

# *Interim Manager's <sup>Up</sup>date*

## *Administrative*

May 9, 2016

This <sup>Up</sup>date will refer to the events since the date of the last <sup>Up</sup>date of April 11<sup>th</sup>, 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. Construction at Well #2 (at City Hall), Well 50 and Well 95 are 95% 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 and rehabbing the five existing greensand filters. The Water Master Plan has identified replacement of media in the existing filters as a first priority. This project was advertised for bids on May 6<sup>th</sup>.
- **Wastewater Plant Methanol Tank Replacement** –The preconstruction meeting for this project occurred on May 4<sup>th</sup>. Notice to proceed (NTP) will be issued on May 16<sup>th</sup>. Project expected to be substantially complete within 150 days from NTP, with final completion within 180 days from NTP.
- **Wastewater Plant Headworks Redundant Discharge Pipe** – The 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 scheduled to advertise for bids on May 13<sup>th</sup>.
- **County Road 1 Valve Replacement** – This contract was awarded for construction 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 with the contractor was held on May 9<sup>th</sup>. Notice to proceed (NTP) will be issued on May 16<sup>th</sup>. Project expected to be substantially complete within 120 days from NTP, with final completion within 150 days from NTP.
- **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 upon completion of the County Road 1 Valve Replacement Project as soon as work schedules allow.

### Stormwater Section

- **Lakewood Estates Drainage Improvements Project** – Bids for this project were opened on May 3rd. The apparent low bidder is Keystone Excavators. This project is expected to be recommended for award at the June 2nd Commission Meeting. On April 11th, a Public Meeting was held at the Library which was attended by approximately 45 neighborhood residents and interested persons. On May 4th, a storm event generated significant rainfall, highlighting the need for this project to address neighborhood stormwater concerns. The resulting depth of water depicted in the photo herein was approximately 20”. All permits and easements are in-hand. The previously approved SWFWMD grant agreement and funding commitment of \$968,000 towards construction related expenses remains in effect.



## Roadway Section

- **Michigan Boulevard Reclamation Project West of Pinehurst Road** – At 98% 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 outstanding 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 to finalize the remaining section of Michigan Boulevard, east of Pinehurst Road to CR 1. The next phase of the project is currently under QA/QC review.
- **Pavement Management Program** – At present, the Engineering Division has negotiated 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 will recommend award of this contract to the Commission at their May 19<sup>th</sup> meeting. Once 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. A corresponding asphalt treatment can then be programmed for each roadway segment, as 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.

## Miscellaneous

- **West Wall Construction** – The Engineering Division has been overseeing the Contractor, George Solar, during the reconstruction of the West Wall. The contractor is nearly complete, at 95%, with some miscellaneous items to be resolved. The project is anticipated to be completed by the end of May.
- **Solid Waste Storage Building Replacement** – The Engineering Divisions has been assisting the Solid Waste Division with the proposed installation of a covered storage area, to provide secure storage and shelter for solid waste equipment, and materials such as new cart inventory. The new building will have a structural capacity capable of withstanding severe wind storm conditions of up to 146 mph. The existing Solid Waste storage structure was constructed in 1977, originally serving as the division's main office until construction of their current office in 1999. The existing storage building has outlived its useful life. Stamper Construction Company has submitted the most responsive and responsible bid on this project, and have completed successful projects for the City of Dunedin in the past. Staff will recommend this project for award to the Commission at their May 19<sup>th</sup> meeting.
- **Causeway Boulevard Improvements Near Public Restrooms** – The center driveway at Sail Honeymoon has been removed and guardrails will be completed by mid-May. The permit for a pedestrian crosswalk across Causeway Boulevard has been submitted for approval to Pinellas County. The crosswalk project includes opening the guardrail on the north side of Causeway Boulevard with a concrete pad to facilitate pedestrians waiting for an opening in traffic to cross.
- **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 – (3)

## Public Services Division:

### Streets Section

- Continued repair of concrete sidewalks (953 SF).
- Continued pothole and asphalt repairs (18 tons installed).
- Sail Honeymoon entrance closure.



- Staff continues right-of-way tree trimming Citywide. Trimmed and hauled tree canopies for roadway clearance Citywide and Countrywoods subdivision (31 tons).
- Continued Traffic Sign & Post maintenance Citywide, as needed. Manufactured 40 new signs.
- Repaired utility cuts for the Water and Wastewater Divisions (10 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (69 tons hauled).
- Supported Special events Highland Games, Pipe Band March, Relay for Life, Arbor Day Tree Give-A-way, Manta Ray Cross Fit, Chili Cook-off, and Touch-A-Truck.

### **Stormwater Section**

- Arm ditch mowing (approximately 2400 linear feet).
- Continued residential street sweeping activities. Hauled 12.75 ton / 26 cyds of sweeping debris to County landfill.
- San Jose Drive Pipe replacement.
- Ravenwood Ditch maintenance.
- Royal Oak Ditch maintenance.
- Ditch maintenance Citywide
- Catch basin repairs Citywide.
- Conducted permit required sampling of street sweeping and stormwater sediment materials.
- Cleaned 1100 catch basins Citywide.
- Continued storm drain cleaning activities with Vac-Truck in Area II.

### **Stormwater Program Coordinator Update**

- Attended the Sea Level Rise Conference in Ft. Lauderdale, FL. Lessons learned will be incorporated into infrastructure planning and management.
- King Engineering began the Cedar Creek Channel A & C Alternatives Analysis project. A draft report is anticipated in May of 2016, contingent on reviewing agency meeting schedules.
- Touch-A-Truck took place on April 23rd, and the Stormwater Section participated with four trucks. Public education accompanied 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 Advisory Committee worked on an educational presentation involving various household objects that can be found “down the drain” along with the photos to represent the household object’s impacts to the marine environment. The educational presentation was given by the Stormwater Program Coordinator to the public at the Touch-A-Truck event.



- The Dunedin Golf Course mangrove trimming permit was amended by Pinellas County. The amended permit allows for additional mangrove trimming for line-of-site issues in exchange for Brazilian pepper removal along Curlew Creek.
- Reviewed four projects in the DRC platform concerning stormwater permitting through FDEP and the SWFWMD. Also provided input to developers regarding the need for proper BMPs during construction.
- Reviewed two projects for Infrastructure Review to notify the developer of potential site contamination, permit requirements through FDEP and/or the SWFWMD, and proper BMPs.
- Looking forward:
  - Commission approval was received for the Cooperative Agreement with Pinellas County and the Cities of Clearwater and Dunedin for the Development of the Comprehensive Watershed Management Plan for Curlew Creek and Smith Bayou in April of 2016. The City of Clearwater and Pinellas County are scheduled to approve the Cooperative Agreement in May.
  - The Stormwater Program Coordinator plans to participate in a webinar titled “Finding Sources of Fecal Coliform Bacteria in Stormwater Runoff” in May.
  - The Stormwater Program Coordinator plans to attend the Florida Stormwater Association Annual Conference in June.
  - The MS4 Annual Report will be submitted to FDEP in June.

### **Facilities Section**

- Currently coordinating with Dunedin H.S. Architecture Program on construction of the Trailside Bookstore project.
- Replaced 2” fire sprinkler line in ceiling at Hale Center.
- Performed D.E.P. AST diesel tank inspections Citywide.
- Began carpet replacement on first floor of the 737 Loudon facility.
- Began new interior restroom construction at Artisan Incubator facility.



- Replaced 4' x 8' impact window on East side of Library.
- Installed security window for reception desk at Utility Billing facility.
- Set up and worked the Cinco de Mayo and Sunset Music series events.
- Continued addressing Code / Safety Inspections Citywide.
- Inspected and made necessary repairs to all exit and emergency lighting Citywide.
- Replaced lower roof section at Art Center facility.
- Replaced rain gutters on Fire Station 62 facility.



- Replaced City Hall security system DVR.
- Added Wi-Fi access to Wellness Center facility.
- Approximately 400 HVAC filter replacements continue Citywide throughout our 31 buildings on a monthly cycle.

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

- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling (PPR) subcommittee.
- Christina Perez, Sustainability Coordinator, attended the Southeastern Sustainability Directors Network (SSDN) Conference in Atlanta, Georgia from April 6th through the 8th. The conference was an opportunity for other Sustainability Coordinators to discuss various environmental topics members felt were top priorities. Some of these topics included: integrating equity into sustainability programs, resiliency and vulnerability planning, and building the local government sustainability budget.
- Multi-Family Waste Audit Update:
  - In 2014 and 2015, staff conducted 2 waste audits at Patrician Oaks. With each audit, we were able to divert 50% of recyclable material from their waste stream. After attending an HOA meeting, the board made the executive decision to implement single stream recycling at their complex. After almost a year into the program, the management company has decided to drop their level of garbage service from three days of service to two, thus eliminate one of their twelve dumpsters.

- As a follow up to the waste audit conducted at Heather Lakes, staff attended a HOA meeting to discuss the findings from the audit. Based on what was presented at the HOA meeting, their Board is looking further into the idea of reducing the amount of their dumpster pickups and implementing recycling.
- Served as staff liaison for the Committee on Environmental Quality. Staff also placed posters in sandwich boards with the Pinellas County Hazardous collection schedule at the following City facilities: Library, Community Center, Utility Billing.
- Christina Perez also attended the Garrison Jones Elementary's Earth Day Walk-A-Thon on Friday April 22nd. The City provided the event with several recycling bins for student to place their water cups in, and Christina was present to discuss recycling's "Life Cycle". It was the perfect event for the kids to be active and learning about the environment. A total of 300 students participated in the event.



- Staff celebrated David "Tunes" Antunes retirement, as a loyal Solid Waste employee for 35 years! Good luck to David !



- Staff participated in the 15<sup>th</sup> annual Touch A Truck event held on Saturday April 23rd. The Solid Waste Division had three trucks at the event, two of which were available for children to climb into and see what it's like to be a sanitation worker. A tent was set up to pass out giveaways to children, and to provide disposal information to adults. New to this year's display, was the integration of the claw truck to pick up furniture, to be crushed in a Real Loader. Four demonstrations were performed which drew big crowds with lots of applause!



- The Committee on Environmental Quality and Staff recognized the 2015 Environmental Advocate Award at the April 23<sup>rd</sup> Commissioners meeting. This important award was presented to commemorate a group / business, and an individual, in the City who has gone above and beyond to serve Dunedin. This year's winners were: The Dunedin Brewery, for Group/Business, and Tuscany Jablon for Individual.

## **Wastewater Division:**

### **Plant Summary**

- **Wastewater Treatment flows:**
  - Influent Average Daily Flow: 4.104 Million Gallons
  - Influent Monthly Total Flow: 123.133 Million Gallons
  - Reclaimed Water Average Daily Flow: 3.096 Million Gallons
  - Reclaimed Water Monthly Total Flow: 92.882 Million Gallons
- **Maintenance and Repairs:**
  - Replaced four yards of damaged sidewalks throughout WWTP.
  - Maintenance personnel replacing all fine bar idler and return conveyor rollers in addition to replacing gearbox, motor and belt.
  - Maintenance replaced check valve on dirty backwash pump #2, in Fac #8 (Filter Building).
  - Maintenance installed wireless door bell system for middle gate entry into the Administration building.
  - Outside contractor, National Electrical Maintenance performed infrared testing on all Motor Control Centers (MCC) at the plant and the satellite reuse stations.
  - Outside contractor, Advanced Commercial Roofing, replaced the roof at Fac #2 (Administration Building).
  - Maintenance is installing new Variable Frequency Drives (VFD's) on two reuse pumps at the Curlew elevated tank pump station.
  - Outside contractor, Lifetime Aluminum, installed two new awnings over final and raw sampling areas.
  - Maintenance replaced one polymer pump stator on the north pump at Fac #14a.
- **Compliance:**
  - March 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 Marince). 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:
  - Finished force main (140') installation and restoration around City lift station (Causeway Restrooms) for Sail Honeymoon pump station.
  - New lateral install for 968 Douglas Ave. (*Art Incubator*)
  - Installed lateral liners (3) – Dumont Dr., Greenwood Dr., and Vine Ave.
  - R/W clean-outs installed (13) – Hagen, Royal Oak Dr. S., Harrison Dr., Mangrum, Fairway Dr.
  - Installed sectional liner repair on lateral on Harrison Dr.
  - Hauled 2 loads from drying bed to land fill.
- Unscheduled repairs / blockages:
  - Continued to respond to citizen blockage calls (21); and daily utility field locates of sewer / fiber optics.
- TV Truck:
  - Cleaned Wet Wells at LS #25, 20, 31, 3, and 1.
  - Monthly cleaning of backwash basin at the Water Plant.
  - Cleaned 2,408 LF of sewer main lines.
  - Televised main line inspections (1,749 LF).
  - Televised storm mains on Tilden (603 LF).
  - Picked up Vac truck after repairs from Apopka, FL on 4/22
- Lift Station:
  - Worked on LS #27 meter can / post replacement.
  - Working on issues with PLC upgrades.
  - Pulled pumps at LS #19 (de-rag), LS #7 (piece of wood jamming impeller), LS #30 (de-rag) and LS #27 (replaced with spare).
  - Repair pump breaker at LS #15.
  - Replaced transducer at LS #22.
  - 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: 3.850 Million Gallons
  - Monthly Potable Water Production: 115.40 Million Gallons
  - Annual YTD Potable Water Production: 456.21 Million Gallons
  - Annual YTD Rainfall: 11.74 Inches
  - Monthly Rainfall Total: 1.53 Inches
- **Noteworthy Events:**
  - Consumer Confidence Report has received FDEP approval.
- **Maintenance:**
  - Awaiting results of element cleaning study.
  - Operators continue normal PM program on plant equipment.
  - Completed inspection and replacement of Ground Storage Tank (GST) vent screens.
  - Rocha Controls installing new telemetry controls at wells.



### **Water Distribution**

- **Maintenance and Repair** – The annual backflow testing program is 36% complete, with approximately 4,126 backflows tested for the calendar year. The large meter program is 100% complete, with 72 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 0 new hydrants, repaired 1, and replaced 1. During this time period, the Valve Program exercised 45 valves. For the year, the Valve Program has installed 0 new, replaced 1, repaired 0, and exercised 2,159 potable and reclaimed distribution valves.

### **Wellfield**

- Submitted 2015 Annual Well Field and Annual Reclaimed Water Suppliers Reports for the Southwest Florida Water Management District.
- 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 by Southeast Drilling Services at Well #2 (at City Hall) is nearing completion. The pump/motor, all above and below ground piping has been installed. Electrical components are 95% completed. Construction at Well 50 and Well 95 is complete. Well disinfection and clearance sampling for Well 50 and Well 95 will take place in May.
- Remote telemetry equipment has been installed and is in operation at 90% of 25 well sites. A time extension has been accepted for the installation of additional equipment for all the wells through May.

## **PARKS & RECREATION**

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

- Continued work on the new Parks & Recreation Department Employee Guide.
- Continued preparation of the annual budget goals and narratives.
- Completed the Second Submittal for a DOT Landscape Grant.
- Working with the Department of Health to obtain grant funding for outdoor fitness equipment at Weaver Park.

## **Marketing:**

- Completed and distributed the new summer Parks & Recreation Magazine. Postcards were sent to residents announcing its availability, and emails were sent to all e-notify subscribers and all city employees.
- Updated webpages, online calendars and flyers with new summer Magazine information.
- Completed a slideshow of ads to be displayed on the lobby tv at each of the recreation centers to help promote programs and events.
- Completed and distributed the Dunedin Community Events Calendar (April-September).
- Hosted the Marketing Network Group meeting consisting of marketing staff from surrounding cities to discuss trends, strategies and current practices related to advertising and marketing.
- Designed a banner and a newspaper ad in the Dunedin Beacon to help promote summer camp.
- Participated in a LERN webinar about the “10 reasons to keep your print brochure.”
- Designed various print materials, including posters, flyers and postcards for upcoming events.

## **Special Events:**

- April 1-3 – Tide Festival of Piping hosted by the Dunedin Scottish Arts Foundation and put on by instructors from the Glasgow Centre for Piping; for a second year, this event was another success with 80 students registered.
- April 1 – Pipe Band March – Biggest one ever, with a record number of pipe bands. The parade route was lined with spectators from start to finish.
- April 2 – Dunedin Highland Games & Festival – Another grand event with over 700 competitors, including over 100 Highland dancers, over 50 athletes and 19 pipe bands from all over the eastern USA.
- April 8 – Relay for Life in Highlander Park – 1<sup>st</sup> time for the event in Highlander Park; had 15 different teams participate in this year’s event.
- April 16 – Manta Ray WOD Wars Cross Fit event in Highlander Park – 1<sup>st</sup> time event, had 256 competitors competing in different activities such as Medicine Ball Tosses, Pull Ups, Sandbag Sprints, Sled Push, Kettlebell Swings and many more.
- April 17 – Taste of Dunedin in downtown Dunedin with over 30 restaurants involved with this year’s tasting.

## **Recreation:**

- **Community Center**
  - The Community Center had a total of 5 rentals with 385 guests, which included City and Community meetings, a baby shower, company picnic, and auditions for an upcoming talent show.
  - AARP completed their free tax aid service this month. Each day filled up with 20 participants daily. The volume of phone calls and walk-ins of inquiries about the free tax aid increased by 30%.
  - Summer Camp registration has been ongoing, with some specialty camps now full. Over 400 sign-ups have been completed.
  - The Dunedin Concert Band had two performances this month. The indoor performance brought in 300 guests, and the outdoor concert consisted of 3 performance groups within the Tampa Bay area. That performance brought in over 500 attendees.
  - The Dunedin Community Chorus had their final show of the season, with a full-capacity crowd. Over 500 guests came to listen to traditional songs that honored our military.
  - Touch-A-Truck brought in over 2,000 people and children. Families were able to see over 80 vehicles, including a helicopter landing.
  - The Dunedin Showcase Theater had a two-weekend run for their adult performance of a crime comedy with a murder mystery to wow the crowd. They sold out for their first weekend of shows and brought in over 60 guests for each show.
  - Archery began a beginner’s class the first weekend of each month, helping kids and adults work on their mechanics to become better shooters. The center continued to see increased numbers for the

- program bringing in 20 participants each month.
- The Homeschools of Pinellas children continued to attend 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.
- Employees are busy planning and preparing for all upcoming events and preparing for Summer Camp.
- **Fitness/Wellness**
  - Fitness Center visits totaled 3,324 and group fitness visits totaled 1,787 for a total of 5,111 visits.
  - Total Fitness Program attendance was up an average of 19 visits/day for the month compared to April 2015. That month had a total visit count of 4,544 visits. This is an increase of 567 visits for the month.
- **Athletics**
  - Men's Softball had twelve (12) teams participating.
  - Six (6) teams participated in the 50 Years & Over Softball League.
  - Fifty-eight (58) athletic rentals were held in April.
  - Sixty-five (65) participants registered for tennis classes in April.
  - There are fifty-two (52) kids registered in the North City track program. A track meet was held at Dunedin School on April 6<sup>th</sup> with Safety Harbor, Palm Harbor and Largo.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
  - April 16<sup>th</sup> – All Before/After School Staff attended continuing education training “After School Conference-Rock Their World-Be a Changemaker,” presented by Pasco Learning and Activity Centers of Enrichment.
  - April 22<sup>nd</sup> – Staff hosted a center special event, “Big Top Bash” for 31 children ages 8-13 years. This carnival-themed night provided games, food and prizes.
  - April 27<sup>th</sup> – Staff attended Summer Camp in-service training kick-off.
  - Staff continued to host “Chefs on the Go” for After School children ages 8-12 years, an interactive cooking class with different sweet and savory recipes each week.
  - Youth Advisory Committee worked on seeking sponsorships and planning event details of Midnite Madness, an end-of-the year special event for teens.
  - High School Boys Basketball League continued; eight teams are participating in the league.
  - Building rentals for classroom increased.
  - Promise Time students at Dunedin and San Jose Elementary Schools attended enrichment overlays hosted by Mad Science, Giving Tree Music, Wonders of Nature, Nommo Drama and Bricks for Kidz.
  - Staff prepared for FRPA Summer Games Workshop to be held on June 4<sup>th</sup>.
  - Staff prepared and organized Summer Camp 2016, including staffing, training and trip planning.
  - Hired new staff member for the Dunedin Elementary Before/After School Program.
- **Hale Activity Center:**
  - Forty-seven (47) adult classes and programs were held this month with a total participation of 2,666.
  - Treasure Island Feast had a participation of 45 and was sponsored by Palms of Largo.
  - The Center hosted three outside group meetings with an attendance of 27.
  - Hosted two rentals with an attendance of 370.
  - International Choral Concert had an attendance of 120.
  - The 3 O'Clock Band Dance and Concert had an attendance of 42.
  - Total center attendance for the month of April was 3,270.
- **Highlander Pool:**
  - The pool opened for the summer season on April 3<sup>rd</sup> on select days and hours.
  - New hires were added to the schedule to prepare for the summer season, and necessary maintenance and organization processes have been implemented for scheduled upcoming events.

- Final preparations were made for the Splash Bash on May 7<sup>th</sup>.
- Pool Attendance – The weekends are usually seeing higher numbers of attendance and both the week and weekends will gradually increase as summer nears and patrons see the pool is open for the season. There are currently 3 Big Wet Birthday Bashes scheduled for April, two for May and three for June.

**Parks:**

- Installed new information kiosk at Hammock Park provided by the Friends of the Hammock.
- Conducted the annual Tree Give-Away in celebration of Arbor Day at Florida Auto Exchange Stadium.
- Conducted two staff trainings including a chainsaw safety training course and a tour of a local nursery specializing in native plants.
- Applied pesticide treatment and fertilized all athletic fields.
- Hosted two little league tournaments.
- Trimmed oak trees at Jerry Lake.
- Removed bollards at Highlander Pool, Nature Center and Fisher maintenance building.
- Mulched both small and large area at Happy Tails Dog Park.
- Repaired fence rails on all athletic fields.
- Repaired picnic tables on south and north end of town.
- Installed three new benches at Weaver Park facing the water.
- Pressure washed the shelter at Scotsdale Park.
- Added mulch to the playground at Scotsdale Park.
- Picked up barricades from Spring Training.
- Assembled new picnic tables for Recreation centers.
- Took down and put up new Blue Jays banners throughout downtown.
- Renovation is completed at Curlew Creek Park.
- Removed excessive vegetation south of the Highlander Tennis courts.
- Provided logistical support for a variety of events including Highland Games, John Grant Hubbard Park dedication, Relay for Life, CrossFit, and Touch-a-Truck.

**Marina:**

- The contractor has formed and poured the last section of the west seawall, and it was reported by the City’s Engineering Department that completion would be in 2 weeks—around May 16<sup>th</sup>.
- The Marina’s entrance channel marker “2” had been damaged, and a new one has been installed, as was a new channel marker “5” sign.
- Marina staff is continuing to monitor the fishing pier’s condition by replacing and securing deck boards until replacement.
- Comparison of Marina user information from March:
  - Daily resident ramp users – 133 from 107
  - Non-resident ramp users – 11 from 12
  - Annual ramp decals – 29 from 44
  - Transient visitors – 16 from 17

**DUNEDIN PUBLIC LIBRARY**

- Presented 8 computer classes with an attendance of 65 people
- Notary Service at Library – 14 stamps
- Delivered 106 items to 23 users of our Homebound Delivery Service
- Dunedin Youth Volunteers donated 190.25 hours of their time
- Adult Volunteers donated 231.5 hours of their time

- 397 patrons utilized the study rooms
- 615 seeds packets “checked out”
- E-books checked out – 1354
- E-audiobooks checked out - 377
- Continued training and set-up of new countywide library online catalog, SIRSI-Dynix
- Webinars: SIRSI webinars, FLA Continuing Education Webinar, Become a Better Supervisor, Displays and Ready Rosie
- Staff attended the following meetings: Youth Services Special Interest Group, Lynda.com, TAFFIE, WordPress for Libraries, Survey Planning, Principals Meeting and Adult SIG.
- IT specialist completed upgrade of 47 public computers to Windows 10
- Attended dedication of John G. Hubbard Linear Park
- Attended Island Earth Days – Honeymoon Island
- Participated in Garden Club Earth Day event
- Participated in Touch-a-Truck
- Friends of the Library hosted annual Milliken Event
- SIRSI meetings: Circulation Training, EDI, Analytics
- Monthly meeting with Pinellas County Library Directors
- 2 staff members attended the Public Library Association Conference – sponsored by the Friends of the Library
- Held Shredding event at library – over 250 cars came through
- Hosted Pinellas County Navigators – count of 210 people
- Staff continued planning for Summer Reading Programs
- Director continued working on Library Budget for FY2017
- Staff visited local preschools and schools
- Program highlighted at Executive PASS Partnership meeting
- Attended Juvenile Welfare Board reading on grade level kick-off meeting
- Proctored 14 exams

## **STATISTICS**

Door Count	34,218
Total Transactions	76,128
Average Circulation per Hour	165
Adult and Youth Programs	148
Program Attendance	4523
Internet Usage (Adult & Youth)	4016
Wireless Usage	2730
AWE Early Literacy Station Users	295
Items added to Collection	568

## **FINANCE**

The Accounting Division:

- The Accounting Division is happy to report that the Florida Retirement System (FRS) has issued its actuarial valuations to participating cities. This was the last information required to complete the City’s FY2015 CAFR. The final CAFR draft is currently being reviewed by the City’s auditors and a presentation to City Commission is planned for the May 19<sup>th</sup> meeting.

The Budget Division:

- Reviewed Health Insurance claims YTD with HR and Gehring Group
- Preliminary balancing of FY 2017 department request budget
- Established FY 2017 preliminary internal service fee rates for: Insurance, Health Benefits, IT Services, Fleet, Facilities Maintenance, Custodial Services
- Began holding departmental budget review meetings with Department Directors, Interim City Manager, and Finance Director
- Attended FGFOA Suncoast Chapter luncheon
- Attended Board of Finance Meeting and Budget Sub-Committee meeting
- Coordinated Adoption of FY 2016 Second Quarter Budget Amendment by City Commission

**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>	
<u>PRINTED</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>TOTAL</u>
4/7/2016	118	\$338,947	9	\$191,086	3	\$14,921	<b>\$544,953</b>
4/14/2016	108	\$350,346	23	\$56,007	5	\$21,101	<b>\$427,453</b>
4/21/2016	126	\$441,078	4	\$10,244	2	\$20,853	<b>\$472,176</b>
4/28/2016	92	\$489,749	12	\$25,767	5	\$23,434	<b>\$538,951</b>
<b>TOTALS</b>	<b>444</b>	<b>\$1,620,120</b>	<b>48</b>	<b>\$283,104</b>	<b>15</b>	<b>\$80,309</b>	<b>\$1,983,534</b>

**PURCHASING**

**CURRENT BID & RFP STATUS LIST**

**RECENTLY AWARDED**

No projects were awarded in April

**UNDER EVALUATION**

- RFQ 16-1060 is titled “Consultant Services for the Implementation of a Pavement Management System.” The Evaluation Committee ranked the consultants and staff is negotiating with the firm. This item is scheduled for Commission discussion on May 19, 2016.
- Bid 16-1061 titled “Monroe/Huntley Street Improvements Project.” This item is scheduled for City Commission discussion on May 3, 2016.
- RFP 16-1063 titled “Parking Pay Stations and a Parking Management Software System” were accepted until 2:00 pm Tuesday, April 26, 2016. The evaluation process is underway.
- Bid 16-1064 titled “Design/Build for a Steel Framed Parking Canopy” were accepted until 2:00 pm Tuesday, April 26, 2016. This item is scheduled for City Commission discussion on May 19, 2016.

**ACTIVE ON THE STREET**

- Bid 16-1062 titled “Lakewood Estates Drainage Improvements Project” due at 2:00 pm Tuesday, May 3, 2016.

**UNDER DEVELOPMENT**

- Bid 16-1065 Greensand Filter Media Removal & Replacement is scheduled to be advertised Friday, May 6, 2016.

## **INFORMATION TECHNOLOGY**

### *Service requests for the month of April.*

Tickets Created	232
Resolved Tickets	229
Open Tickets	047
Malware Incidents	005

- Ongoing – Send monthly permit data to Pinellas County Appraiser Office.
- Implementing new Exchange Server with vendors.

## **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 12,084 followers) we are the most liked City in Pinellas County on Facebook! In May we reached over 110,000 people via Facebook and surpassed the 12k like mark.
- Managed Social and Digital Media (Facebook, Twitter, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - 398 subscribers • 91,721 views
- SERT training/certificate for G-775 Emergency Operations Center (EOC) Management and Operations.
- Dedication of John R. Hubbard Park.
- Pre-production coordination of Your City at Work featuring the Water Department.
- Continue to work with Aqua Marketing on Public Relations Campaign, the Boston Globe article got picked up via and printed in The Week Magazine, a national publication.
- Planning/scheduling of DTV productions.
- Budget preparation.
- Parking team meetings.
- Social media archiving research and planning.
- Coordination and set-up of Dunedin Downtown Market City public outreach table with PR Committee.
- 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:

- April Spotlight on Dunedin: Highland Games, John R. Hubbard Park Dedication, Arbor Day Tree Giveaway, Touch A Truck, Taste of Dunedin & Island Earth Days.
- “A Look Inside the Dunedin Public Library” in Production.
- Filming of a new segment “Your City at Work” 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.
- Met with IT for Intranet.
- Training for web editors.
- Homepage edit and design of Spotlight and Slides.
- Flipbook uploads and management.
- Digital photo editing.
- E-notification distribution and management.
- Assisted staff on web updates.

## **CRA/ECONOMIC & HOUSING DEVELOPMENT DEPARTMENT**

- On April 21, 2016, City Commission approved the Dunedin Housing Authority's 5-Year Public Housing Agency Plan & the Annual Public Housing Agency Plan.
- Aqua Marketing & Communication, the City's public relations firm, secured placements in the following: WUSF News Online, News 13 Online, Bay News 9, Tampa Tribune, Tampa Bay Business Journal and the Boston Globe.



- Downtown events in April included the Dunedin Downtown Market, Dunedin Scottish Arts Foundation Pipe Band Parade, Sunset Stroll on Victoria Drive, 2<sup>nd</sup> Friday Night on the Town, Films in the Park, and the Creative Artists Guild.
- Eco-Village: this affordable housing project is nearing completion of the first set of buildings.



### Downtown Parking Update

- On April 7, 2016 City Commission approved the Baycare Health System Standard Parking License Agreement between Baycare Health System (aka Mease Dunedin Hospital) and the City of Dunedin for the use of their lot off Virginia Street during special events. This area can accommodate parking for 145 vehicles.
- On April 21, 2016 City Commission discussed a backup contract offer for the property located at 380 Main Street (corner of Main Street and Douglas Avenue). This .73 acre property has been used by the City for downtown parking and staging of special events since 2008. Existing Contract is for planned retail and condominiums.
- The Downtown Parking web page continually updates with new information as it relates to downtown parking and the implementation of a hybrid parking management system.
- Artistic parking signs for wayfinding have been ordered.
- Walker Parking Consultants is preparing their draft paid parking implementation recommendations.

### PLANNING AND DEVELOPMENT DEPARTMENT

- During the month of April, 421 total permits were issued, valuation \$17,458,257; 2 new single family residence, valuation \$769,813; 1 new two family residence, valuation \$244,000; 2 new commercial structures, valuation \$912,715; 55 additions and alterations, valuation \$11,832,523; 361 miscellaneous permits, valuation \$3,699,206.
- Inspections made during the month are as follows: 1041 inspections (building, electrical, plumbing, mechanical, gas, and roofing). A total of 120 Business Tax Licenses were issued during April for an amount of \$1,955.15.
- The April Code Enforcement Board heard 7 Old Business cases, 29 New Business cases, and accepted 20 Affidavits of Compliance. Two Fine Reconsideration Requests were approved. The Code Enforcement Department collected \$67,926.79 of unpaid fines and fees in April, raising the yearly total to \$118,023.07.
- Projects:  
*Highland Townhomes (949 Highland Avenue):* Approval was granted for the development of 13 townhomes. This property will generate approximately \$29,250 in ad valorem taxes to the CRA Fund, and a fee in lieu of Parkland Dedication of \$42,120.



*Chesapeake Apartments (2307 Cumberland Circle):* Approval was granted for development of six additional apartment buildings with a total of 44 new units. This property will generate approximately \$9,100 in ad valorem taxes to the General Fund.



## **HUMAN RESOURCES**

- Recruitment & Selection:
  - Positions posted during the month of April: Technical Support Assistant (Fleet Services), Economic Development Specialist, and Firefighter/Paramedic.
  - Recreation Leader & Lifeguard I & II remain open until filled.
  - Employees promoted during April:
    - ✓ Nick Psaras was promoted to Public Services Maintenance Technician on April 27, 2016,
    - ✓ Henry Lesczyniski was promoted to Public Services Maintenance Worker on April 27, 2016.
  - Employees hired during April:
    - ✓ Russell Ferlita, Section Engineer, April 11, 2016
    - ✓ Thomas Briese, Mechanic, April 13, 2016
    - ✓ Alexander Gonzalez, Wastewater Service Worker, April 18, 2016
    - ✓ Mary Exum, Recreation Leader, April 23, 2016
    - ✓ Anthony Morelli and Mia Porter, Lifeguard I, April 23, 2016.
- Employee Benefits:
  - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for April was \$218,872.20, which represents a 2.7% decrease from the March claims total. The average weekly claims for April were \$54,718.05.
  - Director and Payroll/Benefits Coordinator continue to have bi-weekly phone conferences with Cigna Onsite to discuss the participation of City employees at the Health Center.
  - HR Director attended a Fire Department Officers' Staff Meeting to discuss the Humana Vitality Program with employees and answer questions.
  - 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: 1.
- Performance Management:
  - Number of Coaching/Counseling or Other Disciplinary Actions: 1.
- Employment Separations (Regular Full- and/or Part-Time):
  - Number of Separations from employment: 3.
- Risk Management:
  - Workers' Compensation:
    - ✓ Number of new workers' compensation claims: 1.
    - ✓ Total current open workers' compensation claims: 4; two employees are on light duty; 0 are out of work.
    - ✓ Total loss of time in April = 0 days.
  - Property/Liability Claims:
    - ✓ New Property/Liability Claims: 1; total open cases = 11.
    - ✓ New Moving Vehicle Accidents: 0; total open cases = 2.
- Family Medical Leave Act (FMLA):
  - Number of Employees with approved/pending FMLA: 8 - (Regular - 2, Intermittent - 6).

- Number of new requests in April: 1.
- Other (Non-WC, Modified Duty)
  - Four employees are currently working on a modified schedule (some restrictions).
- Records Requests: Number of Records Requests processed: 4.
- Other:
  - HR/Risk Director, HR/Risk Manager & HR/Risk Specialist attended quarterly File Review for Liability & Workers' Compensation on April 21, 2016.
  - HR/Risk Manager, Safety Consultant & Public Services Lead Craftswoman conducted annual facilities inspections on April 28 & 29, 2016.
  - HR Director, Payroll & Benefits Coordinator are in process of conducting revisions to Employee Service System Rules. Input was requested from supervisors last year.

# Government Calendar



May 2016 - Government Calendar Second Revision

Last edit 5/04/2016



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 1:00 PM <b>Agenda Review Session @ City Hall</b> 6:00 PM <b>Dunedin Library Youth Volunteers Recruitment meeting @ Dunedin Library</b>	3 2:00 PM <b>Code Enforcement Board @ City Hall</b> 6:30 PM <b>Commission Meeting @ City Hall</b>	4 4:15 PM <b>Community Redevelopment Agency Advisory @ Planning Conf. Room</b>	5	6	7
8	9 5:30 pm <b>Walker Parking Consultants Parking Update @ Community Center</b> 6:30 PM <b>Hammock Advisory Committee @ Community Center</b>	10 8:00 AM <b>Causeway Committee @ Community Center</b> 9:00 AM <b>City Commission Workshop @ City Hall</b> 10:30 AM <b>Mobile Home Park Committee @ Planning Conf. Room</b>	11 6:30 PM <b>Local Planning Agency @ City Hall</b>	12 7:30 AM <b>Public Relations Advisory Action Committee @ City Hall</b>	13	14
15	16 5:15 PM <b>Marina Advisory Committee @ Harbormaster's Office</b>	17 10:00 AM <b>Agenda Review Session @ City Hall</b> 3:45 PM <b>Dunedin Housing Authority @ City Hall</b> 5:30 PM <b>Social Services Committee @ MLK, Jr. Rec. Center</b>	18 2:30 PM <b>Fire Pension Board @ City Hall</b> 3:00 PM <b>Board of Finance Budget Sub-Committee @ Water Plant</b> 4:00 PM <b>Board of Finance @ Water Plant</b> 4:00 PM <b>Parks &amp; Rec Advisory @ Community Center</b>	19 10:00 AM <b>Public Safety Comm. @ Fire Admin. Planning Conf. Room</b> 5:00 PM <b>Community Redevelopment Agency @ City Hall CANCELLED</b> 6:30 PM <b>Youth Advisory Committee @ MLK</b> 6:30 PM <b>Commission Meeting @ City Hall</b>	20	21
22	23 6:00 PM <b>Library Advisory Committee @ Dunedin Library</b>	24	25 6:00 PM <b>Friends of Library @ Dunedin Library</b>	26	27 8:00 AM <b>Arts &amp; Culture Advisory Committee @ Planning &amp; Development Conf. Room</b> 11:00 AM <b>Disability Advisory @ Hale Center</b>	28
29 Dunedin Library is closed today.	30 All City facilities and the Dunedin Library are closed today in recognition of Memorial Day.	31 7:30 AM <b>Committee on Environmental Quality @ Water Plant</b> 10:00 AM <b>Agenda Review Session @ City Hall</b>	1	2	3	4

No meeting for Stadium, Edgewater Drive or Stormwater.