

Manager's ^{Up}date

Administrative

January 12, 2015

This ^{Up}date will refer to the events since the date of the last ^{Up}date of December 8th, 2013.

PUBLIC WORKS AND UTILITIES

Engineering (Utilities):

- **Water and Wastewater Treatment Plants Master Plans (Phase 2)** – The consultant, King Engineering (King), has submitted a draft of their report presenting the Master Plan recommendations, project priorities, and budgeting estimates. An additional service authorization has been issued to have King prepare and organize an executive summary, and develop a recommended multi-year CIP for presentation to the City Commission. 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 documents for the “FY 2014/2015 Production Well Rehab Program” are being assembled for bidding, and FY15 budget funding is being confirmed.
- **New Reclaimed Water Ground Storage Tanks** – An agreement for land donation by Coke of the property upon which the new reclaim water storage tank will be constructed was approved at the December 18, 2014, Commission Meeting. Phase I of this project, a 16-inch reclaimed pipeline which will 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. Contracts for that work are being executed and a Preconstruction Meeting is expected in early January. An application for additional FY16 grant funding (of as much as \$293,710), above the \$880,000 already awarded by SWFWMD, was submitted for consideration on October 2, 2014. Review of that additional funding application by SWFWMD continues.
- **Water Plant Greensand Filter Media Replacement** – Preparation of plans and technical specifications continues for replacing filter media in the five existing greensand filters. The Water Master Plan has identified replacement of media in the existing filters as a first priority, while a new pretreatment system is designed, permitted and constructed.
- **Wastewater Plant Fine Bar Screen** - Two bids were received on December 15, 2014, to furnish and install a new fine bar screen (to replace the existing worn out screen) at the wastewater treatment plant. Engineering staff has reviewed the bids received and finds that one of the bids is not responsive to the requirements of the specifications. A “Notice of Intent” to award has been provided to both bidders; staff is currently preparing a recommendation to award to the second bidder (Hydro-Dyne, of Oldsmar) for the required bar screen.
- **Wastewater Plant Methanol Tank Replacement** - Replacement of the existing steel methanol tank at the wastewater plant has been included in the FY 2015 budget. The existing tank is corroded and replacement with a double walled tank, along with other pump, electrical, and building modifications are

proposed. A proposal for the necessary professional design and permitting services to prepare construction plans and specifications for bidding the project has been requested and received from CPH Engineers; one of the City's short-listed firms for "Division – 1, Water, Wastewater and General Civil Engineering" work.

- **County Road 1 Valve Replacement** - The County is planning a sidewalk improvement project along County Road 1 later this year. The City has an existing 16-inch water main under the proposed sidewalk location with valves that are no longer operable and need replacement. A proposal for the necessary professional design and permitting services to prepare construction plans and specifications, including maintenance of traffic plans, has been requested from The ASH Group; one of the City's short-listed firms for "Division – 1, Water, Wastewater and General Civil Engineering" work.

Engineering (Stormwater):

- **President / Lyndhurst Street Drainage Improvements Project** – The contractor is currently completing the installation of the stormwater pipe in Broadway, between President and Albert Streets, added by Change Order #3, as approved during the November 20, 2014 Commission Meeting. The photo below shows work to install the last structure for the project. During the holidays, the Contractor did not work between December 20, 2014 and January 4, 2015. Substantial completion of construction work is expected by the end of January, 2015.



- **Laurelwood Lane Bridge Replacement** – The aluminum replacement bridge was purchased at the end of FY14 and has been delivered to the Public Services Yard, and is awaiting installation. Removal of the existing wooden bridge and installation of the new aluminum bridge will be performed by City forces, and is

expected to be completed prior to Spring 2015. The new bridge will provide access to both pedestrians and golf carts between the adjacent neighborhood and park.

- **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. Staff has replied to SWFWMD’s “Request for Additional Information” (RAI) regarding the project’s ERP permit, and is awaiting SWFWMD’s response. The project is budgeted for FY2015.

Engineering (Roadway):

- **North Douglas Streetscape** – The mirrored color glass bricks have been installed in both entryway features. The lighting and sod placement should be completed by the end of January.



- **FY13/14 Annual Street Resurfacing** – All asphalt related paving work was completed before the end of the 2014 calendar year. The City has beneficial use of the roads paved under this contract. Staff is currently preparing a “punch list” to close out the project, which is expected to contain only minor items, as the contractor performed well. Staff received very few complaints; with most callers indicating approval of the speed and quality of the work performed by Gator Paving. Below is an example of one of the roadways paved under this contract.



Athens Drive Before



Athens Drive After

- **FY14/15 Annual Street Resurfacing** - Bid documents are under review and will be advertised for bid during the first quarter of 2015. The proposed work includes all items necessary for asphalt resurfacing, such as concrete restoration, repairs, and underdrains. Several Parks Department trails and parking lots are also included in this contract.
- **Annual Concrete Restoration Project** - Bid documents are under review. The proposed project includes all styles of concrete curb, sidewalk, driveway aprons, pedestrian ramps, various types of stormwater structures, pipes, and underdrains. The concept of this contract is to provide a mechanism in order to complete smaller City-wide projects requiring concrete work. It is the intent of this project to be a Furnish & Install contract where work orders can be issued and completed during a one year contract period, with optional renewals terms. Funding for each work order would be decremented from the appropriate project account(s) and/or operating budgets, as tasks are identified throughout the year.
- **San Christopher Drive Reconstruction** – The full depth reclamation and resurfacing construction is complete. The final pavement markings will be done by the end of January.

Engineering (Miscellaneous):

- **Marina Pump-Out Station & Catwalk Rehabilitation** – City Commission awarded the construction contract to Stamper Construction Company (Stamper) on October 9, 2014. A one year extension request of the Pinellas County Water & Navigation Permit has been granted through December 18, 2015. The Preconstruction Meeting and “Notice to Proceed” are anticipated to occur in late January/early February.
- **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’s awarded 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 in late January / early February.
- **Engineering Site Infrastructure / Development Review Participation:**
Projects discussed as part of DRC meetings – (4) / Infrastructure plan sets reviewed – (2).

Public Services Division:

Streets Section

- Staff continues right-of-way Tree Trimming City-Wide.
- Continue Traffic Sign & Post Maintenance City-Wide.
- Set up speed control devices and counters City-Wide, where needed.
- Continue sidewalk repairs City-wide.

- Continuing pavement repairs / asphalt patching on behalf of the Water & Wastewater Divisions.
- Continued hauling Concrete and Asphalt to recycler.
- Formed and poured sidewalk connection from Pinellas Trail, adjacent to the Bicycle Shop at N. Douglas Ave and Skinner Blvd.
- Removed 62 Linear Feet of guard rail and ten posts to facilitate Pinellas Trail sidewalk connection.
- Scheduled employee Disaster Response Training.
- Repaired potholes City-wide.
- Installed new cross walk on Pinehurst Road for Dunedin High School.
- Installed delineators at parking lot / field, at Skinner Blvd and Milwaukee Ave.

Stormwater Section

- Continued FDOT and Residential Street Sweeping.
- Continue conducting permit required sampling of Street Sweepings and Stormwater sediment materials.
- Hauled street sweepings to the County Landfill.
- Continue right-of-way and drainage ditch mowing City-Wide.
- Continue storm drain cleaning with Vac-Truck in Area III.
- Continue cleaning of Stormwater Treatment Systems.
- Raised storm drain lid 6 inches, vactored out concrete pipe, and excavated out area around the drain adjacent to 580 Skinner Blvd, within an easement on Gregory Brady's property.
- FDOT Street Sweeping, Area I.
- Completed construction of 1003 Michigan Drive East drainage swale.
- Cleaned underdrain at Sarazen Drive in order to remove blockage.
- Repaired various Catch Basin (C/B) tops City-Wide.
- Continuing repair of San Jose ditch.
- Scheduled employee Disaster Response Training.

Facilities Section

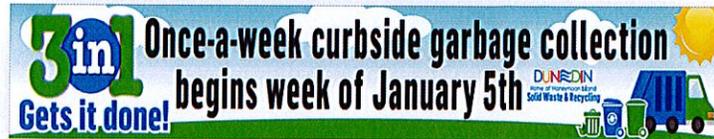
- Continued addressing code / safety inspections City-Wide.
- Recertified fire extinguishers City-Wide
- Repaired three (3) lights at Highlander Park Tennis courts.
- HVAC filter replacement City-Wide.
- Contracted HVAC system replacements are nearing completion.
- Painted offices at City Hall.
- Constructed table for Bill Changer at the Library.
- Replaced urinal at Causeway Restroom, and repaired urinal in the Engineering / Planning restroom.
- Fixed lights on outside of building, North District Sheriff's office.
- Removed ice from all ice machines for servicing by new vendor.
- Scheduled employee Disaster Response Training.

Solid Waste & Recycling Division:

- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling subcommittee.
- Installed six (6) Radio Frequency Identification (RFID) scanners on all residential side loader trucks, and tagged most of the City's green trash carts. RFID technology helps track and verify service in real-time; assists with route optimization; safeguards utility billing accuracy; offer asset management capabilities to track

the location of the City's carts; enhances timely cart repair; and offers the ability to target needed education and outreach for specific neighborhoods.

- Increased the Divisions outreach campaign regarding 1-1-1 collections by advertising in January's edition of the Dunedin Beacon, and in the Winter Edition of the Parks & Recreation Magazine. The outreach efforts helped remind residents about the service change which became effective the week of January 5th, 2015.
- Staff continues to work with the Communications Department to keep residents informed of the Solid Waste service change with regular updates on social media outlets, as well as the "Spotlight" on the City's home page website.
- Staff continues PSTA bus stop advertising in 2 locations in town. "3 in 1" posters are being displayed over the next 5 months.
- Staff deployed four mobile electronic signs, and two large banners in town reminding residents about the "Once-a-Week" service change (see below):



- "3-in-1" Service Day decals have been distributed and affixed to the curbside garbage cart lids in order for customers to easily identify their "All In" day.
- Sandwich board type displays with 24" x 36" size posters have been staged at several municipal buildings around the City to further the outreach efforts regarding 1-1-1.
- To stimulate some Christmas cheer in both the Solid Waste and Fleet Division's staff adopted a light post in the downtown district over the holidays. Staff decorated and installed a "Green" Christmas Tree, for which they earned 1st Place recognition in their category.



Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.495 Million Gallons
 - Influent Monthly Total Flow: 139.334 Million Gallons
 - Reclaimed Water Average Daily Flow: 2.486 Million Gallons
 - Reclaimed Water Monthly Total Flow: 77.062 Million Gallons
- **Maintenance and Repairs:**
 - Maintenance staff replaced reuse isolation pump in Facility #8, Filter Building.
 - Maintenance staff replaced two raw sewage pumps #4 & #5, at Facility #4, Headworks.
 - Maintenance staff cleaned both the East / West Chlorine Contact Chambers.
 - The upper seal was replaced on the North Clarifier, which was down for repairs.
 - Maintenance staff installed a new course bar Raptor Washer Unit at Facility #4 Headworks.
 - Southern Automation is on site adding SCADA to the Filter Building, PLC upgraded monitor and new programming.
- **Compliance:**
 - November 2014 Monthly Discharge Monitoring report sent to the Department of Environmental Protection. (No Issues).

Collections Summary

- **Scheduled repairs:** 4 lateral repairs, 3 lateral lining installations, and 1 manhole repair on SR # 580, 3 R/W PM clean out installations. Continued with lateral time dated / follow up camera inspections. (Prep work for Permaliner Demos).
- **Unscheduled repairs / blockages:** Continue to respond to citizen blockage calls (27), and provide daily utility field locates of sewer / fiber optic lines.
- **Cleaner Crew:** Continued cleaning main lines (14,532 LF). Root Control in main lines (514 LF). Completed 6 minor manhole repairs, while truck was in for repairs. Worked with the Water Division to clean out the Backwash Basin (monthly).
- **TV Truck:** Continued televising mains (2,052 LF). Installed 2 main line sectional liner repairs. Performed prep work on manholes to be rehabilitated with ROWLAND contract. Maintenance and repairs performed on camera / truck. Investigated broken driveways on Gary Circle.
- **Lift Station:** Finalized adjustments on odor control units on new force main in Beltrees. Installed new VFD at Lift Station #33. Installed new Stillwell for LS #20. Started working on LS #27 project for new meter can. Responded to SCADA alarms and continued preventative maintenance, exercised valves, cleaned out check valves, cleaned wet wells, pulled / de-ragged pumps, grounds keeping, etc.
- **Other:** Capital projects, lining sewer mains. Worked with Permaliner for more free demos (Manhole, Main line, Lateral, and Sectional liners). Met with Rowland (Contractor) regarding several upcoming manhole rehabilitation task assignments.

Water Division:

Water Production

- **Production Numbers:**

Average Daily Potable Water Production:	3.48	Million Gallons
Monthly Potable Water Production:	107.90	Million Gallons
Annual Year to Date Potable Water Production:	1174.12	Million Gallons
Annual Year to Date Rainfall:	53.00	Inches
Monthly Rainfall Total:	2.49	Inches

- **Compliance:**
WTP is now under Stage 2 Disinfection Byproduct Monitoring.
- **Maintenance:**
American Water Chemicals is setting up pilot plant, to pilot anti-scalant. (See photos below):



Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 26% complete with approximately 2,905 backflows tested for the fiscal year. The large meter program is 80% complete with 53 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 2 new hydrants, repaired 1 and replaced 3. This month the Valve Program exercised 143 valves. For the year, the Valve Program has installed 2 new, replaced 0, repaired 1, and exercised 321 distribution valves.

Wellfield

- A new pump for Well 12 has been installed. Well 12 is currently being cleared for operation.
- Well 30 and Well 9 are currently out of service and are not in operation. West Coast Well Drilling has been selected to “pull” these pumps / motors for staff to evaluate and remedy the problems.
- As previously mentioned, due to deteriorating conditions, new well houses are currently under design for Well House 2 and Well House 50. New pumps 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 was submitted in December 2014.

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. Plans are to hold a public citizen forum and City Commission Workshop at City Hall during the month of January to discuss existing and at-risk parking downtown and possible solutions to include public/private partnerships, vertical and paid parking.

- Aqua Marketing & Communications media pitches included local Arts & Culture and a pitch for Dunedin as a dog-friendly community.
- Downtown events in December included a 2nd Friday Art/Wine Walk, Sunset Stroll on Victoria Drive, Holiday Boat Parade & Tree Lighting, Holiday Parade & Old Fashioned Christmas, Pipe Band Concert in the Park, and Motorcycle Toy Run down Main Street. We also held the annual Operation Twinkle Lamp Post Contest downtown and with 37 entrants and several ribbons awarded. Overall winner was Kelly's / Chic a Boom Room who decorated their entire building to celebrate their 25th Anniversary.

PLANNING AND DEVELOPMENT DEPARTMENT

- During the month of December, 761 total permits were issued, valuation \$17,634,962; 7 new single family residences, valuation \$858,332; 0 new multi-family residences; 2 new commercial structures, valuation \$10,000,000; 28 additions and remodeling, valuation \$1,525,229; 724 miscellaneous permits, valuation \$5,251,401.
- Inspections made during the month are as follows: 1,122 inspections (building, electrical, plumbing, mechanical, gas, roofing); and 111 code enforcement inspections. A total of 128 Business Tax Licenses were issued during December for an amount of \$2,163.00.

PARKS & RECREATION

- **Parks & Recreation Administration:**
 - Submitted the annual stewardship report to the Department of Environmental Protection for Weaver Park.
 - Awarded a new landscape contract for all City departments.
 - Renewed the palm tree trimming contract.
 - Attended the workers compensation training session through Human Resources.
 - Prepared the presentation for the Parks and Causeway portions of the Waterfront Task Force report.
 - Prepared the draft of the new exotic plant removal contract bid package.
 - Completed and distributed the new Parks & Recreation Winter/Spring magazine.
 - Updated Parks & Rec webpages and events calendar with new Magazine information.
 - Preparing the first draft of the Summer Camp Magazine.
 - Completed brochure layout and design for the Dunedin for Youth Scholarship Fund.
 - Created new signs for Highlander and Fisher ball fields.
- **Special Events:**
 - Completed design and printing of marketing materials including Magazine postcard, MLK Celebration and Midnite Madness postcards, posters for MLK Celebration and DST Kids Theater, and revised various flyers for programs and special events.
 - Preparing new Community Events Calendar.
 - Submitting Facebook posts to Communications Director on a regular schedule for additional marketing of programs and special events.
 - Old Fashioned Christmas event was one of our most well-attended events that gave children in the Community an opportunity to experience snow slides, horse-drawn carriage rides, train rides, s'mores and some old fashioned games and crafts.
 - Suncoast Brotherhood Toy Ride had well over 900 motorcycles participate in the 34th Annual Motorcycle Toy Run providing toys to many children in the community.

Recreation:

- **Martin Luther King, Jr. Recreation Center:**

- December 1-7 – Staff hosted events for Intergenerational Week promoting meaningful connections between generations in the community with chair volleyball, interactive cooking and drum circle.
- December 6 – Staff hosted the Holiday Boat Parade and Tree Lighting Ceremony in conjunction with the Dunedin Boat Club and Marker One Marina.
- December 8 – Staff attended the Dunedin Golf Club Children’s Annual Christmas Party, acted as liaison to provide names of families in need.
- December 13 – Staff worked the Old Fashioned Christmas event; Before/After School Program staff and children walked in the Holiday Parade.
- December 19 – Staff hosted a Holiday Party for neighborhood children with stockings, raffle prizes, dinner and treats.
- December 22-January 2 – Staff hosted Jack Frost Camp for school-age children during the winter vacation. Eighty-five (85) children enjoyed winter and holiday-themed crafts, games and sports activities.
- Before and After School Programs participated in the annual lamppost decorating contest, winning 2nd place for Best City Department Decorated Lamppost.
- Staff is working on hiring new staff for San Jose and Dunedin Elementary After School Programs.
- Staff is continuing to work on preparations for the Diversity event in January.

- **Community Center:**

- Dunedin Concert Band – A new era began at the Community Center, as Stephen Brown, the new Band Conductor, has his first two shows at the Center. Preparations are being made for two new upcoming springtime performances.
- Dunedin Community Chorus – Their holiday extravaganza was held on December 14 with a fantastic turnout. The Chorus also held their annual luncheon at the Center to celebrate another show well done.
- Breakfast With Santa – The event was held the first weekend of December with the largest crowd to date—over 278 people attending.

- **Fitness/Wellness:**

- Fitness Center visits totaled 3,069 (includes December holidays-facility closures) and group fitness visits totaled 1,008 for a total of 4,077 visits.
- Dunedin Business Fitness Membership-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. This membership is also good for all County and State and Municipal employees, as well.

- **Athletics:**

- During the holiday break, the Highland Tennis Courts received a much-needed facelift. All of the fencing was replaced with new fabric and the poles were custom painted black. The pavilion was also painted and new amenities added—garbage cans, nets and trays. The entire site looks brand new.
- Tennis Classes – Over 45 participants were registered for tennis classes for December.
- Flag Football – Fifty-five (55) children signed up for Youth Flag Football teams. Five (5) teams were registered for the 10-12 age group and three (3) for the 7-9 age group.

- **Hale Activity Center:**
 - Held 53 adult classes & programs with a participation of 2,415.
 - Held 2 meetings with an attendance of 36.
 - Held a Holiday Feast, sponsored by Care Minders Home Care, with an attendance of 65.
 - Held a trip to Mt. Dora was a participation of 55.
 - Held a Holiday Light Tour with 33 in attendance.
 - Held Santa's Calling with 12 volunteers servicing 235 local children.
 - Held the Intergenerational Chair Volleyball with 32 in attendance.
 - Had 3 rentals with an attendance of 375.
 - Total attendance for the month of December was 3,011.

- **Highlander Pool:**
 - The Holiday Parade was a huge success with 87 units participating.
 - A lot of positive feedback was received on this year's Operation Twinkle (holiday lights throughout Dunedin).
 - The sprayground is slated to have new hoops installed to replace the water cannons.
 - Staff is in the process of receiving CPR/AED/First Aid and Lifeguarding updates while the Highlander Pool is closed.
 - Preparations are being made to recruit/hire staff for the pool's re-opening in the spring.

- **Parks:**
 - Conducted an air potato pick-up at Hammock Park with over 50 volunteers who removed 67, 5-gallon buckets of potatoes from the park.
 - Over seeded the athletic fields with winter rye.
 - Performed repairs to the Rotary Pavilion at the Community Center.
 - Performed regular landscape maintenance at the Municipal Services Building.
 - Cleaned up the Causeway Boulevard medians and right-of-way landscaping.
 - Performed landscape clean-up at the Dunedin Community Center.
 - Pressure washed the Jerry Lake soccer concession area.
 - Removed saw palmetto causing line of sight issues at Edgewater Linear Park.
 - Top dressed all athletic fields.
 - Provided logistical support for a variety of events including the Boat Parade and Tree Lighting and Old Fashioned Christmas.

- **Marina:**
 - December Boat Ramp User Figures:
 - Resident Users – 49
 - Annual Resident Ramp Decals – 17
 - Non-Resident Ramp Users – 20
 - Day Docks and Pump Out are still pending commencement dates.
 - Normal maintenance was performed (water pipe repairs on Commercial Dock, addressed loose deck boards for public safety, cleaning of Marina restrooms)
 - Put up decorative lighting for Annual Holiday Boat Parade.

DUNEDIN PUBLIC LIBRARY

- Delivered 111 items to 20 users of our Homebound Delivery Service
- Presented 6 computer classes with an attendance of 42 people
- 283 people utilized the Library Study Rooms for the month

- 1120 e-books downloaded for the month
- 295 e-audiobooks downloaded for the month
- 245 seed packets checked out from Seed Library for the month
- Adult volunteers donated 255 hours of their time
- Teen volunteers donated 120.75 hours of their time
- Attended monthly meeting with county Library Directors
- Staff participated in monthly Technology meeting
- Staff attended Workers Comp Webinar
- Staff attended the following webinars: E-rate and BibFrame
- Youth Staff attended ipad training
- Staff attended the following county library meetings: Programming Special Interest Group
- Planning for Wellness Event with Public Safety Committee
- Volunteer cleaned 410 DVD's/CD's that are now back in the collection
- Met with Representative Chris Sprowls – library advocacy
- Met with NASLEMM – new display case in Library
- Director attended Department Head retreat follow-up meeting
- Met with Pinellas Genealogy Society to see scanner
- Attended dedication of new Little Free Library box
- Continued working with Friends of the Library on annual Milliken meeting
- Staff participated in the City Holiday Parade and Old Fashioned Christmas
- Staff collected essays for the Martin Luther King Jr. Essay Contest
- Kids viewed 381 books from Tumblebooks
- 43 e-magazines downloaded from Zinio
- 17 views streamed from Indieflix
- 25 streaming videos from Overdrive
- 64 users of language database Pronunciator
- Proctored 5 exams
- Staff member completed Notary certification – plan to offer service to public soon

Library Statistics

Visitors	31,750
Transactions	75,459
New Materials Added	1,080
Internet Users (Adult & Youth)	3,507
AWE Early Literacy Stations Users	309
Wireless Users	1,521
Adult & Youth Programs	103
Program Attendance	2831
Average Circulation per Hour	167

FINANCE

- Finance continues with preparation for fiscal year end closing and audit.
- Allison Broihier, the City's new Budget Manager started December 2, 2014.
- Marilyn Weeks is volunteering as Finance's Administrative Coordinator on a part time basis until Ashley Singh returns from maternity leave.
- Karen Feeney, Director of Finance resigned effective January 23, 2015.

COPY OF PAYMENTS PROCESSED FY2015

Dec-14

<u>DATE PRINTED</u>	<u>CHECK COUNT</u>	<u>CHECK TOTAL</u>	<u>EFT COUNT</u>	<u>EFT TOTAL</u>	<u>EPAY COUNT</u>	<u>EPAY TOTAL</u>	<u>TOTAL</u>
12/4/2014	62	192,516.02	3	5,938.16	4	13,488.17	211,942.35
12/11/2014	158	1,032,214.22	26	37,462.32	3	23,472.42	1,093,148.96
12/18/2014	119	669,013.66	8	80,891.72	3	4,614.39	754,519.77
12/24/2014	67	179,118.35	6	24,619.61	3	7,138.25	210,876.21
12/24/2014	4	8,188.73	0	0.00	0	0.00	8,188.73
12/31/2014	44	84,913.44	4	30,873.05	2	4,067.96	119,854.45
TOTALS	454	2,165,964.42	47	179,784.86	15	52,781.19	2,398,530.47

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- Bid # 15-1038 is titled 'Grounds Maintenance Services.' The City Commission awarded this bid at their meeting on Thursday, December 18, 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.
- Bid # 15-1039 is titled "Furnish & Install Fine Bar Screen." Bids were accepted until 2:00 pm Tuesday, December 23, 2014.

ACTIVE ON THE STREET

- N/A

UNDER DEVELOPMENT

- RFP for City Finance Software System.
- Bid for the purchase of four portable pumps.
- Bid for Removal of Exotic Nuisance Plants

INFORMATION TECHNOLOGY

- Service requests for the month of December
 - Tickets Created 127
 - Resolved Tickets 160
 - Malware Incidents 003
 - Open Tickets 049
- Exported and forwarded monthly permits to county.
- Configured WiFi services at Water.

- Configured a second wireless access point in Fire station 60 near bunk rooms.
- Deployed 23 for the 2015 computer replacements.

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the month of December: Librarian I - (in-house), Fire Inspector (civilian), Wastewater Operator I or Trainee, Wastewater Collection Technician III (in-house). Building Official (Planning & Development) & Plans Examiner remain open.
 - Public Service Worker I closed and was filled; pending January start date.
 - New Employees who started in December:

▪ Jason Poole	Mechanic I	12/22/2014
▪ John Williams	Parks Service Worker I	12/3/2014
▪ Allison Broihier	Budget Manager	12/2/2014
▪ Zachary Engeloff	Library Aide	12/2/2014
- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims were \$305,934.57, which is a 21% decrease from November's totals.
- DROP (Deferred Retirement Option Program):
 - Number of Employees in DROP: 17.
 - 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: 2.
 - Kieran Fogarty retired from City service on 12/23/14, after 36 years of service.
- Risk Management:
 - Director, HR/Risk Manager and HR/Risk Specialist attended a Risk Management-related seminar on December 11, 2014.
- Workers' Compensation:
 - Number of new Workers' Compensation Claims: 5.
- Property/Liability Claims:
 - New Property/Liability Claims: 1;
 - Moving Vehicle Accidents: 0.
- Family Medical Leave Act (FMLA):
 - Number of Employees with approved/pending FMLA: 12 - (Regular - 7, Intermittent - 5).
 - There were 3 new requests in December.
- Other (Non-WC, Modified Duty)
 - Two employees are in a Light Duty status.
- Records Requests: Number of Records Requests processed: 3.
- Other:
 - Human Resources/Risk Management held its annual staff retreat on December 18, 2014 to plan for the upcoming year.

COMMUNICATIONS

- Facebook/Twitter Updates (Facebook has grown over 8,167 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 - 186 subscribers 47,377 views
- DunedinGov.com Visits: 39,108 Pageviews: 99,210
- Worked with Aqua Marketing on Public Relations Campaign.
- Assisted Solid Waste with 3 in 1 Gets it Done campaign brand and marketing.
- Coordinated Dunedin Downtown Market City Information table with PRAAC.
- Presented to Leadership Pinellas Group at City Hall.
- Holiday Parade pre-production and production.
- 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.
- 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 December Spotlight on Dunedin: Holiday Events, Dunedin Youth Guild Tour of Homes, Dunedin Fine Art Update, 3 in 1 Gets It Done, Downtown Market promo and Christmas Parade Promo.
- Filmed and Produced Dunedin Christmas Parade.
- 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.

Government Calendar

Government Calendar

January 2015 01-07-2015

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 Happy New Year! All City facilities are closed on New Year's Day.	2	3
4	5	6	7	8 7:30 AM Public Relations Advisory Action Committee @ City Hall CANCELLED 6:30 PM Commission Meeting @ City Hall	9	10
11	12 6:00 PM Dunedin Library Youth volunteers meeting @ Dunedin Library 6:00 PM Citizen Town Hall meeting @ City Hall 6:30 PM Hammock Advisory Committee @ Community Center	13 8:00 AM Causeway Committee @ Community Center 10:30 AM Mobile Home Park Committee @ Planning Conf. Room	14 4:15 pm CRAAC @ 4:15 PM @ Planning Conf. Room 6:30 PM LPA @ City Hall	15 10:00 AM Public Safety @ Fire Admin. 6:30 PM Youth Advisory Committee @ MLK	16	17
18	19 All City facilities are closed on Dr. Martin Luther King, Jr. Day.	20 3:30 PM Dunedin Hoosing Authority @ City Hall 5:30 PM Social Services Committee @ MLK, Jr. Rec. Center	21 3:00 PM Board of Finance @ Water Plant 4:00 PM Parks & Rec Advisory @ Community Center	22 6:30 PM Commission Meeting @ City Hall	23	24
25	26 9:00 AM Committee on Aging @ Hale Center 5:15 PM Marina Advisory Committee @ Harbormaster's Office 6:00 PM Library Advisory Committee @ Dunedin Library	27 7:30 AM Environmental Quality @ Water Plant	28 6:00 PM Friends of Library @ Dunedin Library	29 8:00 AM Edgewater Drive Advisory @ Planning Conf. Room 6:00 PM City Commission Workshop @ City Hall	30 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room 10:30 AM ADA Advisory @ Planning Conf. Room	31

Development Project Update 1-9-15

Current Projects - City Commission Review			LPA	CC 1st	CC 2nd	Appvd	under const.
Arcadia	265 Causeway Blvd	16 4-story condos	√	√	02/05/15		
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	02/11/15	02/19/15	03/05/15		
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
Starbucks	1785 Main St	Retail & coffee house w/drive-thru	03/11/15	04/23/15	06/04/15		
Victoria Place	200 Main Street	30 condo units/8,000 sf retail	√	√	√	√	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
Dairy Queen	1688 Main St	wants to convert auto parts store to DQ with drive-thru & outdoor seats	No
Dunedin Woodwright	985 Douglas Ave	adding a brewery to the Woodwright studio; permit issued 9/26/14	Yes
Gregory's Salon	351&353 Main St	façade improvement, adding outdoor seating area on Railroad Ave	No
House of Beers	324 Monroe	House of Beers with restaurant; dry cleaner; church or artist studios	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 food trailer - app'd by BAA 6/25/14; permit in review	No
Mike's Auto Repair	715 Main St	add 4 auto bays in rear façade improvement	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	Yes

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	8 or 26 townhome unit development
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 - potential developer coming to 1/14/15 DRC
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)

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
BlackHägen Design	331 Scotland	2-story office building (target employment ctr) for up to 18 staff - on vacant land
Boondocks	1019 MLK Jr Ave	wants to add 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
907 Douglas	current SF home	convert house to design/art studio
Dunedin Brewery	937 Douglas	wants to expand; constrained by parking & stormwater requirements
Mind, Body & Earth	224 Albert St	Phase I permaculture garden tours; Phase II, convert garage to eco school - BAA
ManaMana	470 Main St	Falafel/Mediterranean restaurant in current SF home (moving from Clearwater)

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