

Manager's ^{Up}date

Administrative

December 8th, 2014

This ^{Up}date will refer to the events since the date of the last ^{Up}date of November 10th, 2013.

PUBLIC WORKS AND UTILITIES

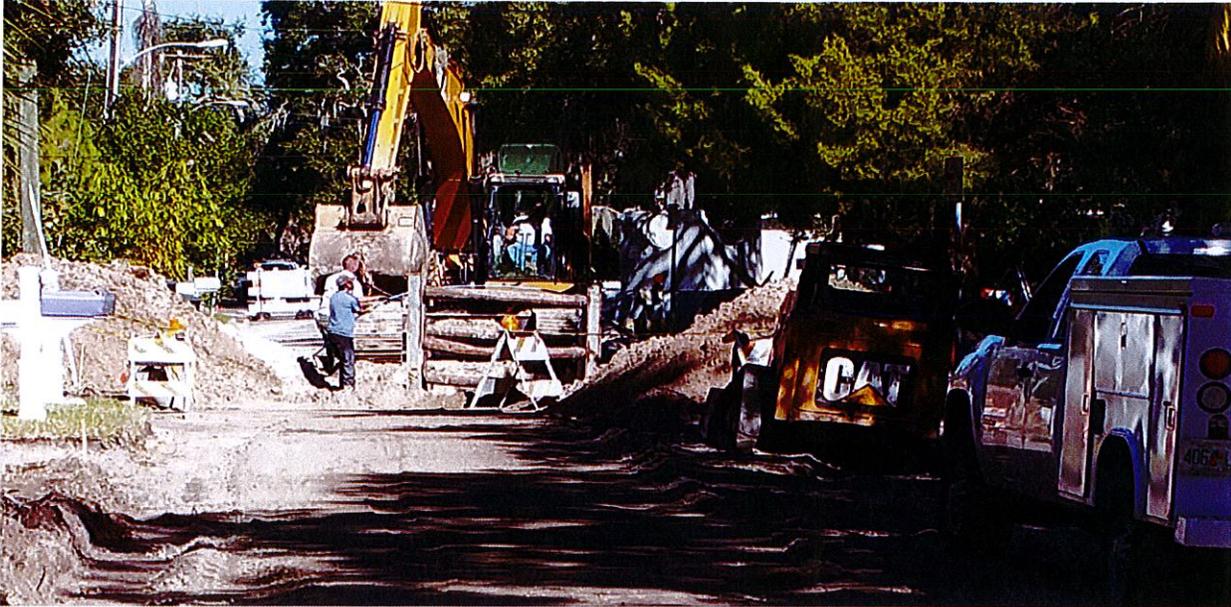
Utilities

- **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 has been scheduled for the February 24, 2015, Commission Workshop.
- **Production Well Rehab Program** – Construction plans and technical specifications have been prepared for reconstruction of pumps and above-ground discharge piping and 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. Project manual for “FY 2014/2015 Production Well Rehab Program” is being assembled for bidding and FY15 budget funding is being confirmed.
- **New Reclaimed Water Ground Storage Tanks** – An agreement for donation of property for construction of reclaim water storage tank(s) has been developed and is under review. Staff anticipates bringing this agreement to the Commission for consideration in December. Phase I of this project, a 16-inch reclaimed pipeline to connect the future storage tank to the existing reclaimed water system, in the amount of \$144,424.20, was awarded to L&SL Engineering Consultants Corp., during 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. Review of the application by SWFWMD continues.
- **Water Plant Greensand Filter Media Replacement** – Plans and technical specifications continue to be prepared for replacing filter media in the five existing greensand filters with new media of the same type. One filter has been emptied of media (pictured herein) leaving only four filters to provide pretreatment ahead of the RO membranes. The Water Master Plan has identified replacement of media in the existing filters as a first priority while a new pretreatment system is designed, permitted and constructed.



Stormwater

- **President / Lyndhurst Street Drainage Improvements Project** – Installation of additional storm water piping at President and Broadway (added to the project scope by Change Order #1) has been completed. The contractor is currently installing storm water pipe in Broadway, between President Street and Albert Street, added by Change Order #3, as approved during the November 20, 21014 Commission meeting. Substantial completion of construction work is expected by the end of January, 2015. The photos provided depict the work on Broadway as it progresses north of President Street.



- **Laurelwood Lane Bridge Replacement** – The aluminum replacement bridge has been fabricated by Gator Bridge and has been delivered to the Public Services yard. Removal of the existing wooden bridge and installation of the new aluminum bridge will be performed by City forces is expected to be installed prior to Spring, 2015.
- **Lakewood Estates Drainage Improvements Project** – Project design and specifications are essentially complete. The City has received approval from the SWFWMD for the project ERP permit. Bid Documents (plans and specifications) are now being finalized and the project is expected to be bid early in the upcoming calendar year. Negotiations continue with Wells Fargo for an easement on their parcel, however, if we are unable to obtain this easement prior to bid award, the plans include an alternate outfall along Patricia Avenue. Cost estimates have been updated and funding for this project has been incorporated as part of the approved increase in the Stormwater utility fee. The previously approved SWFWMD grant agreement and funding commitment of \$968,000 towards construction related expenses remains in effect.
- **Amberlea Drainage Improvements Project** – Project design and specifications are essentially complete. A SWFWMD ERP permit has been submitted, and staff is in the process of responding to comments received from the District. The project is budgeted for FY2015.

Roadway

- **North Douglas Streetscape** – Landscaping was added around the new entryway features. The final brickwork should be completed by the middle of January.



- **Annual Street Resurfacing** – Construction commenced shortly before Thanksgiving. The contractor has thus far milled, resurfaced and cleaned-up several streets and is expected to be completed prior to the Christmas Holiday, with the exception of pavement markings which will follow to complete the FY13/14 project. The next resurfacing contract, “FY14/15 Annual Resurfacing Project” bid documents are currently under development and should be ready for bid in late January / early February.
- **San Christopher Drive Reconstruction** – The full depth reclamation and resurfacing construction is complete. The final striping will be done by the end of December.



Miscellaneous

- **Marina Pump-Out Station & Catwalk Rehabilitation** – City Commission awarded the construction contract to Stamper Construction Company on October 9, 2014. A one year extension request of the Pinellas County Water & Navigation Permit has been made and has been granted through December 18, 2015. The preconstruction meeting and notice to proceed is anticipated to be in January. 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. The Department of Environmental Protection’s Clean Marina Program / Clean Vessel Act Department grant agreement paperwork has been signed by the City. We are awaiting final execution by the Department in January. The grant 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.
- **Marina Dock “A” Rehabilitation** - This project includes replacing the deck, upgrading the stringers, new electrical pedestals and a new electrical panel for Dock A. As a result of the soon to be installed pump-out sewer discharge line to the underside of Dock A, staff will be seeking approval of a Change Order (CO) to amend Stamper Construction Company’s contract. The CO will recommend including the proposed Dock A rehabilitation work while the other construction is underway. Staff anticipates this CO to go before the Commission for their consideration at the January 8, 2015 meeting.
- **Engineering Site Infrastructure / Development Review Participation**
Projects discussed as part of DRC meetings – 5 / Infrastructure plan sets reviewed – 3

PUBLIC SERVICES

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.
- Added No Idle, No Parking verbiage in roadway at Pelican Bay.
- Overlaid multiple areas on Michigan Blvd, east of Pinehurst Rd.
- Completed Edgewater parking lot.
- Striped parking spaces at Broadway, north of Scotland Street.
- Schedule employee Disaster Response Training.
- Repaired potholes City-Wide.
- Installed Purple Heart bricks.
- Installed 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.
- Wee Lochness pond fountain installed.
- DOT street sweeping areas II, III and IV.
- Started on 1003 Michigan East drainage issue.
- Mangrove trimming, per the contract, is complete for this year.

- Repaired Catch Basin (C/B) tops.
- Started repair of San Jose ditch.
- Schedule employee Disaster Response Training.

Facilities

- Continue addressing code/safety inspections City-Wide.
- Provided electrical and other services for Special Events.
- Installed new plaques for incoming commissioners at City Hall.
- HVAC filter replacement City-Wide.
- HVAC system replacements in award bid package are nearing completion.
- Finished replacement of lighting inside the Library's main entrance.
- Repaired light on pier, north of Marina.
- Worked with Duke on repairing downtown lamp posts for holiday season.
- Connected electrical for Wee Lochness pond fountain.
- Installed hand dryers at Jerry Lake restrooms.
- Schedule employee Disaster Response Training.

SOLID WASTE & RECYCLING

- To increase our public outreach about the January 5th Once-a-Week service change, staff continues to advertise in the Dunedin Beacon, posting signs throughout town, labeling resident's garbage cart lids with informative decals, along with utilizing our social media outlets and website.



- Staff hosted its 2nd Solid Waste Open House on Saturday November 15th at the Dunedin Library. Residents were provided the opportunity to ask questions and learn more about the Once-a-Week collections starting the week of January 5th. Residents were also provided with helpful materials about household waste diversion to increase recycling.
- In conjunction with the Solid Waste 2nd Open House, staff celebrated America Recycles Day on Saturday November 15th. The City celebrated the special day by inviting residents to become environmental stewards for the City of Dunedin. After pledging to become good stewards, residents were provided a free reusable recycling bag.
- Solid Waste deployed 2 groups of trucks and personnel, and presented at the Great American Teach-In Day on Wednesday November 19th at: Dunedin Elementary, Garrison Jones Elementary, Athenian Academy, and Dunedin Middle. Approximately 500 elementary school students learned about the importance of safety and recycling in Dunedin. The response from the outreach was all very positive!



- On November 12th, Christina Perez visited Harvest Power which is an organics recycling facility in Orlando. The purpose of her visit was to observe the anaerobic digestion technology operation for the procession and conversion of organic wastes. Her visit was in conjunction with other employees from the Pinellas County Landfill and other Pinellas County municipalities. Further meetings and field trips will occur as time progresses to determine the future of organic recycling within Pinellas County.
- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling subcommittee.

WATER

Water Production

- **Production Numbers:**

Average Daily Potable Water Production:	3.54	Million Gallons
Monthly Potable Water Production:	106.33	Million Gallons
Annual Year to Date Potable Water Production:	1066.22	Million Gallons
Annual Year to Date Rainfall:	50.51	Inches
Monthly Rainfall Total:	4.57	Inches

- **Compliance:**

WTP is 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 will be in 2017.

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

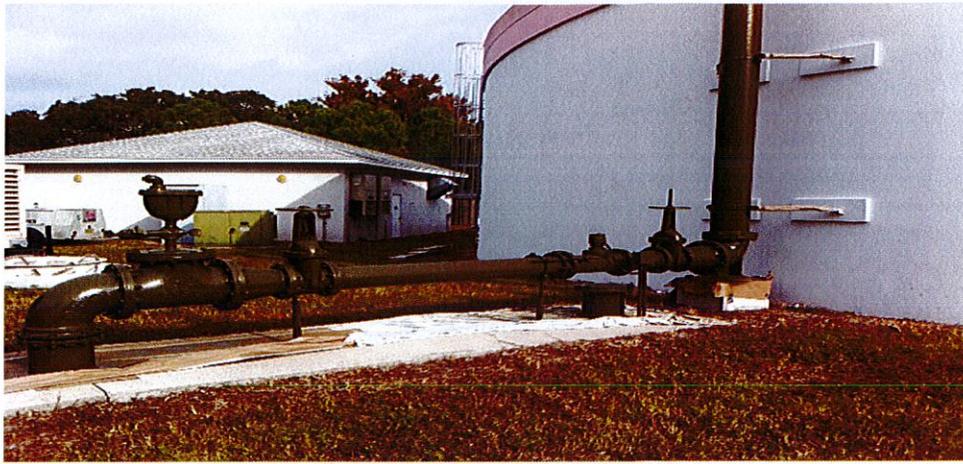
- **Maintenance:**

American Water Chemicals is setting up pilot plant, to pilot anti-scalant

Done Rite Roofing installed new roof on GSF Building

Plant security cameras damaged by lightning replaced with new unit

Pump Station 1 and 2 raw water augmentation piping and potable water piping has been painted by contractor. See photo below:



Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 16% complete with approximately 1,842 backflows tested for the fiscal year. The large meter program is 48% complete with 32 large meters tested for the fiscal year. For the year, the Hydrant Program has installed 2 new hydrants, repaired 0 and replaced 2. This month the Valve Program exercised 67 valves. For the year, the Valve Program has installed 2 new, replaced 0, repaired 0, and exercised 178 distribution valves.

Wellfield

- A new pump for Well 12 has been received. Well 12 should be back in operation in December 2014.
- Well 30 and Well 9 are out of operation. Bids are being received to pull the pumps/motors to evaluate and remedy the problems.
- 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.
- The Annual Reuse Report is now being prepared for submittal in December.

WASTEWATER

Plant Summary

- **Wastewater Treatment flows:**

Influent Average Daily Flow:	4.477 Million Gallons
Influent Monthly Total Flow:	134.312 Million Gallons
Reclaimed Water Average Daily Flow:	2.749 Million Gallons
Reclaimed Water Monthly Total Flow:	82.467 Million Gallons
- **Maintenance and Repairs:**
 - In process of replacing 3 filter feed pumps / check valves in Facility 7.
 - Maintenance replaced bad breakers at the water plant per the thermal imaging testing results.
 - Maintenance is installing new mechanical seals in the filter feed pumps.
 - Maintenance replaced master reuse station pump # 4 at Facility 16.
 - Warner tree service was onsite trimming trees on the plant grounds.
- **Compliance:**
 - October Monthly Discharge Monitoring report sent to Department of Environmental Protection. (No Issues).

Collections Summary

- **Scheduled repairs:** 6 lateral repairs, 1 lateral lining installation, 1 manhole repair, locate r/w clean outs and camera inspect laterals ahead of storm water project on Broadway, clean up storage bins and clean out drying bed at Greenbriar. Continue with lateral time dated / follow up camera inspections.
- **Coordinate manhole cover replacements:** Coordinate/finish up manhole ring & cover replacements (13) on San Christopher street resurfacing project.
- **Unscheduled repairs/blockages:** Continue to respond to citizen blockage calls (21) and continue daily utility field locates of sewer / fiber optic lines.
- **Cleaner crew:** Continue cleaning main lines (9,084'). Root Control in main lines (2,030'). Clean out 2 large wet wells (#19 and #15). Complete 15 minor manhole repairs. Work with Water Division to clean out backwash basin (monthly).
- **TV Truck:** Continue televising mains (2,276'). Continue smoke testing in "Fairway Estates" (13,405'). Root cutting with spinner nozzle on 6 laterals on New York Ave. Assist Reclaim with blowing out 3 new services.
- **Lift Station:** Fabricate/install 3 more odor control units on new force main – Beltrees St. Reinstall air release valve out on Causeway. Power outages during heavy storm – set up emergency generators at 3 lift stations. Respond to SCADA alarms and continue preventative maintenance, exercise valves, clean out check valves, clean wet wells, pulling / de-ragging pumps, grounds keeping, etc.
- **Other:** Work with Insituform Capital project – lining sewer mains. Coordinate locations for work with Permaliner for more free demos (Manhole lining, Main line lining, lateral lining, and sectional liner). Get new employee started.

CRA/ECONOMIC & HOUSING DEVELOPMENT DEPARTMENT

- Staff continues to hold meetings with a group of citizens, business owners and property owners to develop a plan for additional downtown parking, and hired a nationally known consultant to create a Parking Management Plan for Downtown Dunedin. A City Commission Workshop on the 18th of November discussed existing and at-risk parking downtown and possible solutions including public/private partnerships, vertical and paid parking.
- Aqua Marketing & Communications media pitches included local Food & Drink events for Visit Florida, upcoming Holiday celebrations, and is working on a pitch for Earth Day in the Spring.
- Downtown events in November included a 2nd Friday Art/Wine Walk, Dunedin Wines the Blues, and an Arts and Crafts Festival.

PLANNING AND DEVELOPMENT DEPARTMENT

- During the month of November, 723 total permits were issued, valuation \$7,898,555; 8 new single family residences, valuation \$3,512,200; 0 new multi-family residences; 0 new commercial structures; 31 additions and remodeling, valuation \$1,414,740; 684 miscellaneous permits, valuation \$2,971,615.
- Inspections made during the month are as follows: 1,114 inspections (building, electrical, plumbing, mechanical, gas, roofing); and 68 code enforcement inspections. A total of 152 Business Tax Licenses were issued during November for an amount of \$2,817.

PARKS & RECREATION

- **Parks & Recreation Administration:**
 - Continued work on the Strategic Plan and reviewing draft reports from the consultant.
 - Installed new palms along Alt. 19 north of Michigan through a DOT Highway Beautification Grant.

- Continued work and preparing final draft of the Parks & Recreation Winter/Spring magazine.
- The Dunedin Gift Program was drafted and presented to the Parks & Recreation Advisory Committee. Revising brochure with edits and suggestions.
- Met with staff to review the application process and essay questions for the NRPA Gold Medal Award.
- Continuing to maintain Parks & Rec webpages and promoting programs and events through website and social media.
- Nichole Allen completed year two and graduated from FRPA's Abraham's Academy.
- **Special Events:**
 - Approximate attendance figures for the following November special events were:
 - Art Harvest – 35,000 – Fantastic event held during the first week in November.
 - Dogtoberfest – 3,000 Record attendance. More canines and dog events were included than ever before.
 - Wines the Blues – 6,000 – This year we had inclement weather and had to cancel 2 hours early.
 - Celtic Fest – 4,500 - The Center again hosted the annual event in Highlander Park, and as the event grows, the building is being utilized as well.
 - Updated and distributed Community Events Calendar.
 - Developed criteria for promoting events on the City's website and calendar, creating consistency with promoters and events.
 - Completed design and printing of marketing materials including Bus Stop ad for Fitness, Holiday banner, Chorus poster, Band poster, and revised various flyers for programs and special events.

Recreation:

- **Martin Luther King, Jr. Recreation Center:**
 - November 21- Staff hosted the sixth annual Thanksgiving Dinner for neighborhood children and families. Families enjoyed a full turkey feast with all the fixings and read cards children made declaring what they were thankful for this year.
 - November 24-26 – Staff conducted Turkey Trot Camp for 52 school age children. Activities included a Thanksgiving thankful tree, Pilgrim pass, leaf rubbings, turkey trot, turkey cup craft, Mayflower and fantastic fowl feeders.
 - Staff worked on preparations and planning for upcoming events, including Intergenerational Week, Boat Parade, Holiday Parade, Dunedin Country Club Children's Christmas Party and Diversity Week.
 - Staff is working in conjunction with local Parks & Recreation Departments to develop and plan the second annual summer games workshop, to be held at Seminole Recreation Complex this upcoming year.
 - Enrollment figures for Before/After School Programs were:
 - Dunedin Elementary – 26
 - Garrison Jones – 91
 - San Jose - 40
- **Community Center:**
 - The Center was inundated with over 14 special events and rentals this month including:
 - Including special events and other rentals at the Community Center, more than 77,000 people visited the Center and park this month.
 - Voting Precinct – The Center was again used as a polling precinct for the November election. With the addition of several new machines, the process went very smoothly.
 - Dunedin Chorus & Concert Band – Staff is preparing for another season of holiday shows with setting up staging, etc. The Concert Band will perform on December 7 and 9, and the chorus will have their holiday concert on December 14.

- Staff prepared for the upcoming Old Fashioned Christmas and Breakfast with Santa events.
- **Fitness/Wellness:**
 - Fitness Center visits totaled 3,089 and group fitness visits totaled 1,048 for a total of 4,137 visits.
 - Dunedin Business Fitness Membership-Beginning in November, participants who work in the City of Dunedin can join the fitness programs at the Dunedin Community Center at the resident rate (regardless of where they live). The discount is valid for Fitness Center Membership, Drop-In Group Exercise and Monthly Group Exercise membership only. The membership is also good for all County and State employees as well.
- **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.
 - Over \$9,000 was received in rentals for the month of November.
 - A Men's Senior Baseball Tournament was held at the Englebert Complex.
 - Over 65 participated in tennis classes for the month of November.
- **Hale Activity Center:**
 - Held 52 adult classes & programs with a participation of 1,937.
 - Held 4 meetings with an attendance of 38.
 - Held a Thanksgiving & Gathering Luncheon, sponsored by Lakeside Oaks Care Center, with an attendance of 73.
 - Held a Community Garage Sale with 900 in attendance.
 - Held a Highland Dance Competition with 300 in attendance.
 - Held the International Chorale Concert with 160 in attendance.
 - Had 1 rental with an attendance of 100.
 - Total attendance for the month of November was 3,608.
- **Highlander Pool:**
 - Various minor repairs were made on pool equipment.
 - The training pool will be undergoing an upcoming resurfacing project. The bid process is being finalized.
 - Staff is looking into some new toys for the sprayground to replace some of the older toys. More to come...
 - Staff worked with the holiday light vendor for this year's Operation Twinkle decorations throughout the City.
 - Staff assisted with preparations for the Holiday Parade. Over 70 entries have been received so far.
- **Parks:**
 - Performed landscape trimming at Edgewater Park in preparation for the holiday events.
 - Assisted the Dunedin Stirling Links with grading at the driving range.
 - Added drainage solutions at the Happy Tails Dog Park.
 - Cleaned the playground at the Dunedin Library.
 - Cleaned the vines along Edgewater Linear Park.
 - Trimmed up landscaping on the Dunedin Causeway.
 - Improved drainage and clearing along a variety of trails throughout Hammock Park.
- **Marina:**
 - Resident Ramp Launches – 52
 - Non-Resident Launches – 8
 - Transient Slip Renters (visitors) – 43
 - Staff secured possibly tripping hazards on fishing pier with replacement of deck boards.

- Replaced all burned out pedestal lamps
- Decorated and prepared for the upcoming Boat Parade and Tree Lighting Ceremony in December.

DUNEDIN PUBLIC LIBRARY

- Delivered 111 items to 20 users of our Homebound Delivery Service
- Presented 8 computer classes with an attendance of 64 people
- 316 people utilized the Library Study Rooms for the month
- 999 e-books downloaded for the month
- 370 e-audiobooks downloaded for the month
- 262 seed packets checked out from Seed Library for the month
- Adult volunteers donated 257 hours of their time
- Teen volunteers donated 300 hours of their time
- Commission approved applying for Romance Writers Grant – application submitted
- Attended monthly meeting with county Library Directors
- Staff participated in monthly Web Page meeting and Technology meeting
- Staff attended Workplace Violence Training
- Staff attended the following webinars: Searching WorldCat Discovery, FLA Awards Committee and Early Reader
- Staff attended the following county library meetings: Cataloging Special Interest Group, Children’s Special Interest Group
- Youth Staff attended the Florida Library Youth Summer Programming Planning Meeting
- Staff attended the Tampa Bay Library Consortium Annual Meeting
- Staff participated in the Great American Teach In – visited Dunedin Elementary, Curtis Fundamental, Garrison Jones, Academie da Vinci and Our Lady of Lourdes.
- Reference Librarian took Notary certification. Will offer Notary services in the new year
- Dunedin Elementary kindergarten classes- library tour
- Completed quarterly statistic survey for State Report
- Attended Volunteer Call to Action at Dunedin Elementary School
- Parks Department cleaned Library playground
- Volunteer cleaned 358 DVD’s/CD’s that are now back in the collection
- New ipad stations utilized in classes for the public
- Created table to have ipads available for patron use
- Kids viewed 329 books from Tumblebooks
- 44 e-magazines downloaded from Zinio
- 34 hours streamed from Indieflix
- Proctored 1 exam

Library Statistics

Visitors	33,174
Transactions	73,255
New Materials Added	759
Internet Users (Adult & Youth)	3484
AWE Early Literacy Stations Users	330
Wireless Users	1,595

Adult & Youth Programs	133
Program Attendance	3187
Average Circulation per Hour	177

FINANCE

- Ashley Storer and Scott Caterson both attended Government Accounting Boot Camp.
- Finance began preparing for fiscal year end closing and audit.
- Resolutions related to the issuance of debt were presented to Commission and approved on November 20th. The debt to be issued is Series 2015 Sales Tax Refunding Revenue Bonds and Series 2014 Stormwater Revenue Bonds.
- Prepared the Preliminary Official Statement for the Stormwater Bonds and negotiated with TD Bank on the loan agreement.
- Hired Budget Manager to start in December.

COPY OF PAYMENTS PROCESSED FY2015

Nov-14							
<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>
11/6/2014	66	\$ 156,908	7	\$ 37,858	3	\$ 4,494	\$ 199,259
11/13/2014	154	\$ 1,144,119	21	\$ 20,260	4	\$ 11,881	\$ 1,176,260
11/20/2014	125	\$ 517,442	5	\$ 33,177	4	\$ 15,798	\$ 566,418
11/26/2014	61	\$ 404,437	11	\$ 33,058	5	\$ 8,002	\$ 445,497
TOTALS	406	\$ 2,222,906	44	\$ 124,353	16	\$ 40,175	\$ 2,387,434

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- Bid #14-1037 is titled "Storage Tank(s) & Booster Pump Station reclaim – Phase I 16" Reclaim Main Connection Pipe." The City Commission awarded this project at their meeting on Thursday, November 20, 2014.
- RFP #15-1038 is titled "Underwriter/Commercial Banker Team Selection." The City Commission awarded this project at their meeting on Thursday, November 20, 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 agendized for City Commission consideration.

ACTIVE ON THE STREET

- Bid # 15-1038 is titled "Grounds Maintenance Services." Bids are due at 2:00pm Tuesday, December 2, 2014.
- Bid # 15-1039 is titled "Furnish & Install Fine Bar Screen." Bids are due at 2:00pm Tuesday, December 23, 2014.

UNDER DEVELOPMENT

- RFP for City Finance Software System.
- Bid for the purchase of four portable pumps.

INFORMATION TECHNOLOGY

- Service requests for the month of November
 - Tickets Created 117
 - Resolved Tickets 143
 - Malware Incidents 001
 - Open Tickets 054
- Deployed new SPAM device and firmware update.
- Exported and forwarded monthly permits to county.
- Configured WiFi services at Fire stations and Fire Administration.
- Consolidated internet connects for the branch library.
- Performed server risk assessment.
- Resolved security camera compatibility issues.
- Rectrac system upgrade.
- Preparing for the 2015 computer replacements.

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the month of November: Mechanic I. Building Official (Planning & Development) & Plans Examiner remain open.
 - Five positions were closed and filled; three are pending December start dates.
 - Parks Service Worker I Marshall Del Negro was promoted to Public Service Worker II on 11/5/14.
 - Andrea Nazzaro began employment as Senior Administrative Assistant in the City Manager's Office on 11/19/14.
- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims were \$391,436.89, which is almost three times as much as September's total*. Correction*: September's total was incorrectly stated. The correct amount is \$140,179.90.
 - Director and Payroll & Benefits Coordinator met with the Gehring Group, CareATC, the third party administrator for the Health Center, and the City of Clearwater on November 18, 2014 to discuss future wellness offerings at the Health Center.
 - 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: 2.
- Employment Separations:
 - Number of Separations from employment: 4.
- Risk Management:
 - Director, HR/Risk Manager 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 on November 18, 2014 for quarterly file claims review.
 - Annual City-wide facilities inspections were conducted November 19 through 21.
- Workers' Compensation:
 - Number of New Workers' Compensation Claims: 0.
- Property/Liability Claims:
 - New Property/Liability Claims: 1;
 - Moving Vehicle Accidents: 1.
- Family Medical Leave Act (FMLA):

- Number of Employees with approved/pending FMLA: 9 - (Regular - 3, Intermittent - 6).
- There were 3 new requests in November.
- Non-FMLA/STD
 - One employee remains out on Short-Term Disability (FMLA exhausted); scheduled return in December.
- Other (Non-WC, Modified Duty)
 - Two employee are in a Light Duty status.
- Records Requests: Number of Records Requests processed: 0.
- Other:
 - Director attended the quarterly Fire Pension Board Meeting on November 12, 2014.
 - Director participated as a seminar panelist at the Company Officer Development Conference on November 13, 2014.
 - Human Resources facilitated mandatory harassment/workplace violence training on November 20, 2014.
 - Social Services Committee held its regular meeting on November 18, 2014.

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 8,040 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 - 172 subscribers 43,462 views
- DunedinGov.com Visits: 36,016 Pageviews: 100,750
- Worked with Aqua Marketing on Public Relations Campaign.
- Met with Aqua Marketing and Visit Dunedin to strategize cross promotional effectiveness.
- Assisted Solid Waste with 3 in 1 Gets it Done campaign brand and marketing.
- Coordinated Dunedin Downtown Market City Information table with PRAAC.
- Holiday Parade pre-production.
- Pre-Production work for Special City Commission.
- Attended the Visit Dunedin meeting
- Mobile and web based 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 November Spotlight on Dunedin: Wines the Blues promo, Library Music Program, Dunedin Youth Guild Tour of Homes, Celtic Festival, Dunedin Fine Art Update, 3 in 1 Gets It Done, Downtown Market promo and Art Harvest promo.
- Produced all content for Dunedin TV, City website, Facebook and YouTube.
- 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.

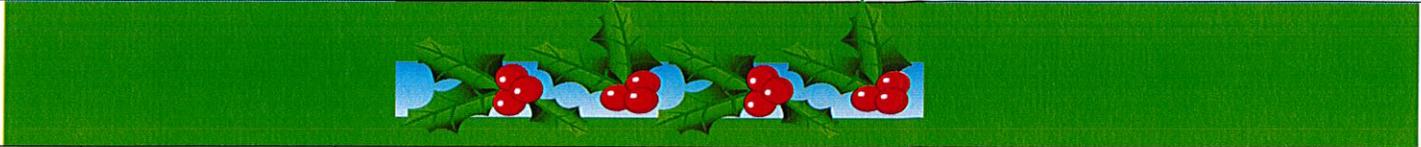
CITY COMMISSION AND BOARD MEETINGS

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

ADA Committee
 BAA
 BBAA
 Board of Finance
 Committee on Aging
 Community Redevelopment Agency Advisory Committee
 Dunedin Housing Authority
 Edgewater Drive Advisory Committee
 Library Advisory Committee
 Parks & Recreation Advisory Committee
 Social Services Committee

Government Calendar

December 2014



SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
30	1 6:00 PM Library Advisory Committee @ Dunedin Library	2 7:30 AM Environmental Quality @ Water Plant 2:00 PM Code Enforcement Board @ City Hall 6:30 PM Stormwater Advisory Committee @ Water Plant	3	4 6:30 PM Commission Meeting @ City Hall	5	6
7	8 7:00 PM Hammock Advisory Committee @ Community Center	9 8:00 AM Causeway Committee @ Community Center 10:30 AM Mobile Home Park Committee @ Planning Conf. Room	10 6:30 PM LPA @ City Hall	11 7:30 AM Public Relations Advisory Action Committee @ City Hall	12	13
14	15 5:15 PM Marina Advisory Committee @ Harbormaster's Office	16	17	18 10:00 AM Public Safety Committee @ Fire Admin 6:30 PM Commission Meeting @ City Hall 6:30 PM Youth Advisory Committee @ MLK	19 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room	20
21	22	23	24	25 Christmas Holiday	26 Christmas Holiday	27
28	29	30	31	1 New Year's Day Holiday	2	3

Development Project Update 12-5-14

Current Projects - City Commission Review			LPA	CC 1st	CC 2nd	Appvd	under const.
Arcadia	265 Causeway Blvd	16 4-story condos	10/08/14	12/18/14	01/22/15		
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	<i>moving forward with new partners</i>			√	No
Glenn Moor	1289 Michigan Blvd.	23 SF homes/ zoning/LUP change	<i>infrastructure approved w/conditions</i>				No
Highland Ave Townhomes	Highland/Howard	49 Townhomes	01/14/15	02/05/15	03/05/15		
Mease Manor Memory C.	603-665 Virginia St	32 unit memory care facility	<i>infrastructure approved w/comments</i>				No
Victoria Place	200 Main Street	30 condo units/8,000 sf retail	<i>infrastructure under review</i>			√	No

Current Projects - Staff Only Review Only			Comments	under const.
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
901 Curlew	existing offices	convert to café (local coffee, homemade ice cream, sandwiches)		No
Dunedin Woodwright	985 Douglas Ave	adding a brewery to the Woodwright studio; permit issued 9/26/14		Yes
FL Auto Exchange	2201 Main St	addition to office; update signs; permit in review		No
Happy's Bayou Bites	431 Skinner Blvd	Semi-permanent food trailer - app'd by BAA 6/25/14; permit in review		No
Pirate's Cove Marina	2400 Bayshore Blvd	building out marina per approved plans; taking 2nd story off plans		Yes
Sail Honeymoon	61 Causeway	removing existing structures, replacing with larger structure w/deck		Yes
Townhomes at Creek Park	Leafland/Creek Park	completing remaining 18 units; same site plan; permit app submitted		No

Potential Future Projects - City Commission Review			Comments
Best Western Hotel	150 Marina Plaza	considering adding 16 - 30 hotel rooms in elevated bldg over current pool	
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
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	
Overcash/580	Overcash/580	Retail & coffee house w/drive-thru	
619 Wood St	619 Wood St	3 single-family homes or 3 townhomes (rezone to PRD; replat)	

Potential Future Projects - Staff Only Review Only			Comments
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	
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	
Gregory's Salon	351&353 Main St	façade improvement, adding outdoor seating area on Railroad Ave	
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	

Projects on hold			Comm Rev Required
Causeway Townhomes	2621/2641 Michael Pl	24 townhomes on Causeway	on-hold per owner; approval extended