

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

## *Administrative*

November 10<sup>th</sup>, 2014

This <sup>Up</sup>date will refer to the events since the date of the last <sup>Up</sup>date of October 6<sup>th</sup>, 2013.

## **PUBLIC WORKS AND UTILITIES**

### **Utilities**

- **Water and Wastewater Treatment Plants Master Plans (Phase 2)** – The consultant, King Engineering, has submitted a draft of their report presenting the master plan recommendations, project priorities, and budgeting estimates. Staff is currently reviewing the draft report. Presentation of the Master Plan to the Commission is anticipated in the first quarter of the new calendar year.
- **Ground Storage Tank Inspections** – Tank inspections have been completed.
- **Production Well Rehab Program** – Construction plans and technical specifications have been prepared for reconstruction of pumps and above-ground discharge piping & electrical work at wells 2, 50, and 95. The work will also include down-hole rehabilitation of wells 5 and 85. FDEP permits for the work have been obtained. Final preparation of the project manual for bidding is awaiting funding information.
- **New Reclaimed Water Ground Storage Tanks** – Discussions with Coca-Cola for construction of reclaim water storage tank(s) on property to be donated by them continues. Bids to construct Phase I of this project, a 16-inch reclaimed pipeline to connect the future storage tank to the existing reclaimed water system were received on October 21, 2014, and a recommendation for award of a contract to the lowest cost, responsible bidder is on the agenda for the November 20, 2014, Commission meeting. An application for additional funding consideration (of as much as \$293,710) above the \$880,000 already awarded by SWFWMD was submitted for FY16 grant funding on October 2, 2014.
- **Water Plant Greensand Filter Media Replacement** – Plans and technical specifications are being prepared for replacing filter media in the five existing greensand filters with new media of the same type.

### **Stormwater**

- **President / Lyndhurst Street Drainage Improvements Project** – The Contractor has substantially completed the work east of Douglas Avenue and moved construction activities back to President & Broadway. This work at President & Broadway (which was added to the project scope by Change Order #1) will provide new inlets at the intersection; as well as new inlets just east of Edgewater on President. These construction activities are expected to be finished by the end November. The Contractor's October 2014 application for payment indicates the construction work will cost less than their current PO amount. Change Order #3 is on the agenda for the November 20, 2014, Commission meeting and recommends that additional stormwater pipe be constructed on Broadway, between President Street and Albert Street, without the need to increase the Contractor's PO amount.
- **Laurelwood Lane Bridge Replacement** – The aluminum replacement bridge has been fabricated by GatorBridge and delivered to the Public Services yard. Removal of the existing wooden bridge and installation of the new bridge will be done by City forces.

- **Lakewood Estates Drainage Improvements Project** – Project design and specifications are essentially complete. We have submitted and responded to comments from SWFWMD for an ERP permit, and await approval prior to bidding. Cost estimates have been updated due to contract pricing increases noted on other recent project bids. Additional borrowing to fund this project has been incorporated as part of the approved increase in the Stormwater utility fee. SWFWMD staff has reviewed an informal request for additional funding, and has indicated they would recommend denial to the Governing Board should the City attempt to formally pursue any additional funding from the District. The previously approved SWFWMD grant agreement and funding commitment of \$968,000 towards construction related expenses remains in effect. While negotiations continue with Wells Fargo for an easement on their parcel, the plans have been designed with an alternate outfall along Patricia Avenue should an easement not be obtained.
- **Amberlea Drainage Improvements Project** – Project design and specifications are essentially complete. A SWFWMD ERP permit has been submitted and is currently being reviewed by the District. The project is budgeted for FY2015.

### Roadway

- **North Douglas Streetscape** – The entryway features are currently under construction. The final pavement marking, landscaping, and entryway features will be completed by the end of November.
- **Annual Street Resurfacing** – Project is underway. The concrete subcontractor is currently working on curb repairs at various locations citywide. Resurfacing is scheduled to commence immediately after the Thanksgiving Holiday and be completed prior to the Christmas Holiday. Pavement markings will follow to complete the FY13/14 project. Work is underway to prepare the FY14/15 project specifications and bid documents.
- **San Christopher Drive Reconstruction** – The full depth reclamation and resurfacing is complete. The final striping will be done by the end of November.

### Miscellaneous

- **Marina Pump-out Station & Catwalk Rehabilitation** – City Commission awarded the construction contract to Stamper Construction Company on October 9, 2014. The preconstruction meeting is anticipated to be held at the end of November or early December after the contract documents are signed. The pump out portion of the project includes the construction of a fixed dock and installation of a pump out station and associated electrical, water and sewer utilities. Staff is working with the Department of Environmental Protection's Clean Marina Program / Clean Vessel Act Department on the execution of an approved grant agreement which will pay up to 75 percent of specific pump out station related appurtenances. The catwalk rehabilitation portion of the project includes the replacement of three existing fixed, transient docks with new floating aluminum catwalks.

## PUBLIC SERVICES DIVISION

### Streets

Continue right-of-way Tree Trimming City-Wide.

- Continue Traffic Sign & Post Maintenance City-Wide.
- Set up Traffic Control for Special Events.
- Continue sidewalk repairs City-Wide.
- Continuing pavement repair/replacements for Water & Wastewater divisions.
- Haul Concrete and Asphalt to recycler.
- Continuing work on Edgewater parking lot.
- DOT street sweeping area II, III
- Removed mulch in Scotland alley and replaced with millings.

- Grading on Victoria lane is complete.
- Schedule employee Disaster Response Training.
- Repair potholes city wide.
- Installed Purple Heart bricks and Big Belly Recycling container downtown.

### Stormwater

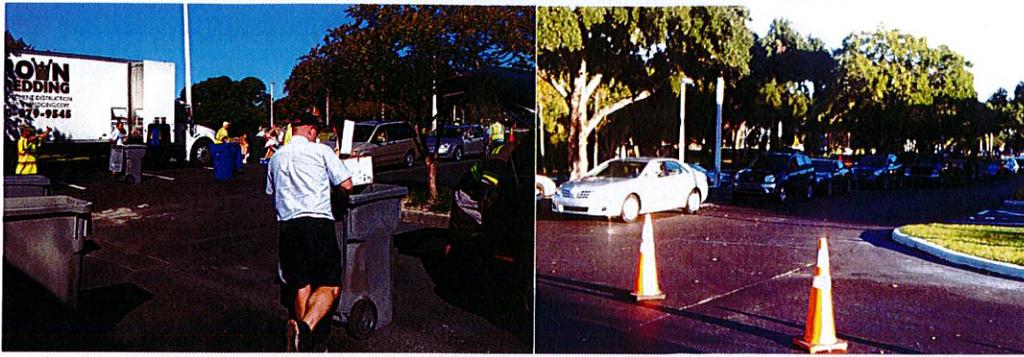
- Continue FDOT & Residential Sweeping.
- Conducting permit required sampling on Street sweepings and Stormwater sediment.
- Haul street sweepings to the landfill.
- Continue right-of-way and drainage ditch mowing City-Wide.
- Continue storm drain cleaning with Vac-Truck in Area II.
- Continue cleaning of Stormwater Treatment Systems.
- Assist with sidewalk maintenance.
- Repair ponds per inspection reports (Minzi).
- Started Mangrove trimming per contract award.
- Repair Catch Basin (C/B) tops.
- Information to address flooding issue at the Sterling Links Driving range has been gathered and project will be scheduled.
- Schedule employee Disaster Response Training.

### Facilities

- Continue addressing code/safety inspections city-wide.
- Provide electrical & other services for Special Events.
- Conducting generator service and inspections City-Wide.
- HVAC filter replacement City-Wide.
- HVAC system replacements in award bid package are nearing completion.
- Started replacement of lighting inside the Library's main entrance. Repaired table.
- Inspected and replaced all bad bulbs at Englebert Blue Jay's score board.
- Roof replacement of the Box Car / Orange Cafe completed.
- Relocated post mounted electrical outlets at Pioneer Park to address safety concerns.
- Working with Purchasing on new ice machine preventative maintenance contract.
- Schedule employee Disaster Response Training.

## SOLID WASTE & RECYCLING

- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling subcommittee.
- Serve as staff liaison for the Committee on Environmental Quality.
- As part of the overall Solid Waste outreach plan, staff continues to advertise in the Dunedin Beacon newspaper, City website, and social media informing residents of the upcoming Solid Waste Open House on Saturday November 15th at the Dunedin Library from 10am – 11:30am.
- Solid Waste & Recycling partnered with Acheiva Credit Union and hosted a shredding event titled "Shredtoberfest" on Saturday Oct 25th. A total of 544 vehicles dropped off material resulting in 22,000 pounds (11 tons) of personal paperwork that was shredded and recycled. The event was well received with a lot of great feedback from residents. Staff is continuing efforts to keep this partnership going, with hope that "Shredtoberfest" becomes a yearly event.



- With the help of the Parks & Recreation Department, both Solid Waste, and the Economic & Housing Development Division's staff deployed a 2nd BigBelly Solar powered SMART container, and 6 more BLUE recycling containers in the downtown area.
- Staff attended the Scotsdale Bluffs HOA meeting on Monday October 6th at the Dunedin Library. A brief presentation was given about the upcoming shredding event, the 2 Solid Waste open houses, and the once a week service change coming this January. Approximately 25 residents attended.
- The City's Sustainability Coordinator and the Storm Water Coordinator worked together at Dunedin Elementary's Before-and-After school care for Storm Water and Recycling educational outreach. They discussed the importance of what's getting into the city's storm drains, and helpful tips to increase household recycling. Approximately 30 children were in the audience.
- Staff attended the Senior Scam Presentation at the Hale Center and provided information regarding the October 25th shredding event.
- Staff participated in the Walk to School event at the Dunedin Library on Wednesday October 8th. A Solid Waste truck was used by staff to discuss the importance of pedestrian safety while walking near a garbage truck. Approximately 200 parents and children attended the event.



## WATER

### Water Production

- **Production Numbers:**

Average Daily Potable Water Production:	3.46	Million Gallons
Monthly Potable Water Production:	107.30	Million Gallons
Annual Year to Date Potable Water Production:	959.89	Million Gallons
Annual Year to Date Rainfall:	45.94	Inches
Monthly Rainfall Total:	2.90	Inches
- **Compliance:**  
WTP now under Stage 2 Disinfection Byproduct Monitoring.

2nd Sampling Event for EPA (Unregulated Contaminant Monitoring Rule) UCMR 3 analysis complete and uploaded to EPA Central Data Exchange (CDX).

Triennial Lead & Copper Rule sampling completed. Next compliance sampling in 2017.

Water Treatment Plant Master plan — Staff reviewing draft memo 2.

### Water Distribution

- **Maintenance And Repair** – The annual backflow testing program is 6% complete with approximately 795 backflows tested for the fiscal year. The large meter program is 13% complete with 9 large meters tested for the fiscal year. For the year, the Hydrant Program has installed 2 new hydrants, repaired 1 and replaced 1. This month the Valve Program exercised 111 valves. For the year, the Valve Program has installed 2 new, replaced 0, repaired 0, and exercised 111 distribution valves.

### Wellfield

- A new pump for Well 12 has been received. Well 12 should be back in operation in November 2014.
- A new pump was received for Well 86. Well 86 is now in operation.
- Well 30 is in operation.
- Due to deteriorating conditions, new well houses are currently under design for Well House 2 and Well House 50. New pump and equipment for both sites will also be included in the bid specifications. The plan will include a perimeter vinyl fence enclosure, as a cost-effective alternative. Pump and equipment are being designed for Well 95.
- Well rehab will be conducted on Well 5 and Well 85 during the above referenced well project.

## WASTEWATER

### Plant Summary

- **Wastewater Treatment flows:**

Influent Average Daily Flow:	4.827 Million Gallons
Influent Monthly Total Flow:	149.640 Million Gallons
Reclaimed Water Average Daily Flow:	2.578 Million Gallons
Reclaimed Water Monthly Total Flow:	79.924 Million Gallons

- **Maintenance and Repairs:**

- Three new filter feed pumps / check valves in process of being replaced.
- Existing / redundant rotating drum thickener, new conduit and wire installed.
- New aluminum awnings being installed around the WWTP by outside contractor.
- Water Treatment Controls on site performing yearly P/M on gas feed equipment.
- A/C unit at Fac#14 chemical building was replaced by Air Masters.
- Ringpower conducted semi-annual inspection on emergency generator. (No issues reported).

- **Compliance:**

- September Monthly Discharge Monitoring report sent to Department of Environmental Protection. (No Issues).
- Annual primary / secondary drinking water test performed. (No Issues)
- New lab vendor; Advanced Environmental Labs is now processing all WWTP samples.

- **Other:**

- Tour given to USF Professor Daniel Yeh's civil engineering class.

### Collections Summary

- **Scheduled repairs:** Main Line replacement on New York Ave. (100'). Main line repair on Athens Dr. Lateral repairs (14) on San Salvador Dr., Chicago Ave.(2), Overcash Dr., Michigan Dr. E., Gulfview Blvd., Highland Ave. (3), Scotland St., San Roy Dr., Jones Dr., Idlewild Dr. S., and Santa Monica Dr.

Lateral liner installations on San Christopher and Edythe Dr. PM R/W clean-outs installed and mini-scouting (5) on Roxburg Ln., and Braemoor Ln. (4). Removed cones and odor control filters on laterals following completion of Scottsdale force main project. Continue with lateral time dated / follow up camera inspections.

- **Coordinate manhole cover replacements:** (14) on San Christopher Street during resurfacing project construction.
- **Unscheduled repairs/blockages:** Continue to respond to citizen blockage calls (19) and continue daily utility field locates of sewer / fiber optic lines.
- **Cleaner crew:** Continue cleaning main lines (17,487'). Root Control in main lines (3,034'). Cleaned 550' of Storm drains. Work with Water Division to clean out backwash basin (monthly).
- **TV Truck:** Continue televising mains (3,636'). Install 2 main line sectional liners. Permaliner sectional liner on Victoria Dr. Repaired cable camera connection. Televised 476' of 10" storm line on San Salvador.
- **Lift Station:** LS # 4 – pull pumps and install new “N” type impellers. Repair air release valve out on Causeway. Work with DATAFLOW troubleshooting fiber optic line for telemetry. Prepare odor control units for installation on air release valves on Scottsdale Force Main. Respond to SCADA alarms and continue preventative maintenance, exercise valves, clean out check valves, clean wet wells, pulling / de-ragging pumps, miscellaneous grounds keeping, etc.

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

- Aqua Marketing & Communications released media pitches on upcoming events and Dunedin as a destination for Valentine's Day to travel magazines. Aqua spotlighted many ideas for places and things to do for a romantic getaway to our Home of Honeymoon Island. Aqua also responded to an inquiry from The Globe & Mail, Canada's premier national newspaper on winter sports activities in Dunedin. They also responded to a Visit Florida inquiry to add items for their 2015 Vacation Guide, to be distributed at visitor's centers. We hosted Aqua members Megan Brewster and Kaley Volkmann overnight in Dunedin to experience our City as visitors. They stayed at a hotel at the Marina, visited restaurants and pubs, saw a Friday night Film in the Park, and Dia de los Muertos Festival and Wearable Art Show. They were given a tour of Honeymoon Island and ferry to Caladesi Island, the Dunedin Historical Museum, and St. Andrew's Chapel. Megan and Kaley were appreciative of the chance to get to know Dunedin and now will have first-hand knowledge on representing us as our Public Relations Managers.
- No façade assistance awards were granted during October, but approvals were given to property owners of Soleil Gallery and Florida Auto Exchange to begin work.
- Staff continues to hold meetings with a group of citizens, business owners and property owners to develop a plan for additional downtown parking. Preparations are being made for City Commission Workshop on November 18<sup>th</sup>.
- Downtown events in September included a 2<sup>nd</sup> Friday Art/Wine Walk, Oktoberfest, Dunedin Classic and Custom Car Show, Friday nights Films in the Park, Dia de los Muertos Festival and Parade, and Downtown Trick or Treating.

## **PLANNING AND DEVELOPMENT DEPARTMENT**

- During the month of October, 691 total permits were issued, valuation \$4,182,449; 5 new single family residences, valuation \$1,081,014; 0 new multi-family residences; 0 new commercial structures; 32 additions and remodeling, valuation \$852,230; 654 miscellaneous permits, valuation \$2,249,205.
- Inspections made during the month are as follows: 856 inspections (building, electrical, plumbing, mechanical, gas, roofing); and 151 code enforcement inspections. A total of 350 Business Tax Licenses were issued during September for an amount of \$9,968.

## **PARKS & RECREATION**

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

- Continued work on the Strategic Plan and reviewing draft reports from the consultant.
- Brought the second reading of the revised Chapter 54 Parks and Recreation Ordinances to Commission and received approval.
- Received information on the Tourist Development Council funding.
- Continued revisions of the existing Tree Ordinance for better clarity, understanding, and to be more user friendly.
- Met with contractor and DOT for a pre-construction meeting of new palms on Bayshore Boulevard.
- Conducted the annual staff meeting at the Hale Center and presented the draft Strategic Plan report.
- Reviewed magazine quotes received for the Parks & Recreation magazine.
- Preparing first draft of the Parks & Recreation Winter/Spring magazine.
- Creating a brochure layout and design for the Dunedin for Youth Scholarship Fund.
- Designed a brochure for the Dunedin Gift Program to be reviewed by staff and the Parks & Recreation Advisory Committee.
- Researching information and application process for the NRPA Gold Medal Award.
- Met with surrounding cities and their Marketing staff; creating a network to share information, ideas and trends.
- Maintaining Parks & Rec webpages and keeping information current.
- Submitting Facebook posts to Communications Director on a regular schedule for additional marketing of programs and special events.

### **• Special Events:**

- Updated and distributed Community Events Calendar.
- Designed photo slides and ads to be displayed on advertising truck during the Halloween event.
- Completed design and printing of marketing materials including Bus Stop ads for Flag Football, Youth Track and Adult Softball, designed a Holiday banner, and revised various flyers for programs and special events.
- Held Production Meetings and met with promoters for the following events:
  - Cricketeers' Cut Out Cancer Weekend
  - Dunedin Brewery's Oktoberfest
  - Antique and Classic Car Show
  - City of Dunedin Employee Picnic
  - Academy DaVinci Mingle
  - Olde Bay Café's Craft Beer and Crab Festival
  - Our Lady of Lourdes Fall Festival
  - Casa Tina's Day of the Dead
  - Halloween Happenings
  - Downtown Trick or Treating
  - 2<sup>nd</sup> Friday Dunedin Wine/Art Walk

### **Recreation:**

#### **• Martin Luther King, Jr. Recreation Center:**

- Staff hosted weekly Basketball Clinics on Monday evenings for children ages 8-12 years working on skill development, teamwork, sportsmanship, and game play.

- 10/20-Staff hosted a Halloween-themed TGFH Day for 27 children during a teacher in-service day. Activities included “mummy wrap,” “monster mash,” “pumpkin carving,” and a “witch hunt.”
- 10/23-Championship games were held for high school boys basketball league, bringing an 8-week season to a conclusion.
- 10/24-Staff hosted an annual Halloween Party for neighborhood children at MLK Center. Activities included pumpkin carving and gross food treats including “chocolate pumpkins,” “witch’s brew,” “mummy dogs,” and “witch hands.”
- 10/25-Staff and Youth Advisory Committee worked together to present a scene in the Halloween Happening Hayride. Staff also worked parking and carnival games.
- Staff researched replacement park amenities including fencing, benches and garbage cans.
- Staff worked on event planning and organization for upcoming special events and programs including Intergenerational Week, Boat Parade, Diversity Week, and Turkey Trot and Jack Frost Camps.
- After School Programs at Dunedin, San Jose and Garrison Jones Elementary Schools began a partnership with Project Pup, a reading program that pairs children with dogs to share in story-time.

- **Community Center:**

- Rentals-Whole Foods continued their rental agreement with the Community Center.
- Films in the Park-We had a great turn out this year, especially for the animated features that were presented. The new speaker system really added to the experience downtown, and we again had “Holy Cow” provide the vending services for the events. We offered patrons a chance to vote on next April’s movies and received excellent feedback for the next round of films.
- Staff continued with preparations for the Halloween Happening and Art Harvest events.
- A record number of “little goblins” and their parents passed through the ever-popular “Boo in the Zoo” event held at the Center in conjunction with the Halloween Happening event.
- Dunedin Concert Band-The Band is still adapting to the change in leadership and Stephen Brown, the new Director, is taking the group out to the public. The Band has already performed at OLL’s Fall Festival and at Safety Harbor’s 3<sup>rd</sup> Friday event. Stephen Brown is eagerly looking forward to performing at the Community Center in December.
- Election-Staff worked with County representatives in preparation for the Center being used as a polling location for the November elections.
- Art Harvest-Staff worked with promoters for the upcoming Art Harvest, which always brings in a record numbers of participants.
- Fountain Coming-Get ready for a beautification addition to the Community Center’s front yard—The City plans on adding a fountain to our little pond located behind the Rotary Pavilion. This should enhance the area for the community and special events.
- Attendance records at the Center this month were as follows:
  - Rentals – 670
  - Classes – 989
  - Dunedin Showcase Theater – 75

- **Fitness/Wellness:**

- Fitness Center visits totaled 2,949 and group fitness visits totaled 898 for a total of 3,847 visits.
- PM Group Exercise – After much participant request, the evening group exercise classes will now start at 5:40 PM, 6:40 PM and 7 PM (10 minutes later than in the past). With the increase in work-force age participants attending evening classes, we felt that this change would better help accommodate participants leaving work and making class on time. With the new Business

Fitness Memberships beginning this winter, we feel this will also help accommodate more participants working in Dunedin the opportunity to attend evening classes.

- **Athletics:**

- Men's Softball – Twelve (12) men's teams participated on Tuesday and Thursday evenings in four separate divisions.
- 50 Yrs. & Over Softball – This season we have five (5) senior teams participating.
- Cross Country – The season ended against Safety Harbor and Palm Harbor.

- **Hale Activity Center:**

- Held 51 adult classes & programs with a participation of 2,318.
- Held 2 meetings with an attendance of 78.
- Held a luncheon sponsored by Palms of Largo with an attendance of 62.
- Held a candidates forum with an attendance of 250.
- Held a Committee On Aging "Staying Balanced" seminar with an attendance of 260.
- Had 5 rentals with an attendance of 440.
- Assisted with coordination of the Antique and Classic Car Show.
- Total attendance for the month of October was 3,408.

- **Highlander Pool:**

- Pool staff assisted with preparations for the Employee Picnic and Holiday Parade.

- **Parks:**

- Trimmed landscaping at the Dunedin Library.
- Repaired a hole from a washout area along the seawall at Kiwanis Park.
- Trimmed the saw palmetto on Edgewater Linear Park.
- Trimmed arboricola on the Dunedin Causeway
- Installed new sod in the Downtown along Broadway east & west.
- Installed new sod at the Gateway triangle median.
- Installed new sod at the former Baptist Church lot.
- Planted new annuals on the stage at Pioneer Park.
- Consolidated and better organized the trash cans at Hammock Park.
- Removed old posts at Hammock Park.
- Work has begun on the Boardwalk repairs at Hammock Park.
- Assisted with a variety of special events including the Antique & Classic Car Show, Oktoberfest, Employee Picnic, Fire Station Open House, Halloween Happenings, Craft Beer and Stone Crab Festival, Fall Festival, Day of the Dead, and Downtown Trick or Treating.

- **Marina:**

- During the month of October, boat ramp users included:
  - 96 residents
  - 19 non-residents
  - 115 total boat ramp users
- Transient boaters totaled 28 visitors.

## DUNEDIN PUBLIC LIBRARY

- Delivered 91 items to 19 users of our Homebound Delivery Service
- Presented 14 computer classes with an attendance of 75 people
- 353 people utilized the Library Study Rooms for the month
- 1095 e-books downloaded for the month
- 361 e-audiobooks downloaded for the month
- 305 seed packets checked out from Seed Library for the month
- Adult volunteers donated 299 hours of their time
- Teen volunteers donated 301.17 hours of their time
- Attended monthly meeting with county Library Directors
- Attended Pinellas Public Library Cooperative Board meeting
- Staff participated in monthly Web Page meeting and Technology meeting
- Reference staff participated in GoodReads discussion planning meeting
- Staff attended OCLC Member Forum in Orlando
- Staff attended the following webinars: Searching WorldCat Discovery, FLA Awards Committee and Early Reader
- Staff attended the following workshops: TBLC Managerial Meeting
- Volunteer cleaned 229 DVD's/CD's that are now back in the collection
- Proctored 4 exams
- New ipad stations utilized in classes for the public
- Presented PASS partnership with Dunedin Elementary at the 10/23 Commission Meeting
- Staff visited Innovation Lab at Seminole Library – 3D printing
- Kids viewed 927 books from Tumblebooks
- 61 e-magazines downloaded from Zinio
- AWE machines purchased by the Dunedin Public Library Foundation Inc. – 4 early literacy computers for kids
- Yoga for Kids
- Coder Dojo presenting programs at the Library – kids learning how to computer code
- New Door Counter installed
- Inventory – entire library collection completed
- Held Walk to School Day for Dunedin Elementary School
- Participated at the Community Center Halloween Event

### **Library Statistics**

Visitors	34,635
Transactions	78,945
New Materials Added	672
Internet Users (Adult & Youth)	4050
AWE Early Literacy Stations Users	299
Wireless Users	1,905
Adult & Youth Programs	149
Program Attendance	4144
Average Circulation per Hour	166

## FINANCE

- Building, Planning, Permitting and Code Enforcement Software RFP was issued, replies received. Next step is a conference call with one of the respondents to clarify a few items.
- Work on the ERP software RFP has begun with preliminary schedules for most areas complete.
- Karen attended a one day investment seminar (free), which is required by the State.
- Adopted FY 2015 Budget Books dispersed.
- Work on year-end processing.
- Working on interim audit.

### COPY OF PAYMENTS PROCESSED FY2014

Oct-14

<u>DATE</u> <u>PRINTED</u>	<u>CHECK</u> <u>COUNT</u>	<u>CHECK</u> <u>TOTAL</u>	<u>EFT</u> <u>COUNT</u>	<u>EFT</u> <u>TOTAL</u>	<u>EPAY</u> <u>COUNT</u>	<u>EPAY</u> <u>TOTAL</u>	<u>TOTAL</u>
10/1/2014	52	\$ 421,734	6	\$ 9,767	4	\$ 10,066	\$ 441,567
10/2/2014	34	\$ 23,135	12	\$ 6,054	0	\$ -	\$ 29,189
10/9/2014	69	\$ 324,975	2	\$ 17,494	2	\$ 11,688	\$ 354,157
10/16/2014	94	\$ 1,190,602	13	\$ 12,432	2	\$ 970	\$ 1,204,003
10/23/2014	144	\$ 364,770	5	\$ 20,486	5	\$ 28,085	\$ 413,340
10/30/2014	58	\$ 92,419	4	\$ 2,504	3	\$ 5,041	\$ 99,963
<b>TOTALS</b>	<b>451</b>	<b>\$ 2,417,634</b>	<b>42</b>	<b>\$ 68,736</b>	<b>16</b>	<b>\$ 55,850</b>	<b>\$ 2,542,220</b>

## PURCHASING

### CURRENT BID & RFP STATUS LIST

#### RECENTLY AWARDED

- Bid #14-1034 is titled "Laboratory Services." The City Commission awarded the contract at their meeting on October 9, 2014.
- Bid #14-1035 is titled "Marina Pump-Out Station & Catwalk Rehabilitation Project." The City Commission awarded the contract at their meeting on October 23, 2014.

#### UNDER EVALUATION

- RFP #14-1036 is titled "Permitting, Planning & Enforcement Software." Proposals were accepted until 2:00 pm Tuesday, October 7, 2014. The Evaluation Committee met and reached a consensus on the highest ranked vendor. The City is negotiating a final cost proposal from the vendor. Once finalized, the item will be agendaized for City Commission consideration.
- Bid #14-1037 is titled "Storage Tank(s) & Booster Pump Station reclaim – Phase I 16" Reclaim Main Connection Pipe." This project will be discussed at the City Commission meeting on Thursday, November 20, 2014.
- RFP #15-1038 is titled "Underwriter/Commercial Banker Team Selection." This project will be discussed at the City Commission meeting on Thursday, November 20, 2014.

#### ACTIVE ON THE STREET

- Bid # 15-1038 is titled "Grounds Maintenance Services." Bids are due at 2:00pm Tuesday, December 2, 2014.

#### UNDER DEVELOPMENT

- RFP for City Finance Software System.
- Bid for the replacement of a fine bar screen at the Wastewater Plant.

## **INFORMATION TECHNOLOGY**

- Service requests for the month of October
  - Tickets Created 142
  - Resolved Tickets 133
  - Malware Incidents 001
  - Open Tickets 087
- Deployed new malware/virus solution.
- Exported and forwarded monthly permits to county.
- Configured WiFi services at Solid Waste.
- Worked with fiber contractors to repair damaged fiber.
- Repaired and setup Osprey camera.

## **HUMAN RESOURCES**

- Recruitment & Selection:
  - Two positions were posted during the month of October: Public Service Worker II and Plans Examiner. Building Official (Planning & Development) remains open.
  - Four positions are closed and filled, pending completion of background process.
- Employee Benefits:
  - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims were \$362,792.83, which is almost twice as much as September's total.
  - Director and Payroll & Benefits Coordinator met with the Gehring Group and Humana to plan for the upcoming benefits year. The same group also met with CareATC, third party administrator for the Health Center to discuss future employee participation and future wellness offerings.
  - Free flu vaccinations were offered to employees at the Community Center.
- DROP (Deferred Retirement Option Program):
  - Number of Employees in DROP: 18.
  - Employees who entered DROP during the month: 0.
- Performance Management: Number of Coaching/Counseling or Other Disciplinary Actions: 6.
- Employment Separations:
  - Number of Separations from employment: 7.
  - Richard Hittel (Planning & Development) retired on October 6, 2014.
  - Ken Stidham (Engineering) retired on October 14, 2014.
  - Dan Odell (Public Services) retired on October 28, 2014.
- Risk Management:
  - Director and HR/Risk Specialist met with the Gehring Group, the City's Broker of Record for Property and Casualty and Johns Eastern, Third Party Administrator for liability claims to review claims processing procedures.
- Workers' Compensation:
  - Number of New Workers' Compensation Claims: 3; all returned to full duty.
- Property/Liability Claims:
  - New Property/Liability Claims: 3;
  - Moving Vehicle Accidents: 0.

- Family Medical Leave Act (FMLA):
  - Number of Employees with approved/pending FMLA: 9 - (Regular - 3, Intermittent - 6).
  - There were 3 new requests in October.
- Non-FMLA/STD
  - Two employees are out on Short-Term Disability (FMLA exhausted).
- Records Requests: Number of Records Requests processed: 1.
- Other:
  - HR/Risk Manager and Specialist attended the City's quarterly Safety Committee meeting on October 9, 2014.
  - Director attended the annual Public Risk Management Association (PRIMA) Conference October 13 – 16, 2014.
  - Social Services Committee held its regular meeting on October 28<sup>th</sup>.

## **COMMUNICATIONS**

- Facebook/Twitter Updates (Facebook has grown over 7,840 followers) we are the most liked City in Pinellas County on Facebook!
- Managed Social and Digital Media (Facebook, Twitter, YouTube, web), Dunedin TV and DunedinGov.com)
- YouTube Channel: 164 subscribers 40,695 views
- DunedinGov.com Visits: 42,004 Pageviews: 118,329
- Worked with Aqua Marketing on Public Relations Campaign.
- Assisted Solid Waste with 3 in 1 Gets it Done campaign brand and marketing.
- Secured production with PBS WEDU and assisted with production of segment for ArtsPlus that featured Dunedin's Murals, the program aired on Oct. 30<sup>th</sup> at 8 p.m. and is available online.
- Filmed and produced Chamber of Commerce Candidate's Forum.
- Assisted with Where Traveler Ad in cooperation with Economic Development
- Coordinated Aqua Marketing visit in cooperation with Economic Development
- Photographed Employee Picnic
- Attended the Visit Dunedin meeting
- Public Stuff and SeeClickFix App research.
- Coordination 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.
- Attended Ad Hoc Causeway Bridge Committee meeting.
- Coordinated web updates.
- Assisted media outlets.
- Maintained Digital media library.

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

- New October Spotlight on Dunedin: Halloween Happenings and Halloween Downtown promo, Films in the Park promo, Shredtoberfest promo, Economic Development feature Achieva Bank, Honeymoon Island update and 3 in 1 Gets in Done promo.
- Produced all content for Dunedin TV, City website, Facebook and YouTube.
- Filmed and Produced Chamber of Commerce Candidate's Forum.
- Upload and maintenance of Granicus (video on demand)

- Coverage of the City Commission and LPA meetings.
- Commission Workshops.
- 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
- Homepage edit and design of Spotlight and Slides.
- Flipbook uploads and management.
- Digital photo editing.
- Working on new modules for City website
- Assisted staff on web updates.

## **CITY COMMISSION AND BOARD MEETINGS**

In the month of November there are no meetings scheduled for:

Dunedin Housing Authority  
Board of Adjustments and Appeals  
BBAA  
Stadium Advisory Committee  
Stormwater Advisory Committee  
Committee on Environmental Quality  
Library Advisory Committee



Government Calendar  
November 2014 10-27-2014



SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4 2:00 PM Code Enforcement Board @ City Hall	5	6	7	8
9	10 7:00 PM Hammock Advisory Committee @ Community Center	11 Veteran's Day Holiday 	12 8:00 AM Causeway Committee @ Community Center 2:00 PM Board of Finance @ Water Plant 2:30 PM Fire Pension @ City Hall 4:15 PM CRA Advisory @ Planning Conf. Room 6:30 PM LPA @ City Hall	13 10:00 AM Public Relations Advisory Action Committee @ City Hall 8:00 AM Edgewater Drive Advisory Committee @ Planning Conf. Room	14	15 10:00 AM Solid Waste Open House
16	17 5:15 PM Marina Advisory Committee @ Harbormaster's Office 6:00 PM Special City Commission Meeting @ City Hall	18 9:00 AM Commission Workshop @ City Hall 10:30 AM Mobile Home Park Committee @ Planning Conf. Room 5:30 PM Social Services Committee @ MLK	19 4:00 PM Parks & Recreation Advisory Committee @ Community Center	20 10:00 AM Public Safety Committee @ Fire Admin. 6:30 PM Commission Meeting @ City Hall 6:30 PM Youth Advisory Committee @ MLK	21 8:00 AM Arts and Culture Advisory Committee @ Planning Conf. Room 10:30 AM ADA Committee @ Hale Center	22
23	24 9:00 AM Committee on Aging @ Hale Center	25	26	27 Thanksgiving Day Holiday 	28 Thanksgiving Holiday 	29
30	1	2	3	4	5	6

**Development Project Update 11-7-14**

<b>Current Projects - City Commission Review</b>			<b>LPA</b>	<b>CC 1st</b>	<b>CC 2nd</b>	<b>Appvd</b>	<b>under const.</b>
Arcadia	265 Causeway Blvd	16 4-story condos	10/08/14	11/20/14	12/18/14		
Casco Viejo	479 Main St	2 condos over 2 retail units	√	√	√	√	Yes
Eco Village - Lorr. Leland	1142 MLK Jr. Ave	25 Afford. Housing Units	√	√	√	√	Yes
Fenway	453 Edgewater Dr	102 rms+27 Townhomes/Dev. Ag	12/10/14	01/08/15	02/05/15		
Gateway	Gateway Tract	mixed-use; amended Dev. Agrmt	<del>moving forward with new partners</del>				No
Glenn Moor	1289 Michigan Blvd.	23 SF homes/ zoning/LUP change	√	√	√	√	No
Mease Manor Memory C.	603-665 Virginia St	32 unit memory care facility	√	√	√	√	No
Victoria Place	200 Main Street	30 condo units/8,000 sf retail	√	√	√	√	No

<b>Current Projects - Staff Only Review Only</b>			<b>Comments</b>	<b>under const.</b>
Athenian Academy	2817 St. Mark Dr	adding modular to expand school; will move to CW in fall of 2015		Yes
Cotherman Distilling Co.	933 Huntley Ave	craft distillery (DC) - interior renos; just rcvd distilling license 7/9/14		Yes
Dunedin Woodwright	985 Douglas Ave	adding a brewery to the Woodwright studio; permit issued 9/26/14		No
FL Auto Exchange	2201 Main St	addition to office; update signs; permit in review		No
Happy's Bayou Bites	431 Skinner Blvd	Semi-permanent kitchen/food trailer - approved by BAA on 6/25/14		
Pirate's Cove Marina	2400 Bayshore Blvd	building out marina per approved plans; taking 2nd story off plans		Yes
Townhomes at Creek Park	Leafland/Creek Park	completing remaining 18 units; same site plan; permit app submitted		No

<b>Potential Future Projects - City Commission Review</b>			<b>Comments</b>
Best Western Hotel	150 Marina Plaza	considering adding 16 - 30 hotel rooms in elevated bldg over current pool	
Chesapeake Apartments	2307 Cumberland Cr	add apartment units to complex	will need rezone and design review
1200 Curlew Rd	1200 Curlew Rd	annexation, zone and LUP; PRD - single-family 8-unit "pocket neighborhood"	
Douglas Place	523 Douglas Ave	6 single-family units development with zoning/LUP change	
Ecovillage Honeymoon	2624 N Paula Dr	proposing 12 townhomes w/docks; attended 4/23/14 DRC	
Feed Store	735 Railroad Ave	mixed-use with 4 condos - 2014	working to resolve fire acc. & parking
418 Grant St	418 Grant St	4 townhomes	
Highland/Howard	49 Townhomes (Jen Welch property)	- attended DRC 10/1/14	
Hilton Garden Hotel	940-966 Douglas Ave	107 rooms; convention ctr; restaurant; rooftop bar; 6000 sf retail; 350 space garage	
1410 Main St	Main St/Carnation Dr	Leukens is proposed	
Marker 1 Marina	343 Causeway Blvd	new owners -need final app. of revised site plan; attended 7/24/13 DRC	
Nielsen Tract	375 Patricia Ave	bank is accepting bids	
1046 Oak St	1046 Oak St	7 single-family 2-story homes; attended 10/15/14 DRC	
619 Wood St	619 Wood St	3 single-family homes or 3 townhomes (rezone to PRD; replat)	

<b>Potential Future Projects - Staff Only Review Only</b>			<b>Comments</b>
Baracuda Bobs	240 Causeway Blvd	current SF home (former 7-11) to be converted to Barracuda Bobs - renovations	
Big Frog	533 Main St	may purchase bldg and expand in about 2 years to accommodate comp growth	
Boondocks	1019 MLK Jr Ave	adding a single-family home to the back of the property	
Charlie Tulum Taco Truck	516 Grant St	needs conditional use permit through BAA - only open Tuesdays 10:30 - 3:30	
901 Curlew	existing offices	convert to ice cream shop/café (local coffee, homemade ice cream, sandwiches)	
Dairy Queen	1688 Main St	wants to convert auto parts store to DQ with drive-thru & outdoor seating	
907 Douglas	current SF home	convert house to design/art studio	
Dunedin Brewery	937 Douglas	wants to expand; constrained by parking & stormwater requirements	
Mike's Auto Repair	715 Main St	add 4 auto bays in rear	façade improvement
324 Monroe	(old Heutig Electric)	House of Beers with restaurant; dry cleaner; possible church or artist studios	
Sail Honeymoon	61 Causeway	removing existing structures, replacing with larger single structure w/deck	

<b>Projects on hold</b>			<b>Comm Rev Required</b>
Causeway Townhomes	2621/2641 Michael Pl	24 townhomes on Causeway	on-hold per owner; approval extended
Pirate's Cove Marina	2400 Bayshore Blvd	Marina-considering restaurant	litigation- building out marina per/app'd plans