

Interim Manager's ^{Up}date

Administrative

April 11th, 2016

This ^{Up}date will refer to the events since the date of the last ^{Up}date of March 7th, 2016.

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering Division:

Utilities Section

- **Production Well Rehab Program** – The Contractor, Southeast Drilling Services, Inc. has completed their work to rehabilitate potable water production Wells #5 and #85. The Duke Energy easement for Well Site #2 was approved at the March 16 City Commission meeting and has been forwarded to Duke Energy. Construction at Well #2 (at City Hall) has started and is 90% percent complete. 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 through May.



- **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.
 - Tetra Tech, Inc. continues to finalize construction plans and specifications for bidding the new 2M gallon RCW tank and booster pump station project. 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 and technical specifications are complete 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. This project is expected to be bid in April.
- **Wastewater Plant Methanol Tank Replacement** – Commission awarded the contract to American Construction Services, Inc., in the amount of \$298,995 on March 16th. The preconstruction meeting is anticipated for the end of April.
- **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. This project is expected to be bid in April.
- **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. The preconstruction meeting is anticipated for the end of April.
- **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. The SWFWMD funding agreement is currently being updated to reflect the revised 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. The Engineering Division is holding a Public Information Meeting on April 11th at the Library at 6:30pm to provide information regarding the project scope and construction schedule. The project is currently out to bid, and a Bid Opening has been set for April 19th.

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 May to finalize the remaining section of Michigan Boulevard, east of Pinehurst Road to CR 1.



- **Pavement Management Program** – At present, the City is negotiating a scope and fee with Kercher Engineering, Inc. to perform a roadway and asphalt inventory of all the City Roadways and City Owned Parking Lots. Staff expects to go to the Commission for award during the month of May. Once 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. Once a PCI number has been assigned to a specific roadway, a corresponding asphalt treatment can be programmed for that specific location, whether a preventative treatment or a total reconstruction treatment is warranted. 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 consultant has been approved for the work, staff can provide more details as to the intended deliverables and timetable.

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 nearly complete on the North End of the project while we wait for the final cap on the Intracoastal Wall. The contractor is nearly complete with the middle section, as the directional boring under the buildings is complete. Once the Contractor is complete with the middle section, the work will begin on the southern end, the final stage. The project is anticipated to be completed by early May.
- **Dunedin Historical Society Trailside Bookstore Project** – New concrete pavers were installed for the parking area over the newly constructed underground stormwater system. Staff continues to coordinate with the Dunedin High School Architecture Program on their construction of the Trailside Bookstore structure.
- **Causeway Boulevard Improvements Near Public Restrooms** – The center driveway at Sail Honeymoon will be removed and guardrails will be installed. This work is expected to occur by the end of April.
- **Engineering Site Infrastructure / Development Review Participation:**
Projects discussed / researched as part of DRC meetings – (5)
Site / Infrastructure plan sets reviewed – (5)
Reviews performed within the recommended time frame – (5)

Public Services Division:

Streets Section

- Continued repair of concrete sidewalks (1370 SF).
- Continued pothole and asphalt repairs (15 tons installed).
- Staff continues right-of-way tree trimming citywide. Trimmed and hauled tree canopies for roadway clearance Citywide and Countrywoods subdivision (26 tons).
- Continued Traffic Sign & Post maintenance Citywide as needed. Manufactured 60 new signs.
- Repaired utility cuts for Water and Wastewater (5 Repairs).
- Continued hauling concrete and asphalt to recycling plant as needed (34 tons hauled).
- Support Special events Mutt Madness, St Patrick's Day, Seafood Festival, and Highland Games.
- Streets Budget preparation for FY17.

Stormwater Section

- Arm ditch mowing (approximately 1500 linear feet).

- Continued residential street sweeping activities. Hauled 14.72 ton / 52 cyds of sweeping debris to County landfill.
- Ravenwood Canal tree removal.
- Ditch maintenance Citywide
- Catch basin repairs Citywide.
- Keystone Excavators Inc., completed emergency gabion repairs on the Ravenwood drainage canal.
- Conducted permit required sampling of street sweeping and stormwater sediment materials.
- Continued storm drain cleaning activities with Vac-Truck in Area II.



Stormwater Program Coordinator Update

- Commission approval was received for the Interlocal Agreement with Pinellas County and the Cities of Clearwater and Dunedin for the Development of a Comprehensive Watershed Management Plan for Curlew Creek and Smith Bayou.
- Hosted the kick-off meeting with King Engineering for the Cedar Creek Channel A & C Alternatives Analysis. A draft report is anticipated in May of 2016 contingent upon agency meeting schedules.
- Assisted in the development of the FY2017 Stormwater operating budget for the division.
- Served as staff liaison for the Stormwater Advisory Committee.
- Reviewed four projects in the DRC platform concerning stormwater permitting through FDEP and the SWFWMD. Also provided information to potential developers regarding the need for proper BMPs during construction.
- Reviewed three projects for Infrastructure Review, and provided notification to the developer of potential site contamination, permit requirements through FDEP and/or the SWFWMD, and proper BMPs.
- Surface Water Quality sampling continues on Cedar Creek, Curlew Creek, and Stevenson Creek. E-Coli and Enterococcus bacteria analyses were added to the existing sampled parameters. FDEP has recommended that surface water quality samples be analyzed for E-Coli and Enterococcus because of their increased accuracy of information on the bacterial profile of a waterbody.
- Attended an EPA training course on Small Lot Construction Compliance.
- Performed mangrove linear foot analysis of Edgewater Linear Park with City Arborist Craig Wilson.
- Mangrove trimming for Edgewater Linear Park and Youth Guild Park was completed during the first week of March.
- Upcoming events:
 - Touch-A-Truck is scheduled for April 23rd, and the Stormwater Department will be participating with four trucks. Public education will accompany the trucks to convey information to guests pertaining to “only rain down the drain”, as well as the function of City of Dunedin stormwater vehicles.
 - The Stormwater Program Coordinator plans to attend a Sea Level Rise Conference in May.

Facilities Section

- Coordinating with Dunedin H.S. Architecture Program on construction of Trailside Bookstore structure.
- Repaired all Community Center exterior lighting.
- Completed generator inspections Citywide.
- Completed fire extinguisher certifications / replacements Citywide.
- Performed D.E.P. AST diesel tank inspections Citywide.
- Installed new humidity controlling sensors at 737 Louden Ave. facility.
- Began HVAC re-heater project on 1st floor of 737 Louden Ave. facility.
- Began chiller board replacement for #2 Chiller at Community Center.



- Set up the St. Patrick's Day event.
- Set up and worked the Highland Games event.
- Completed electric and plumbing repair items at Stadium facility in support of Spring Training season.
- Setup for Drive-In movie event.
- Setup and worked Seafood Fest event.
- Setup Relay-for-Life event.
- Repaired apparatus bay doors for Fire Stations 60 and 62.
- Repaired pole mounted lighting around perimeter of Highlander Pool facility.
- Repaired field lighting at Vanech complex fields 3&4.
- Replaced Fine Art Center clay lab exhaust system.
- Repaired shower plumbing in Fire Station 60.
- Facilities budget preparation for FY2017.
- Replaced roof section over Entel Gallery at Fine Arts Center.
- Began fire station vehicle exhaust system preventative maintenance for all stations Citywide.
- Installed Humana Vitality wireless beacons in Community Center and Wellness Center facilities
- Repaired fountain at Community Center facility.
- Continued addressing Code / Safety Inspections Citywide.
- Completed necessary repairs to all exit and emergency lighting Citywide.
- 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 (PPR) subcommittee.

- Continued to serve as staff liaison for the Committee on Environmental Quality.
- The Sustainability Coordinator was a representative of Dunedin at the Pinellas County Extension Services Local Government Advisory Committee on March 17th. This advisory committee is a startup of the previous committee that disbanded in 2012. While at this meeting, representatives from other municipalities held a brainstorming session of what environmental projects are planned for each municipality, and what are the hot topics.
- The Sustainability Coordinator was in attendance, along with other City staff, at the American Water Works Association Region IV Best Tasting Drinking Water Contest at Weeki Wachee Springs. A total of 15 Utilities were represented at this year’s event. While Citrus County won this year, the City of Dunedin has won in the recent past and has competed at the State level.
- The Florida Friendly Landscaping workshop was held on Saturday March 12th, from 9-10:30am at the Community Garden. This workshop pertained to rain barrels and assisted patrons in achieving a Florida Friendly Landscape for their home. A total of 20 participants were in attendance. This workshop is held in conjunction with maintaining our FGBC certification.



- Staff conducted a waste audit at a residential home in Country Woods. Based on the resident’s disposal habits, the owners are not currently placing items into the proper bins. Staff provided guidance in that regard and supplied them with a flyer that depicts what recyclables can be placed into the recycling cart.
- 8 Solid Waste employees were recognized at the City’s Employee Luncheon:

Last name	First	Years
Fichtner	Robert	10
Holtorf	Raymond	5
Hurley	John	25
Merkau	Christopher	20
Pickrum	William	10
Richardson	Louis	30
Rohrsen	Brian	5
Seefeldt	Christopher	5

- The Solid Waste Division coordinated with Duke Energy to host a Citywide safety training on March 18th. The training, entitled “Electrical Utility Safety Training” pertains to many departments throughout the City with personnel working in the air, operating larger vehicles, and digging underground. 56 employees attended from Public Works & Parks departments. Solid Waste received great feedback on the training session.
- The Solid Waste “Touch A Truck Committee” is busy making preparations for this year’s event to be held on April 23rd. Staff plans to make our presentation bigger and better than last year!
- Staff recently repurposed a display stand from another department and installed it at the Lake Haven Recycling Site. The repurposed stand was stocked with helpful disposal information and “hot topics” based on customer inquiries. Thus far, over 1,000 informational flyers have been collected by our

residents, averaging over 500 per month since the two months following installation. Staff is looking at installation of a similar information center at the Michigan recycling site.



Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.311 Million Gallons
 - Influent Monthly Total Flow: 133.643 Million Gallons
 - Reclaimed Water Average Daily Flow: 2.741 Million Gallons
 - Reclaimed Water Monthly Total Flow: 84.971 Million Gallons
- **Maintenance and Repairs:**
 - Outside contractor Kone Cranes installed new overhead crane in Fac. #8 (Filter Building).
 - Outside Contractor Duke Energy pulled new electrical main feed cable from South power pole to Wastewater plant transformer.
 - Outside contractor Done Rite roofing replaced roof on Fac. #16 (Master Reuse Building).
 - Maintenance installed two new non-clog mixers to Fac. #5 (Anaerobic Tanks #1&2).
 - Outside contractor Lifetime Aluminum installed new aluminum awning over the Flow Equalization Tank (FET) blowers and the Motor Control Center (MCC) cabinet.
- **Compliance:**
 - February Monthly Discharge Monitoring report sent to the Department of Environmental Protection (FDEP); [No Issues].
 - “Discharge Monitoring Report-Quality Assurance” (DMRQA) Study #36 is underway through EPA for outside contracted Laboratories (Advanced Environmental Laboratories (AEL) and Marinco). 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.

Collections Summary

- Scheduled repairs:
 - Installed force main (140’) on Causeway for Sail Honeymoon pump station (see photos):



- R/W clean-out installed (5) – Hagen and Middlecoff (needed to dewatering)
- Manhole repair on Broadway
- Descale laterals (9) on Watrous, Demaret, and Overcash with new Picote System
- Set up more Perma-liner lateral lining demos.
- Unscheduled repairs / blockages:
 - Continued to respond to citizen blockage calls (19); and daily utility field locates of sewer / fiber optics.
 - Performed emergency lateral repair on Lagoon Dr.
- TV Truck:
 - Cleaned Wet Wells at LS #41, 31, 24, and 18
 - Cleaned 1,135 LF of main lines; cleaned out wash rack at Solid Waste
 - Monthly cleaning of backwash basin at the Water Plant.
 - Televised main line inspections (1,548 LF).
 - Oversaw contractor installing liner on Causeway and along the Pinellas Trail (night work). Also, coordinated shut down of private lift station at Mediterranean Manor for repairs.
 - Emergency installation of 2 sectional liners on the Causeway due to pipe failures



- Work with Perma-liner on demos of main line run, main line point repair, and 6” lateral liner
- Televised storm main on Andrews Ct. (270 LF)
- Transported Vac-truck over to Apopka, FL for repairs
- Lift Station:
 - Worked on LS #27 meter can / post replacement.
 - Working with Data Flow Systems with troubleshooting the HyperServer.
 - Removed old mercury columns from LS #2, 19, and 18
 - Pulled pumps at LS #17; performed de-ragging of impellers.
 - 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: 3.90 Million Gallons
 - Monthly Potable Water Production: 120.93 Million Gallons

- Annual YTD Potable Water Production: 340.81 Million Gallons
- Annual YTD Rainfall: 10.21 Inches
- Monthly Rainfall Total: 2.40 Inches
- **Noteworthy Events:**
 - Consumer Confidence Report has received FDEP approval.
 - SWFWMD Public Supply Annual Report submitted.
- **Maintenance:**
 - Rocha Controls began installation of new telemetry controls at various wells.
 - 2 elements removed from skid pressure vessel #21, and sent out for a cleaning study.
 - Operators continue normal PM program on plant equipment.

Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 26% complete, with approximately 2,973 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 3, and replaced 2. During this time period, the Valve Program exercised 45 valves. For the year, the Valve Program has installed 0 new, replaced 3, repaired 0, and exercised 1,936 potable and reclaimed distribution valves.

Wellfield

- Prepared 2015 Annual Well Field and Annual Reclaimed Water Suppliers Reports for the Southwest Florida Water Management District. Submittal date, April 1, 2016.
- Upon approval and Mayor’s signature of Duke Energy easement to install power on City property (City Hall), Southeast Drilling Services started the installation of pump, electrical equipment, fencing and all above ground piping for Well #2. Communication equipment for all three new wells (Well 2, Well 50 and Well 95), inclusive of the remaining 25 other wells is being factory tested and will be installed over the next two months.

PARKS & RECREATION

Parks & Recreation Administration:

- Prepared and submitted National Gold Medal Award application.
- Attended budget workshop and kick-off meetings.
- Conducted the annual Staff Visioning and Planning Retreat to discuss annual goals, trends, and new ideas.
- Attended the Causeway Bridge public workshop.

Marketing:

- Completing final copy of the summer Parks & Recreation Magazine and preparing for print.
- Distributed and gathering feedback from the Comment & Suggestion Form that was sent to Parks & Recreation e-subscribers, included on camp registration forms and posted on the Department’s webpages.
- Continued work on the development of the Department’s ‘Guide for New Employees.’
- Drafted new schedule for the Dunedin Community Events Calendar (April-Sept).
- Completed a FAQ brochure for Tree Protection & Preservation.
- Held a Parks & Recreation Marketing Committee meeting to discuss strategies for reaching new residents and users.
- Created webpage specifically for Adaptive Programming to highlight the expansion of our adaptive programs and to gather input from the public.

- Designed various print materials, including posters, flyers and postcards for upcoming events and programs.
- Continue to maintain and update webpages, send e-notifications and social media posts to help advertise programs and events.

Special Events:

- House of Beer Craft Beer Fest – Very successful event maximizing the parks open space. Over 5,000 people attended.
- Mutt Madness – Another successful event! Approximately 120 dogs up for adoption. Estimated attendance was 3,500.
- St. Patrick’s Day Celebration – Estimated attendance of over 5,000.
- Seafood Festival – Had a late start due to inclement weather, but once it passed, the event went over smoothly. Estimated attendance was 850.
- Kick-Off to Highland Games – Event in Weaver Park had approximately 300 in attendance with a spectacular performance from Dunedin Bagpipers at sunset to kick off the 50th Anniversary of the Highland Games.
- Ceilidh in Pioneer Park was another event to help celebrate the Scottish Art Foundation. The “Off Kilter” band brought in a great crowd. Estimated attendance was 400 people throughout the evening.

Recreation:

- **Community Center**

- The Community Center had a total of 19 rentals with 550 guests, which included a wedding reception, baby showers, City and community meetings, Little League meetings, and a going-away party.
- AARP continued to offer their free tax aid service to the public. Time slots were filled to capacity daily. The volume of phone calls and walk-ins of inquiries regarding the tax aid service has also increased by 30%.
- Summer Camp registration began this month, with 230 children already pre-registered for the summer.
- Bunny Brunch was a success, bringing in 54 children. The event included a brunch, egg hunt, pictures with the Easter bunny and games for the whole family.
- The Drive-In Movie brought in 42 cars to see “The Sandlot.” Cars were able to drive close up to the movie screen and listen to the movie through their car radios. Families participated in trivia and everyone won a prize.
- Mutt Madness brought in a crowd of 2,000 people throughout Highlander Park. Dogs were welcome to enjoy games, food, vaccinations, and many vendors sold doggie toys and supplies.
- The Homeschoolers of Pinellas children continued to attend sessions at the center each Wednesday until summer. The 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 Dunedin Community Center was host to the Primary Presidential elections. This all-day event brought in 500 patrons.
- Due to the spring training games taking place, the Hale Center sent over two of their programs to the Community Center this month—Mah Jong and Chair Volleyball, bringing in 30 people each day.
- Community Center staff were busy planning and preparing for all upcoming events in April.

- **Fitness/Wellness**

- Fitness Center visits totaled 3,965 and group fitness visits totaled 1,824 for a total of 5,889 visits.
- Group Exercise Class attendance was up an average of 14 visits/day for the month compared to March 2015. That month had a total visit count of 1,516 visits. This is an increase of 308 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 (60) athletic rentals were held in March.
 - Sixty-five (65) participants registered for tennis classes in March.
 - 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. Upcoming track meet at Dunedin School on April 6th.
 - Sixty-eight (68) kids are signed up for Youth Flag Football. The season ended at the end of March with an end-of-the-year picnic.
 - Hosted Dunedin High School District Tennis Tournament with eight (8) schools on March 29 and 30.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - March 9th – Supervisory staff attended Parks & Recreation staff retreat, discussing department goals, strategies and upcoming projects.
 - March 14th – TGFH Day-35 children spent their day off of school with us, bouncing and having fun at Airheads.
 - March 19th-Staff hosted the Flashlight Easter Egg Hunt; 55 children, along with their families, shared an evening of Easter-themed arts and crafts, including fancy flowers, bunny hat, Easter chicks, snack-bag carrots, egg art and cookie decorating, a hot dog dinner, and the night's culminating event, an "egg-citing" egg hunt for prizes and candy.
 - March 21-March 25-Spring Fling Camp conducted for 85 school-age children with various active and craft activities centered around Spring and Easter.
 - Staff conducted parking for Blue Jays Spring Training games with a portion of proceeds going to Dunedin For Youth Scholarship Fund to assist families with the cost of summer camp and Before/After School Programs.
 - Staff working on future projects, including summer camp activity and trip planning, marketing, and FRPA Summer Games Workshop.
 - AAU basketball rentals continued for team practices, games and tournaments.
 - March 31st-High School Boys Basketball League started with nine teams.
- **Hale Activity Center:**
 - Forty-eight (48) adult classes and programs were held this month with a total participation of 2,933.
 - St. Patty's Party had a participation of 65 and was sponsored by Manor Care and Arden Courts.
 - The Center hosted two outside group meetings with an attendance of 20.
 - Hosted three rentals with an attendance of 400.
 - The Center was host to the Causeway Bridge Public Meeting with over 350 in attendance.
 - Project 18 Dance had an attendance of 54.
 - Total center attendance for the month of March was 3,822.
 - During the month of March, the Hale Center closed from 11 AM-5 PM on spring training game days. The Hale Center did reopen for night programs. Recreation Staff and Before/After School Program Leaders parked over 3,000 cars for 17 spring training games.
- **Highlander Pool:**
 - The sprayground had a successful opening. Saturday was a rainy day, but families were enjoying the park on Sunday. The sprayground is open 7 days a week from 9 AM-7 PM.
 - Highlander Pool opens on April 3; hours are Monday-Thursday, 3-7 PM and Saturday and Sunday from 10 AM-5 PM.
 - Lifeguards participated in staff in-service in preparation for the upcoming swimming season.
 - Pool staff put finishing touches on the opening of the pool-new signs, flyer holders, painting, etc.

- Staff made preparations for the following upcoming events:
 - ✓ Every Child a Swimmer registration on April 7 from 4-7 PM; classes are held on Monday, Tuesday, Wednesday, April 11-20 at 4:30 PM, 5 PM and 5:30 PM. Second session registration will take place on April 21 from 4-7 PM and classes will be held on Monday, Tuesday and Wednesday, April 25-May 4 at 4:30 PM, 5 PM and 5:30 PM.
 - ✓ Lifeguard Training will begin on Saturdays, April 9-23 from 9 AM-5 PM.
 - ✓ Outreach Program registration will begin on May 9 and classes will be held on Tuesday and Thursday from 4-5 PM at the Florida Sheriff's Youth Ranch.
- Revenues are up in part to sailing fees, shelter rentals and camp enrollments.

Parks:

- Installed new information kiosk at Hammock Park provided by the Friends of the Hammock.
- Installed new memorial benches on the Dunedin Causeway.
- Performed landscape tree trimming at the Dunedin Library.
- Began renovations at Curlew Creek Park.
- Worked all Spring Training games and stadium clean-up.
- Prepared Edgewater Linear Park for renaming ceremony.
- Provided logistical support for a variety of events including Trashy Treasures, Beer Fest, Mutt Madness, St. Patrick's Day, Cricketeer's St. Patrick's Day, Drive-in Movies, Seafood Festival, Flashlight Egg Hunt, and Highland Games.

Marina:

- The Marina seawall project is still in progress and some slip renters have not had access to their boats.
- A temporary water line has been installed from B Dock to the west wall for slip renters to flush out and wash their boats.
- The proposed 2017 Marina budget was submitted to Parks & Recreation Administration.
- Marina user information for the month of March:
 - Daily resident ramp users – 107
 - Non-resident ramp users – 12
 - Annual ramp decals – 44
 - Transient visitors - 17

DUNEDIN PUBLIC LIBRARY

- Presented 8 computer classes with an attendance of 50 people
- Notary Service at Library – 9 stamps
- Delivered 88 items to 23 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 166.25 hours of their time
- Adult Volunteers donated 218.75 hours of their time
- 351 patrons utilized the study rooms
- Continued training and set-up of new countywide library online catalog, SIRSI-Dynix
- New library catalog system SIRSI/DYNIX Symphony went live on Friday, March 25, 2016
- Webinars: SIRSI webinars, FLA Continuing Education Webinar, Best Children's Books of 2015, Demco Webinar on Teen Spaces and Downloading and Editing Digital Photographs.
- Staff attended the following meetings: Circulation Special Interest Group and Cataloging Special Interest Group
- SIRSI meetings: Circulation Training, BlueCloud Training, Unique Management
- Monthly meeting with Pinellas County Library Directors
- 5 staff members attended the Florida Library Association Conference

- Held program Portrait of a Bride – 85 in attendance
- Hosted Pinellas County Navigators – count of 210 people
- Held Autism Awareness event with 3 short films – 56 in attendance
- Gave tour of Library to Mease Continuing Care residents
- Staff planning for Summer Reading Programs
- Staff attended city budget kickoff meeting
- Youth department held 2 Easter egg hunts with a total of 206 attending
- Staff attended City employee recognition event
- Library Director assisted with Mayor’s Top Apple Awards and Teacher Breakfast
- Assisted Chamber Educational and Cultural Foundation with install of Little Free Library box
- Proctored 11 exams

STATISTICS

Door Count	32,242
Total Transactions	42,000
Average Circulation per Hour	163
Adult and Youth Programs	114
Program Attendance	2984
Internet Usage (Adult & Youth)	4030
Wireless Usage	2928
AWE Early Literacy Station Users	318

FINANCE

The Accounting Division:

- The Accounting Division is working towards the completion of the 2015 CAFR. The implementation of GASB 68, a standard associated with the calculation and reporting of pension liabilities, has caused delays in audit reports across the State of FL. The Florida Retirement System (FRS) is still working on its actuarial valuations and that information is needed to report the City’s “portion” of the pension liability for those employees participating in the plan. The current expectation for the availability of this information is the middle of April. As such, this delay in information has extended beyond the normal deadline for CAFR submission to the GFOA, so we have received an extension to May 31, 2016. The Accounting Division anticipates the CAFR being completed in the early part of May.

The Budget Division:

- Distributed the FY 2017-2022 CIP
- Held a City Commission workshop on the draft CIP and FY 2017 Budget Development
- Held a budget kickoff meeting for City staff
- Purchased 3 Certificates of Deposit

COPY OF PAYMENTS PROCESSED FY2016

DATE	CHECK	CHECK	EFT	EFT	EPAY	EPAY	
PRINTED	COUNT	TOTAL	COUNT	TOTAL	COUNT	TOTAL	TOTAL
3/1/2016	1	\$ 500	0	\$ -	0	\$ -	\$ 500
3/3/2016	97	\$ 607,959	21	\$ 135,144	1	\$ 444	\$ 743,547
3/10/2016	111	\$ 318,637	6	\$ 12,275	3	\$ 25,397	\$ 356,308
3/17/2016	86	\$ 175,679	18	\$ 48,468	3	\$ 8,034	\$ 232,181
3/18/2016	1	\$ 73	0	\$ -	0	\$ -	\$ 73
3/24/2016	106	\$ 778,505	5	\$ 20,439	4	\$ 19,980	\$ 818,924
3/31/2016	53	\$ 392,428	10	\$ 44,670	0	\$ -	\$ 437,098
TOTALS	455	\$ 2,273,781	60	\$ 260,997	11	\$ 53,855	\$ 2,588,632

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- Bid 15-1057 is titled “CR1 Valve Replacement Project.” Contract awarded at the City Commission meeting on March 3, 2016.
- Bid 16-1059 is titled “WWTP Chemical Handling Facility #14 Methanol Storage Tank.” Contract awarded at the City Commission meeting on March 16, 2016.

UNDER EVALUATION

- RFQ 16-1060 is titled “Consultant Services for the Implementation of a Pavement Management System.” Qualifications submittals were accepted until 2:00 pm Tuesday, March 22, 2016. The evaluation process is underway.

ACTIVE ON THE STREET

- Bid 16-1061 titled “Monroe/Huntley Street Improvements Project” due at 2:00pm Tuesday, April 19, 2016.
- Bid 16-1062 titled “Lakewood Estates Drainage Improvements Project” due at 2:30 pm Tuesday, April 19, 2016.
- RFP 16-1063 titled “Parking Pay Stations and a Parking Management Software System” due at 2:00 pm Tuesday, April 26, 2016.
- Bid 16-1064 titled “Design/Build for a Steel Framed Parking Canopy” due at 2:00 pm Tuesday, April 26, 2016.

UNDER DEVELOPMENT

- Green Sand Filter Replacement

INFORMATION TECHNOLOGY

Service requests for the month of March.

Tickets Created	182
Resolved Tickets	171
Open Tickets	047
Malware Incidents	004

Important Information Technology Services events and status.

- Ongoing – Sent monthly permit data to Pinellas County Appraiser Office.
- Configuring storage device with servers.
- Implementing new Exchange Server with vendors.
- New Division Director of IT has arrived.

Continuing the Public Internet Computer replacements in the Library

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 11,674 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 - 392 subscribers • 88,833 views
- Continue to work with Aqua Marketing on Public Relations Campaign assisted Boston Globe and Florida on a Tankful; both have been published & aired.
- Planning/scheduling of DTV productions.
- Highland Games Magazine Ad design.

- Met with Where Magazine/Economic Development for upcoming ad campaign/pop-maps.
- Promotion on Dunedin Causeway Bridge meeting.
- Updated homepage of City website with new homepage Parking & Contact the City navigation buttons.
- Attended Dunedin Causeway Bridge meeting.
- Employee Picnic photography.
- Budget staffing/approval for DTV control room upgrade.
- Parking team meetings.
- Budget planning.
- Social media archiving research and planning.
- 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: Highland Games, DFAC Wheels on Wheels, History Comes Alive, Opening Day of Spring Training & Downtown Parking Update.
- A Look Inside the Dunedin Library in Production.
- Produced all 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 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.
- Training for several new web editors.
- 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

- *Housing:* On March 3, 2016, City Commission approved the donation of the residential lot located at 442 3rd Avenue to Habitat for Humanity for affordable housing.
- Aqua Marketing & Communications presented their quarterly update to City Commission on March 16, 2016. In March they were able to promote Dunedin via publications and news outlets such as the Miami Herald, Bay News 9 (Florida on a Tankful), the Boston Globe, Accent on Tampa Bay Magazine, the Tampa Tribune and Florida Travel Guide.

- *Community Development Block Grant:* In the early spring of 2015, Dunedin applied for a matching grant under the Community Development Block Grant (CDBG) program administered by Pinellas County. The City secured a \$225,000 grant for enhancements to Huntley Avenue, Monroe Street and Washington Street. Work is to begin early summer.
- *Façades:* Two façade grants were awarded in March totaling \$7,000 for The Honu (restaurant) and Dunedin Realty.
- *Gateway Project Update:* The team of Pizzuti, Voeller and Wright continue to expend funds to catalyze the Gateway project and have provided the following documentation as requested by the City Attorney:
 - Letter received from Centennial Bank acknowledging approval for financing (both construction and permanent).
 - A non-refundable check received in the amount of \$10,000 from Pizzuti.
- Downtown events in March included the Dunedin Downtown Market, HOB Fest, the City of Dunedin Pipe Band Performance, Sunset Stroll on Victoria Drive, 2nd Friday Night on the Town, the Creative Artists Guild, the St. Patrick's Day Celebration, Seafood Festival, Scottish Night Tartan Supper and the Dunedin Highland Games Ceilidh in the Park.

Downtown Parking Update

- On March 16, 2016 a draft RFP for Parking Management Pay Stations was presented to City Commission. Authorization was granted to solicit vendors for pay stations in the downtown.
- The Lease for a 195-space parking garage was approved on March 3, 2016. Construction is to begin June 2016 with completion in fall of 2017.
- A Dunedin TV spot on the status of downtown parking was aired in March.
- The Downtown Parking web page is continually being updated with new information as it relates to downtown parking and the implementation of a hybrid parking management system.
- Artistic signs have been approved and are being manufactured.

PLANNING AND DEVELOPMENT DEPARTMENT

- During the month of March, 412 total permits were issued, valuation \$9,365,512; 4 new single family residence, valuation \$1,182,809; 1 new multi-family residences, valuation \$186,208; 3 new commercial structures, valuation \$4,090,000; 41 additions and alterations, valuation \$1,124,892; 359 miscellaneous permits, valuation \$2,731,603.
- Inspections made during the month are as follows: 1071 inspections (building, electrical, plumbing, mechanical, gas, roofing). A total of 88 Business Tax Licenses were issued during March for an amount of \$1,644.
- The March Code Enforcement Board heard 3 Old Business cases, 16 New Business cases, accepted 3 Affidavits of Compliance, and approved a Fine Reconsideration Request. The Code Enforcement Department collected \$25,455.18 of unpaid fines and fees in March making the total fees collected in 2016 \$50,096.28

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the month of March: Utility Billing Technician.
 - Project Engineer, 1 Wastewater Service Worker position and Lead Craftworker (HVAC) remain open until filled.
 - Section Engineer, Mechanic and 2 Wastewater Service Workers are in the finalist stage.
 - Employees promoted during March:
 - ✓ Johna Jeffrey was promoted to Field Service Representative on March 30, 2016.

- Employees hired during March:
 - ✓ Alycia LePage, Permit & Licensing Technician, March 16, 2016
 - ✓ Michael Nagy, Division Director of Public Services, March 30, 2016
 - ✓ Michael Handoga, Deputy Fire Marshal, March 30, 2016.
- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for March was \$224,830.36, which represents a 36% increase over the February claims total. The average weekly claims for March were \$56,207.59.
 - 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.
 - HR attended Staff Meetings at the Library and Engineering to discuss Humana Vitality Program with employees and answer questions.
 - Employee Vitality Meetings were held on March 18th at the MLK Center to review the program and answer any questions. These meetings are held on a quarterly basis.
 - Humana Vitality Wellness Program: % Status of Participants, with Blue as Starter level and Platinum as Highest level:
 - 4% Platinum Status
 - 6% Gold Status
 - 19% Silver Status
 - 28% Bronze Status
 - 42% 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: 3.
- Employment Separations (Regular Full- and/or Part-Time):
 - Number of Separations from employment: 2;
- Risk Management:
 - Workers' Compensation:
 - ✓ Number of new workers' compensation claims: 0.
 - ✓ Total current open workers' compensation claims: 4; two employees are on light duty; 0 are out of work.
 - ✓ Total loss of time in March = 0 days.
 - Property/Liability Claims:
 - ✓ New Property/Liability Claims: 4; total open cases = 8.
 - ✓ New Moving Vehicle Accidents: 0; total open cases = 2.
- Family Medical Leave Act (FMLA):
 - Number of Employees with approved/pending FMLA: 11 - (Regular - 6, Intermittent - 5).
 - Number of new requests in March: 3.
- Other (Non-WC, Modified Duty)
 - Four 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: 3.
- Other:
 - The annual City of Dunedin Employee Recognition picnic was held on March 10, 2016 at Weaver Park. 50 employees were recognized for years of service ranging from 5 years to 30 years.
 - HR Director, Payroll & Benefits Coordinator are in process of conducting revisions to Employee Service System Rules. Input was requested from supervisors last year.



Annual Employee Recognition Picnic



Vitality Presentation for City's Wellness Program



Interim City Manager's Meet 'n Greet for New Employees

Government Calendar



April 2016 - Government Calendar Second Revision

Last edit 4/05/2016



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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	2
3	4 1:00 PM Agenda Review Session @ City Hall 6:30 PM Dunedin Library Youth volunteers meeting @ Dunedin Library	5 2:00 PM Code Enforcement Board @ City Hall 6:30 PM Stormwater Advisory Committee @ Water Plant	6	7 6:30 PM Commission Meeting @ City Hall	8 8:00 AM Arts & Culture Advisory Committee @ Scottish Arts Academy Planning & Developent Conf. Room	9
10	11 6:30 PM Hammock Advisory Committee @ Community Center 6:30 PM Lakewood Estates Improvement Project Public Meeting @ Library	12 8:00 AM Causeway Committee @ Community Center 9:00 AM - City Commission Workshop @ City Hall CANCELLED 10:30 AM Mobile Home Park Committee @ Planning Conf. Room 4:00 PM Stadium Advisory Committee @ Dunedin Stadium	13 6:30 PM Local Planning Agency @ City Hall	14 7:30 AM Public Relations Advisory Action Committee @ City Hall	15	16
17	18 1:00 PM Agenda Review Session @ City Hall 5:15 PM Marina Advisory Committee @ Harbormaster's Office	19 5:30 PM Social Services Committee @ MLK, Jr. Rec. Center	20 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	21 10:00 AM Public Safety Comm. @ Fire Admin. 6:30 PM Youth Advisory Committee @ MLK 6:30 PM Commission Meeting @ City Hall	22	23 9:00 AM - 2:00 PM Electronics & Chemical Mobile Collection @ Pinellas County Government Center
24	25 9:00 AM Committee on Aging @ Hale Center 6:00 PM Library Advisory Committee @ Dunedin Library	26 7:30 AM Environmental Quality @ Water Plant	27 6:00 PM Friends of Library @ Dunedin Library	28 8:00 AM Edgewater Drive Advisory @ Planning Conf. Room	29 11:00 AM Disability Advisory @ Hale Center	30
No meeting for CRA Advisory, Housing Authority or Fire Pension.						