management Plan for Curlew Creek and Smith Bayou.
 - Stormwater budget preparation for FY17.
 - Begin the Cedar Creek Channel A & C Alternatives Analysis through King Engineering.

Facilities Section

- Currently coordinating with Dunedin High School Architecture Program on construction of the Trailside Bookstore structure.
- Repaired interior bunkroom wall at Fire Station #62.
- Repaired generator for Fire Station 60 after coolant loss.
- Performed D.E.P. AST diesel tank inspections city-wide.
- Repaired 2” potable water line at Fire Station 60, struck by vehicle.
- Contracted with Pure Air Systems for remedial I.A.Q. testing at the 737 Loudon facility.
- Installed new humidity controlling sensors at the 737 Loudon facility.
- Currently coordinating with Streets Section for (2) bridge painting projects in Harborview neighborhood (Harborview and Palm Blvd).
- Installed electrical for, and mounted two hand dryers at Skinner Jackson Restrooms.
- Set up the Fine Art Center Trashy Treasures event.
- Set up and worked the House of Beers event.
- Continued addressing Code / Safety Inspections city-wide.
- Inspected and made necessary repairs to all exit and emergency lighting city-wide.
- Fabricated and installed weather proofing for rooftop mechanical duct system at 737 Loudon facility.



- Replaced electric service for brick sign at Milwaukee entrance to downtown after vehicle accident.
- Repaired monument sign lighting at Patricia Avenue and Purple Heart Park.
- Approximately 400 HVAC filter replacements continue Citywide throughout our 31 buildings on a monthly cycle.
- Attend Supervisory training through Pinellas County Consortium.

Solid Waste & Recycling Division:

- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling subcommittee.
- Serve as staff liaison for the Committee on Environmental Quality.
- The Sustainability Coordinator will assist the local chapter of the American Water Works Association (AWWA) for their upcoming Water Festival Event, to be held in April/May of 2016. Christina will be the festival's exhibit coordinator.
- Staff also placed posters on sandwich boards with the Pinellas County Hazardous collection schedule at the following City facilities: Library, Community Center, Utility Billing.
- Staff was in attendance at the February 23rd County Commission Meeting to speak on the second reading of Case No. Q Z-33-12-15. This case was a request for a zoning change on the proposed North Satellite Site for electronic and chemical collections on US Highway 19. The County Commission did approve the zoning change, which will allow Pinellas County Solid Waste to move forward with their plans to make this location a permanent collection area for hazardous items, open once per month. This will greatly assist northern Pinellas residents with their needs of disposal of hazardous items.
- On Saturday February 6th the City's Stormwater and Sustainability Coordinator were in attendance at the grand opening of the Achieva Credit Union's Paw Park. While there, staff asked patrons to take a pledge to always pick up after their pets to reduce the amount of fecal matter going into our waterways. A total of 100 people signed the pledge.



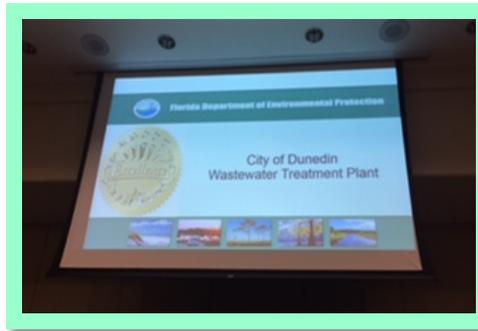
- The Sustainability Coordinator and Water staff attended a water seminar entitled Focus on Change. The seminar covered DEP’s new regulation for Water and Wastewater infrastructure/reporting.
- The Solid Waste Department is coordinating with Duke Energy to host a City-wide safety training on March 18th. The training, entitled “Electrical Utility Safety Training” pertains to many departments throughout the City; departments who perform work in the air, operate larger vehicles, and dig underground. 79 employees have already signed up and more are anticipated as the date draws near.
- The City’s Sustainability Coordinator attended a seminar hosted by Keep Pinellas Beautiful titled Collaborating for Clean Communities. While in attendance, Christina heard success stories and discussed current initiatives, developed new ideas for NPDES programs and effective communications for visitors and residents, as well as, identifying potential collaborators for future projects. The discussions generated from this topic will be used in future collaborations on ways to improve effective behavior.
- Staff’s repurposed item from Engineering installed at the Lake Haven recycling site and stocked with helpful disposal info on what staff determined to be the “hot” topics based on customer inquiries has already supplied over 1,000 informational flyers to our residents! In the two months following installation it’s averaging over 500 per month. Staff is looking at installation of a similar info center at the Michigan recycling site.

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.478 Million Gallons
 - Influent Monthly Total Flow: 129.848 Million Gallons
 - Reclaimed Water Average Daily Flow: 2.166 Million Gallons
 - Reclaimed Water Monthly Total Flow: 62.811 Million Gallons
- **Maintenance and Repairs:**
 - Maintenance replaced all spray heads on the West Rotating drum thickener.
 - Asco services (outside contractor) inspected main electrical transfer switch; [No Issues].
 - Warner Tree Service trimmed all palm, pine and oak trees on the south side property line at Belcher tank site.
 - Maintenance installed two new methanol pump variable frequency drives (VFDs).
 - Maintenance replaced all exhaust fan belts at Facility # 8 (Filter Building).
 - Maintenance replaced middle gate timer and also installed new access code keypad.
 - Utility Service Inc., (outside contractor) performed tank inspection on the Curlew elevated reclaimed storage tank (waiting for report).
 - Maintenance installed new ultra-sonic level indicators in Facility # 8 (Filter Building).
 - Maintenance installed new stainless steel aeration header at Facility # 8, Filter # 1 (Filter Building).
- **Compliance:**
 - January Monthly Discharge Monitoring report sent to the Department of Environmental Protection (FDEP); [No Issues].
 - FDEP/EPA Annual Biosolids report submitted; [No Issues].
 - “Discharge Monitoring Report-Quality Assurance” (DMRQA) Study #36 is underway through EPA for outside contracted Laboratories. This is an EPA requirement/study that evaluates the analytical ability of the labs that we use to perform our environmental analyses, per our NPDES permit.

- Staff attended a water seminar entitled Focus on Change. The seminar covered DEP’s new regulation for Water and Wastewater infrastructure/reporting. The City’s Wastewater Treatment Plant was also selected to receive the 2015 Domestic Wastewater Plant Operations Excellence Award from the Department of Environmental Protection (DEP) in recognition of outstanding treatment plant operation, maintenance, and compliance.



Collections Summary

- Scheduled repairs:
 - R/W clean-out installs (4) – Michigan Blvd., Middlecoff, and Patricia Ave.
 - Install lateral liners (3) on San Charles Dr., Beltress St., and Pinewood Dr.
 - Lateral replacement on Buena Vista Dr.
 - Manhole work on San Christopher and Beltrees St.
 - Updated all sod restoration projects.
 - Worked with Perma Liner Industries on lateral liner install on Pasadena Dr. for professionally produced marketing/training video. Click on video or link below to view on YouTube:

<https://www.youtube.com/watch?v=zw4KqqLvDIE>



- Unscheduled repairs / blockages:
 - Continued to respond to citizen blockage calls (30); and daily utility field locates of sewer / fiber optics.
- TV Truck:
 - Cleaned wet wells at LS # 19, 15, 25, 3, 20, 40, and 1
 - Monthly cleaning out of backwash basin at the Water Plant.

- Completed requested televising of sewer lines for the Lakewood Estates Stormwater Project.
- Inspected 2 new manhole sets for Highland Townhomes.
- Televised mains (2,612').
- Installed sectional liner on Pinewood Dr.
- Work on selection/prep work for future demos with *Perma Liner, Inc.* scheduled for March 9th & 10th (Main line lining, MH lining, Lateral liner, Sectional liner, and Inner Seal lateral lining).
- Manhole repairs on N. Paula Dr. (#54), and Bayshore Blvd. (#62,68, and 21)
- Assisted on repair projects, and work with Fleet on Vac Truck repairs.
- Lift Station:
 - Test ran 4 new ACME pumps, checking in, and setting up tool boxes/parts for each.
 - Took head pressures on Causeway Bathroom force main for proposed E-One station at Sail Honeymoon.
 - Pulled pumps at LS #12a and #17 to de-rag.
 - Repaired Maintenance Shop air compressor (installed rear access door).
 - Trimmed branches away from a few antennas.
 - LS # 39 – changed out expansion module and PPI cable at LS #3.
 - Coordinated pick up of 20hp pump to be sent out for repairs.
 - Put together run time reports for proposed force main replacements (CIP).
 - Responded to SCADA alarms.
 - 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: 3.72 Million Gallons
 - Monthly Potable Water Production: 107.83 Million Gallons
 - Annual YTD Potable Water Production: 219.88 Million Gallons
 - Annual YTD Rainfall: 7.81 Inches
 - Monthly Rainfall Total: 2.00 Inches
- **Noteworthy Events:**
 - Consumer Confidence Report is in development.
 - SWFWMD Public Supply Annual Report is in development, submission due April 1.
- **Maintenance:**
 - The pilot plant has been shut down.
 - 2 elements removed from skid pressure vessel 21 and sent out for cleaning study.
 - Operators continue normal PM program on plant equipment.

Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 13% complete, with approximately 1,544 backflows tested for the calendar year. The large meter program is 100% complete, with 67 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 0 new hydrants, repaired 2, and replaced 2. During this time period, the Valve Program exercised 192 valves. For the year, the Valve Program has installed 0 new, replaced 3, repaired 0, and exercised 1,713 potable and reclaimed distribution valves.

Wellfield

- National Electrical Maintenance was on site to verify all electrical repairs done by D'Andrea Electric Inc. on Wells 5, 6, 9, 12, 28, 29, 30, 31, 84, 86, and 88 were complete. Certain electrical deficiencies were noted during a thermal imaging survey last year. All deficiencies were rectified.
- Southeast Drilling Services installed the pumps, electrical equipment, fencing and all above ground piping for Well 50 and Well 95. The pump, above ground piping, fencing and electrical equipment for Well 2 will be installed once Duke Energy receives an easement to install power on City property (City Hall) – *[please refer to status provided in the Engineering Division section of this update.]* Communication equipment for all three wells is being factory tested and will be installed over the next two months.

PARKS & RECREATION

Parks & Recreation Administration:

- Preparations were made for revised tree permit applications and processes for an online version.

Marketing:

- Completed and distributed the Summer Camp Magazine.
- Preparing a first draft of the Parks & Recreation Magazine (summer edition, May-August)
- Created a Department survey to gather feedback regarding level of satisfaction and asking what other types of programs the public would like to see offered.
- Completed a first draft of a Department Employee Handbook for staff to review.
- Completed layout and design for a Tree Protection & Preservation brochure. Preparing to print and distribute.
- Revisited the Parks & Recreation Gift Program and preparing new brochure with updated information.
- Designed various print materials and updated webpages for upcoming events and programs.

Special Events:

- IView Imaging had a Fundraiser for the Blind and raised over \$2,000.
- Dunedin Brewery held their Stogies & Stouts event which had approximately 350 people attend.
- Dunedin Historical Museum had their History Comes Alive event at the Dunedin Cemetery with 425 in attendance.
- This year's Mardi Gras event brought in approximately 20,000 attendees with 200 VIP passes given out.

Recreation:

- **Community Center**
 - The Community Center had a total of 15 rentals with 690 guests, which included a wedding reception, baby showers, City, community and Little League meetings, a memorial service and a singing/dance show.
 - AARP began offering their free tax aide service to the public. Each day was filled up with 20 participants daily. The volume of phone calls and walk-ins of inquiries regarding the free tax aide has also increased by 30%.
 - The Dunedin Showcase Kids Theater held two performances of "Citrus City Calamity" which brought in a total of 150 guests. It was a fun, crime-solving show that received many laughs.
 - The American Cancer Society Relay for Life group performed "Anything Goes,"—a popular Broadway show that included singing and dancing. A total of 320 patrons were in attendance.
 - The Homeschoolers of Pinellas children are back for the spring and will be here each Wednesday until summer. This program has an increase of 35 more families, making their maximum capacity of 85 families attending. The use of these programs has also seen the increase of rented space by two.
 - The Community Chorus Concert, "Footlite Follies" performed Broadway hits and old favorites. This concert brought in its biggest crowd this season of 500 attendees.

- The Center continues to see increased volume of patrons signing up for Recreation ID cards and getting involved with fitness, certain programs, and activities that are offered. Last month, 2,435 participants were signed up compared with 4,062 this month.
- **Fitness/Wellness**
 - Fitness Center visits totaled 4,181 and group fitness visits totaled 1,858 for a total of 6,039 visits.
 - Group Exercise Class attendance was up an average of 11 visits/day for the month compared to February 2015. That month had a total visit count of 1,524 visits. This is an increase of 334 visits for the month.
- **Athletics**
 - Men's Softball had ten (10) teams participating.
 - Six (6) teams participated in the 50 Years & Over Softball League.
 - Sixty-five (65) athletic rentals were held in February
 - One hundred five (105) participants registered for tennis classes in February.
 - Started a new Men's Flag Football League on Monday nights with eight (8) teams.
 - There are fifty-two (52) kids registered in the North City track program. One-hundred fifty (150) runners participated in a meet held at Dunedin High School.
 - Sixty-eight (68) kids are signed up for Youth Flag Football.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - On February 15, TGFH Day, 25 children spent their day off of school with MLK Staff enjoying a trip to MOSI where they explored and learned through science exhibits, including the new Dinosaurs in Motion, Idea Zone, Saunders Planetarium and 3D Printing.
 - On February 11 and 25, MLK Staff attended training sessions including, CPR/FA and a supervisor's roundtable, to discuss performance evaluations and HIPPA laws.
 - On February 26 the Youth Advisory Committee and Staff hosted Midnite Madness, a special event for 250 teens and tweens, our biggest turnout to date. The event provided a night of fun and excitement battling through an outdoor laser tag arena, two extreme inflatables, game raids, mini skate park jams with snack food buffets, music and raffle prizes.
 - Basketball rentals increase on a weekly basis, as AAU basketball season begins.
 - Staff is working on planning and preparing for boys high school basketball leagues to begin in March. The center will also offer a new middle school boy's clinic, in addition to the youth clinics.
 - Staff is working on the creation of a facility operational manual.
 - Staff is working on future projects, including Summer Camp planning, marketing, Flashlight Easter Egg Hunt, Spring Fling Camp and FRPA Summer Games Workshop.
 - Staff is working with the Promise Time facilitator to schedule overlay enrichment programs.
- **Hale Activity Center:**
 - Fifty-six (56) adult classes and programs were held this month with a total participation of 4,194.
 - The President's Banquet has a participation of 65 and was sponsored by St. Mark Village.
 - The Center hosted two outside group meetings with an attendance of 21.
 - Held a trip to the Tampa Historical Museum with an attendance of 55 and to the Ringling Museum of Art with an attendance of 55.
 - The Center hosted the Welcome Back Blue Jay Breakfast with an attendance of 56.
 - Project 18 Dance had an attendance of 71.
 - The Center hosted two rentals with an attendance of 280 participants.
 - Total Center attendance for the month of January was 4,797 participants.
 - Hale Center Staff and volunteers have been giving many tours of the facility this month. They are also working on effectively communicating the change in program schedules for the month of March during the TBJ Spring Training Season.
 - Hale Center Staff made preparations for Blue Jay parking in March.

- **Highlander Pool:**
 - All damaged funbrellas have been replaced from the tornado last year and are up and ready for the swimming season.
 - The guard room, office and lobby have been freshly painted.
 - All of the pool and sprayground signs are getting an update and will have a fresh new look for the start of the season.
 - Six (6) Recreation employees received recertification in CPR and did a great job.
 - In the process of hiring lifeguard staff for the summer.
 - Pool staff will be offering a Lifeguard Training Class in April.
 - Preparations are being made for the start of the swimming season/pool opening on April 3. Pool hours will be Monday-Thursday, 3-7 PM and Saturday and Sunday from 10 AM-5 PM.
 - The Sprayground will be opening on March 19th from 9 AM-7 PM and will continue to be open 7 days a week from 9 AM-7 PM.

Parks:

- Conducted an Adoption Day with the Friends of the Hammock for volunteers to help maintain an adopted zone free of invasives.
- Prepared the Cemetery for the annual History Comes Alive event.
- Performed landscape maintenance and refurbishment at the Hale Center.
- Installed new Palm trees at the entry to downtown at Main and Skinner.
- Performed a variety of maintenance tasks at the Stadium in preparation for Spring Training.
- Prepared the fields for Little League opening day.
- Met with Engineering and Public Services to develop a plan for seawall repairs at several mini parks.
- Continued work at Elizabeth Skinner Jackson restroom improvements.
- Review and analysis of the Aberdeen Oaks proposed development and tree permitting requirements.
- Continued development of a landscape plan for Broadway.
- Supervisor staff attended a half-day workshop on Team Building.
- Provided logistical support for a variety of events including Mardi Gras, Arts & Crafts Festival, Midnite Madness, and History Comes Alive.

Marina:

- Marina staff continued to move vessels for the seawall project, which is still progressing slowly.
- Marina staff performed repairs to broken water spigots and general trash pickup, etc.
- Resident Boat Ramp Use - 61
- Non-Resident Ramp Use – 4
- Resident Annual Ramp Decals 8
- Transient Boaters - 12

DUNEDIN PUBLIC LIBRARY

- Presented 8 computer classes with an attendance of 50 people
- Notary Service at Library – 11 stamps
- Delivered 104 items to 25 users of our Homebound Delivery Service
- 430 seed packets checked out
- Dunedin Youth Volunteers donated 145.75 hours of their time
- Adult Volunteers donated 234 hours of their time
- 348 patrons utilized the study rooms
- Staff attended professional staff training day
- All staff received Fire Extinguisher training

- Continued training and set-up of new countywide library online catalog, SIRSI-Dynix
- Staff attended 7 training sessions on SIRSI-Dynix
- Webinars: SIRSI webinars, Arduino webinar, RDA webinar, TBLC makerfest webinar and FLA Continuing Education Webinar
- Staff attended the following meetings: Circulation Special Interest Group, Cataloging Special Interest Group,
- SIRSI meetings: Circulation Training, Unicode training, Press release meeting
- Historical Museum and Library finalized planning for digitization of Dunedin Times
- Met monthly with Library Directors countywide
- Friends of the Library Annual Book Sale held for 4 days
- Volunteer cleaned 184 DVDs/CDs that are now back in the collection
- Outreach to 5 local preschools
- Staff traveled to Daytona for Florida Library Association Conference – attended preconference
- Supervisors attended City Supervisors roundtable
- Preparing for parking for Blue Jays spring training home games
- Staff attended Humana Vitality session
- Attended dedication of DCO bike rack to City of Dunedin
- Presented Love Your Library Month Proclamation at Commission Meeting
- 8 exams proctored
- 1754 E-books downloaded and audiobooks downloaded
- 195 people attended Irish Folk Concert

STATISTICS

| | |
|----------------------------------|--------|
| Door Count | 35,576 |
| Total Transactions | 82,087 |
| Average Circulation per Hour | 182 |
| Adult and Youth Programs | 143 |
| Program Attendance | 2834 |
| New Materials Added | 813 |
| Internet Usage (Adult & Youth) | 3937 |
| Wireless Usage | 2739 |
| AWE Early Literacy Station Users | 308 |

FINANCE

Update on Board of Finance Activities:

- The Budget Subcommittee met with Gehring Group and Joe Roseto, Clearwater HR Director, at their February meeting to discuss the health clinic and health plan.
- The Budget Subcommittee has asked to schedule meetings in March, April, and May with the following departments: Water/Wastewater, Solid Waste, CRA, Parks & Recreation, Streets, Planning & Development, Fire, and Fleet.
- During the regular meeting of the Board of Finance, Mark McClintock has requested to cancel the Policy & Investment Subcommittee's meeting scheduled for March to allow the Budget Subcommittee time to meet with the departments. Mark chose to reschedule for June but will look at possibly getting the subcommittee together sooner.
- The Board interviewed applicant Larri Gerson; however, they have not come to a definite decision at this time and would like to see another candidate before making a decision.

The Accounting Division:

- Accounting continues with fiscal year end closing, audit and completion of the 2015 CAFR

The Budget Division:

- Prepared a comparison of projected ending fund balance to target levels.
- Currently updating allocation methodologies between ISF departments.
- Held CIP meetings with departments and the Interim City Manager.
- Prepared the CIP and long range fund projections.

COPY OF PAYMENTS PROCESSED FY2016

| <u>DATE</u> | <u>CHECK</u> | <u>CHECK</u> | <u>EFT</u> | <u>EFT</u> | <u>EPAY</u> | <u>EPAY</u> | |
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| <u>PRINTED</u> | <u>COUNT</u> | <u>TOTAL</u> | <u>COUNT</u> | <u>TOTAL</u> | <u>COUNT</u> | <u>TOTAL</u> | <u>TOTAL</u> |
| 2/2/2016 | 1 | \$ 7,817 | 0 | \$ - | 0 | \$ - | \$ 7,817 |
| 2/4/2016 | 109 | \$ 115,633 | 23 | \$ 49,336 | 4 | \$ 13,629 | \$ 178,598 |
| 2/11/2016 | 105 | \$ 575,584 | 5 | \$ 42,774 | 2 | \$ 7,375 | \$ 625,733 |
| 2/18/2016 | 65 | \$ 205,024 | 9 | \$ 71,219 | 2 | \$ 7,585 | \$ 283,828 |
| 2/25/2016 | 107 | \$ 161,659 | 2 | \$ 13,476 | 3 | \$ 3,849 | \$ 178,984 |
| TOTALS | 387 | \$1,065,716 | 39 | \$176,806 | 11 | \$32,438 | \$1,274,960 |

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- Bid 16-1058 is titled “Furnish & Install Palm Trees (41 each).” Awarded by City Commission on Thursday, February 18, 2016.

UNDER EVALUATION

- Bid 15-1057 is titled “CR1 Valve Replacement Project.” Bids were accepted until 2:00pm Tuesday, January 12, 2016. This item is scheduled for City Commission discussion at the March 3, 2016 meeting.
- Bid 16-1059 is titled “WWTP Chemical Handling Facility #14 Methanol Storage Tank.” Bids were accepted until 2:00 pm Tuesday, February 16, 2016. This item is scheduled for City Commission discussion at the March 16, 2016 meeting.

ACTIVE ON THE STREET

- RFQ 16-1060 is titled “Consultant Services for the Implementation of a Pavement management System.” Qualifications submittals are due at 2:00 pm on Tuesday, March 22, 2016.

UNDER DEVELOPMENT

- Lakewood Estates Drainage Improvements
- Purchase of Parking Pay Stations and System Software

INFORMATION TECHNOLOGY

Service requests for the month of February.

| | |
|-------------------|-----|
| Tickets Created | 138 |
| Resolved Tickets | 136 |
| Open Tickets | 032 |
| Malware Incidents | 003 |

Important Information Technology Services events and status.

- Exported and forwarded monthly permits to county.
- Configuring storage device with servers.
- Implementing new Exchange Server with vendors.
- Increased data center switching capacity and layout.
- Library internet computer replacements

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 11,470 followers) we are the most liked City in Pinellas County on Facebook!
- Managed Social and Digital Media (Facebook, Twitter, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 377 subscribers • 85,591 views
- Continue to work with Aqua Marketing on Public Relations Campaign coordinated visits with Boston Globe and Florida on a Tankful.
- Social media archiving research and planning.
- Coordinated with Vision Internet to upgrade buttons, improve mobile iphone full site feature and search function fix.
- Where Magazine assisted publisher with design of new ad.
- Dunedin Causeway Bridge upcoming public meeting promotion & TV production with Pinellas County Project Manager Nancy McKibben and City Traffic Engineer Joan Rice.
- Pipe Band Concert in John R. Lawrence Pioneer Park
- Attended Welcome Back Blue Jays breakfast.
- Assisted with Construction notice for Huntley Ave.
- Met with Encore Broadcast for assessment of DTV operations to plan for current and future needs.
- Mardi Gras parade DTV production coordination.
- Parking team meetings.
- Budget planning.
- Planning/scheduling of DTV productions.
- Coordination of photography for City website and citywide requests.
- Continue to research new technologies/platforms to enhance communication and public outreach.
- Staff Liaison for Public Relations Action Advisory Committee.
- Visit Dunedin City Liaison.
- Coordinated web updates.
- Assisted media outlets.
- Digital Library maintenance.

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

- New Dunedin Spotlight on Dunedin: Dunedin Historical Museum update, Achieva Dog Park opens, History Comes Alive, Dunedin Causeway Bridge update, S.T.E.M at Community Center & Welcome Back Blue Jays breakfast.
- Dunedin Pipe Band Concert filmed and aired full program.
- Mardi Gras Parade filmed and aired full event.
- Produced all content for Dunedin TV, City website, Facebook and YouTube.
- Upload and maintenance of Granicus (video on demand)
- Coverage of the City Commission, Workshop and LPA meetings.
- Inventory of current functionality of current equipment and technology.
- Dunedin TV Scheduling and Bulletin Board Maintenance
- Maintained DTV Broadcast systems and edit suites.
- Fulfilled DVD requests

City Webmaster continues to support all departments Citywide.

- Continues to assist all city departments with City website.
- Regular site updates.
- Website overview and analysis.
- Worked closely with Communications Director on new parking page.
- Homepage edit and design of Spotlight and Slides.
- Flipbook uploads and management.
- Digital photo editing.
- E-notification distribution and management.
- Working on new modules for City website
- Assisted staff on web updates.

CRA/ECONOMIC & HOUSING DEVELOPMENT DEPARTMENT

- The Virginia Station Parking Lot Lease Agreement was renewed on February 18, 2016. This Lease provides 41 parking spaces in the lot at the corner of Douglas Avenue and Main Street. The property, however, is under contract for private development.
- Aqua Marketing & Communications media pitches included peaceful escapes for Valentine's Day, and the upcoming Dunedin Highland Games. Simon & Baker published an article (Why we liked seaside town on Florida west coast for quiet getaway) after visiting Dunedin in 2015. Accent on Tampa Bay magazine posted information for the upcoming Highland Games. Waterway Guide responded to a previous pitch about leisure activities that focused on boating and published "A Boater's Dream – Dunedin, Florida."
- Downtown events in February included 2nd Friday Night on the Town, the Art & Craft Festival, the Creative Artists Guild, the Dunedin Downtown Market, the Dunedin Pipe Band Performance and the Sunset Stroll on Victoria Drive.

Downtown Parking Update

- A draft RFP to solicit vendors for pay stations in the downtown has been prepared and is going to the City Commission for review and approval on March 16, 2016.
- The Lease for a 195 space parking garage was approved on March 3, 2016. Construction is scheduled to begin June 2016 with completion in fall of 2017.
- Improvements are scheduled for the City's vacant lot located at Loudon Avenue, Highland Avenue and Virginia Street. Work is scheduled to begin May 2016 and will coincide with parking being lost on

Douglas Avenue (across from Dunedin Brewery) as construction takes place for the parking garage and mixed-use project (Artisan Apartment Homes).

- A portion of Monroe Street (from Broadway to the Pinellas Trail) will be enhanced with streetscaping (starting in the summer of 2016) to create 11 new parallel parking spaces.
- Downtown parking signage is set to be improved March 2016 with an artistic logo that mirrors the cities adopted brand “Dunedin Home of Honeymoon Island.”



- ✓ A Dunedin TV spot on the status of downtown parking is scheduled to air early March 2016.
- ✓ A Parking Lease for 228 Main Street (Peebles and Gracy) has been secured and will provide an additional 39 parking spaces in the summer of 2016.
- ✓ Downtown Parking History and Parking Timeline are now on the City’s website.
- ✓ Walker Parking Consultants is being retained to study, analyze and make a presentation to the City Commission, in May 2016, on the various parking variables that need to be addressed with the implementation of the Parking Management System.
- ✓ A Parking Lease with Mease Hospital for their lot off of Virginia Avenue is currently being finalized, which will provide over 200 parking spaces for special events. Mease Hospital is making this parking lot available at no charge.

PLANNING AND DEVELOPMENT DEPARTMENT

- During the month of February, 349 total permits were issued, valuation \$3,270,900; 1 new single family residence, valuation \$230,000; 0 new multi-family residences; 0 new commercial structures; 42 additions and alterations, valuation \$1,092,149; 306 miscellaneous permits, valuation \$1,948,751.
- Inspections made during the month are as follows: 994 inspections (building, electrical, plumbing, mechanical, gas, roofing). A total of 120 Business Tax Licenses were issued during February for an amount of \$2,235.85.
- At the February **Code Enforcement Board** meeting, the Board took their annual voting of Officers. After five years on the DCEB, member Alan Hildebrand resigned. At this meeting: 32 Affidavits of Compliance were accepted, 7 Old Business cases, and 15 New Business cases were heard. Under Other Business, 6 cases were heard for fine reconsideration, one for rehearing, and the City Attorney brought two cases to be heard regarding foreclosure. Code Inspectors performed 189 inspections.
- Code Enforcement collected \$3,676.53 of unpaid fines and fees in March making the total fees collected in 2016 \$42,096.28.

Under **Development**, the following cases were heard in February:

- Local Planning Agency: Highland Townhomes (949 Highland Avenue, development of 13 townhomes); and Chesapeake Apartments (2307 Cumberland Circle, an additional six apartment buildings at this location with a total of 44 units).
- City Commission Public Hearing: Artisan Apartment Homes (940 & 966 Douglas Avenue, a mixed-use project including 65 residential apartments and approximately 11,000 SF of retail/café/gallery space, and a parking garage); Aberdeen Oaks (1441 & 1461 Virginia Street, annexation to Dunedin and development of 20 single-family homes); Dunedin Bed & Breakfast (520 & 530 Skinner Boulevard, 11-units); and Ordinance 16-02 -Rezoning of 966 Douglas Avenue to Downtown Core.

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the month of February: Division Director of Public Services, Deputy Fire Marshal, and Wastewater Service Worker.
 - Lead Craftworker (HVAC) and Mechanic remain open until filled.
 - Division Director of IT Services and Permit & Licensing Technician are in the finalist stage.
 - Field Service Representative (Water), Section Engineer and Project Engineer are closed, pending department action.
 - Employees hired during February:
 - Edward O’Neal, Solid Waste Driver/Loader , February 15, 2016;
 - Caleb Piard, Utility Billing Technician, February 17, 2016.
- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for February were \$164,712.41, which is 1% less than the January claims total. The average weekly claims for February were \$41,178.10.
 - Director and Payroll/Benefits Coordinator continue to have bi-weekly phone conferences with Cigna Onsite to discuss the progress of the transition of administration at the Health Center.
 - Human Resources facilitated Vitality Refresher Seminars on February 23rd.
 - Humana Vitality Wellness Program: % Status of Participants, with Blue as Starter level and Platinum as Highest level:
 - ✓ 2% Platinum Status
 - ✓ 4% Gold Status
 - ✓ 19% Silver Status
 - ✓ 27% Bronze Status
 - ✓ 47% Blue Status
- DROP (Deferred Retirement Option Program):
 - Number of Employees in DROP: 12.
 - Employees who entered DROP during the month: 0.
- Performance Management:
 - Number of Coaching/Counseling or Other Disciplinary Actions: 2.
- Employment Separations:
 - Number of Separations from employment: 1;
 - Retirements During the Month of February: 1
 - ✓ Field Service Representative Shirley Oliver retired from the City on February 2nd after 35 years of service.
- Risk Management:
 - Workers’ Compensation:
 - ✓ Number of new workers' compensation claims: 1.
 - ✓ Total current open workers’ compensation claims: 4; two employees are on light duty; 1 is out of work.
 - ✓ Total loss of time in February = 20 days.
- Property/Liability Claims:
 - New Property/Liability Claims: 2; total open cases = 9.

- New Moving Vehicle Accidents: 3; total open cases = 4.
- Family Medical Leave Act (FMLA):
 - Number of Employees with approved/pending FMLA: 8 - (Regular - 3, Intermittent - 5).
 - Number of new requests in February: 2.
- Other (Non-WC, Modified Duty)
 - Five employees are currently working on a modified schedule (some restrictions);
 - One employee is working on a part-time schedule, no restrictions.
- Records Requests: Number of Records Requests processed: 2.
- Other:
 - HR/Risk Manager submitted request for Matching Safety Grant - 1st Qtr 2016. Approved for \$1,736.
 - Human Resources facilitated the Request for Proposals to find a Recruiter for the City Manager search. A Special Commission Meeting was held on February 15 to hear presentations from the finalists; the Mercer Group was selected.
 - Human Resources conducted quarterly Supervisor Roundtable Discussions on February 22, 25 & 26.

Government Calendar



March 2016 - Government Calendar Second Revision

Last edit 3/04/2016



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|--|--|---|--|--|
| 28 | 29 | 1 2:00 PM Code Enforcement Board @ City Hall | 2 4:15 PM Community Redevelopment Agency Advisory @ Planning Conf. Room | 3 6:30 PM Commission Meeting @ City Hall | 4 | 5 |
| 6 | 7 | 8 8:00 AM Causeway Committee @ Community Center 9:00 AM City Commission Budget Workshop @ City Hall 10:30 AM Mobile Home Park Committee @ Planning Conf. Room | 9 6:30 PM Local Planning Agency @ City Hall CANCELLED | 10 7:30 AM Public Relations Advisory Action Committee @ City Hall | 11 2:30 PM Fire Pension Board @ City Hall | 12 |
| 13 | 14 1:00 PM Commission Work Session @ City Hall 6:30 PM Hammock Advisory Committee @ Community Center | 15 3:45 PM Dunedin Housing Authority @ City Hall 5:30 PM Social Services Committee @ MLK, Jr. Rec. Center | 16 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 6:15 PM Community Redevelopment Agency @ City Hall 6:30 PM Commission Meeting @ City Hall | 17 10:00 AM Public Safety Comm. @ Fire Admin. 6:30 PM Youth Advisory Committee @ MLK  | 18 | 19 |
| 20 | 21 5:15 PM Marina Advisory Committee @ Harbormaster's Office | 22 | 23 6:00 PM Friends of Library @ Dunedin Library | 24 6:30 PM Dunedin Causeway Bridge Ad Hoc Committee @ Water Treatment Plant | 25 All City facilities and the Dunedin Library are closed today in observance of Good Friday. | 26 9:00 AM - 2:00 PM Electronics & Chemical Mobile Collection @ Pinellas County Government Center |
| 27 The Dunedin Library is closed today. Happy Easter!  | 28 9:00 AM Committee on Aging @ Hale Center 6:00 PM Library Advisory Committee @ Dunedin Library | 29 7:30 AM Environmental Quality @ Water Plant 5:00 PM Causeway Bridge Alternatives meeting @ Hale Center | 30 | 31 11:00 AM Disability Advisory @ Hale Center | 1 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room | 2 |

No meeting for Arts & Culture, Local Planning Agency, Stadium or Stormwater Advisory.