

Manager's ^{Up}date

Administrative

February 9, 2015

This ^{Up}date will refer to the events since the date of the last ^{Up}date of January 12th, 2015.

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering (Utilities):

- **Water and Wastewater Treatment Plants Master Plans (Phase 2)** – The consultant, King Engineering (King), has submitted their final report presenting the Master Plan recommendations, project priorities, and budgeting estimates. King is currently finalizing their executive summary, and 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 by the Commission on December 18, 2014. Phase I of this project, a 16-inch reclaimed pipeline to connect the future storage tank to the existing reclaimed water system, was awarded to L&SL Engineering Consultants Corp., on November 20, 2014. The Contractor has commenced construction onsite. 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. SWFWMD staff has given the project a preliminary priority ranking of 1A (the highest) and SWFWMD will be holding a public meeting to discuss the grant applications on February 12, 2015, in Tampa.
- **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 can be 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 reviewed the bids received and found that one of the bids was not responsive to the requirements of the specifications. The contract was awarded to the second bidder (Hydro-Dyne, of Oldsmar) at the February 5, 2015 Commission Meeting.
- **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. CPH Engineers; one of the City’s short-listed “Division – 1, Water, Wastewater and General

Civil Engineering” (GEC) firms, has been authorized to proceed with professional services to design, permit, and prepare construction plans and specifications for bidding the project.

- **County Road 1 Valve Replacement** - Pinellas 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. The ASH Group; also one of the City’s short-listed GEC firms for “Division – 1, Water, Wastewater and General Civil Engineering” work, has submitted a proposal for the necessary professional design and permitting services to complete construction plans and specifications for bidding the project. The work authorization for ASH is being processed.

Engineering (Stormwater):

- **President / Lyndhurst Street Drainage Improvements Project** – This project is now substantially complete with close-out paperwork being all that remains. Project is finishing on-time and within budget.
- **Laurelwood Lane Bridge Replacement** – The aluminum replacement bridge was purchased at the end of FY14 and has been delivered to the Public Services Yard. The existing wooden bridge has been removed and installation of the new aluminum bridge by City forces is underway. Once completed, the new bridge will provide access to both pedestrians and golf carts between the adjacent neighborhood and the Park.
- **Lakewood Estates Drainage Improvements Project** – Project design and specifications are complete. Staff will request an independent constructability review of the plans by one of the City’s GEC firms, prior to bidding. Once that effort is completed, plans will be updated if necessary, and a bid number and date will be obtained from Purchasing in order to advertise the project. The City has received approval from the SWFWMD for the projects ERP permit, along with the USACOE nationwide permit. 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 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 recently responded to SWFWMD’s “Request for Additional Information” (RAI) and subsequently received approval of the project’s ERP permit. The project is budgeted for FY2015 and we anticipate bidding this project before the end of February.

Engineering (Roadway):

- **North Douglas Streetscape** – The mirrored color glass bricks have been installed in both entryway features. The sign lighting and sod placement have been completed.
- **FY13/14 Annual Street Resurfacing** – All asphalt related paving work was completed before the end of the 2014 calendar year.
- **FY14/15 Annual Street Resurfacing** – Bid document are under review.
- **Annual Concrete Restoration Project** – Bid document are under review.

Engineering (Miscellaneous):

- **Marina Pump-Out Station & Catwalk Rehabilitation** – Stamper Construction Company has ordered the floating docks for the day docks. Arrival of the docks is anticipated in late March, with construction to begin in April.
- **Marina Dock “A” Rehabilitation** – Moffatt & Nichol is updating their scope for the rehabilitation plan. The update will include an option for new electrical and water pedestals. This project is projected to be bid this fiscal year.

- **Engineering Site Infrastructure / Development Review Participation:**
Projects discussed as part of DRC meetings – (1) / Infrastructure plan sets submitted for review – (0).

Public Services Division:

Streets Section

- Removed trees to facilitate installation of Laurelwood Replacement Bridge.
- Removed fencing and demolished old wooden Laurelwood Bridge.
- Commenced installation of the new aluminum Laurelwood Bridge.
- Striped parking lot at North District, Engineering and MSB buildings.
- 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.
- Scheduled employee Disaster Response Training.
- Repaired potholes City-Wide.

Stormwater Section

- Assisted Contractor with pond cleaning at Jerry Lake, Fleet and Grant Field.
- Cleaned underdrain and repaired catch basin on St. Andrews.
- 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 I.
- Continue cleaning of Stormwater Treatment Systems.
- Jet/Vac storm drain and underdrain pipes in Area I and II.
- Repaired various Catch Basin (C/B) tops City-Wide.
- Completed repair of San Jose ditch.
- Scheduled employee Disaster Response Training.

Facilities Section

- Installed up-lighting on North Douglas brick entrance wall.
- Installed Little Library at the Community Garden.
- Assisted in replacing all tissue paper dispensers in all custodial service locations, City-Wide.
- Contracted HVAC system replacements are nearing completion.
- Continued addressing code / safety inspections City-Wide.
- HVAC filter replacement City-Wide.
- Painted skate park rails at MLK.
- Installed new hand dryers at Splash Park rest rooms.
- Removed Osprey cam for repairs at Palm Blvd and Alt-19
- Replaced fan on HVAC at Engineering and repaired issue with damper motor.
- Scheduled employee Disaster Response Training.

Solid Waste & Recycling Division:

- As part of the overall Solid Waste outreach plan, staff continues to advertise in the Dunedin Beacon newspaper, City website, and social media, reminding residents about the Once-a-Week service change, which became effective on January 5th.
- Staff is working with the City’s Storm Water Coordinator to begin planning an Eagle Scout Project. The project will be divided into two portions. The first portion will be to place “Only rain down the drain” plaques on catch basins; while the second portion will be to design and implement drop off locations for plastic bags. This project is important to the water quality within the City of Dunedin.
- Staff advertised in the February Edition of the Dunedin Beacon advising residents about the three services that occur on their scheduled “all in day”.



Get to know your Solid Waste & Recycling services!



- Staff attended the Senior Awareness Fair on January 23rd. Christina Perez represented the City by staffing a display booth that focused on educating seniors about single stream recycling, hazardous waste mobile collection days, and the proper disposal of outdated medicines. Approximately 200 people were present for this event.



- The Sustainability Coordinator is working with the Communications staff to help spread the word about the City’s annual Environmental Advocate Award program. Applications are due by March 8th.
- The Sustainability Coordinator attended the recent Arts and Culture Committee meeting to discuss the proposed bike rack design for the Dunedin Causeway.
- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling subcommittee meetings.
- Serve as staff liaison for the Committee on Environmental Quality.
- Staff began preliminary discussion on the Audubon International Golf Course Certification with the Dunedin Golf Course. This certification would recognize the golf course for all of their environmental practices, and document the habitat encompassing the area.
- Represented Dunedin at the Pinellas County Extension Florida-Friendly Landscaping™ (FFL) Advisory Committee Program. The advisory committee was established to discuss with municipalities and residents about FFL programs, how everyone utilizes them, and where we’d like to see the program go.

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.485 Million Gallons
 - Influent Monthly Total Flow: 139.021 Million Gallons
 - Reclaimed Water Average Daily Flow: 2.033 Million Gallons
 - Reclaimed Water Monthly Total Flow: 63.029 Million Gallons
- **Maintenance and Repairs:**
 - Replaced Fac#5 Anoxic Tank mixer #7 with new motor.
 - Maintenance replaced Fac#7 exhaust fan unit.
 - Southern Automation completed SCADA upgrade at Tetra filter building; PLC upgraded, new monitor and new programming.
 - Maintenance working on replacing two VFD units for both Raptor screenings washers.
 - Maintenance completed installation of new reclaim isolation pump in Fac#8, filter building.
- **Compliance:**
 - December Monthly Discharge Monitoring report sent to the Department of Environmental Protection (FDEP) [No Issues].
 - Yearly E-Plan Tier 2 report submitted to the State Emergency Planning Council. Yearly FDEP and EPA Biosolids reports submitted.

Collections Summary

- **Scheduled repairs:** 4 lateral repairs; 3 lateral lining installations; work with contractor on section of main line replacement on Stormwater Project (Albert/ Broadway); 14 R/W PM clean out installations. Continue with lateral time dated / follow up camera inspections; Dunedin Country Club lateral inspection. * 1-day training for crew on new lateral cutter system.
- **Unscheduled repairs / blockages:** Continue to respond to citizen blockage calls (24) and continue daily utility field locates of sewer/fiber optics.
- **Cleaner Crew:** Continue cleaning main lines (8,997’). Root Cut mains (2,112’). Heavy cleaning on 18” line along Patricia / Beltrees – working with TV Crew to plug off flows.
- **TV Truck:** Continue televising mains (1,821’). Investigate some storm pipes near Sea Gate; Manhole repair work on Vine, James St., and Shore Dr.; Follow up on repair work found during Smoke Testing (LS # 8 area). Monthly vacuum out of Backwash basin at Water Plant; Assist Cleaner Crew with main line cleaning by plugging heavy flow lines on/off.

- **Lift Station:** Install new transducer on LS # 25; Address communication issues at LS # 31 & # 38; Replace contacts in starters at LS # 15; Working on LS # 27 Meter Can replacement; Review pump specs for proposed dewatering/by pass pump replacement; Work on trimming new impeller for LS # 10 pumps; 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 Engineering and Contractor after finding conduit shot through main on San Salvador (road closure/repair scheduled for 2/9, will bill contractor); All Staff training on Public Records request; Coordinate manhole work with Rowland for 2/3/15; Complete interviews/selection/paperwork for WWTECH III position.

Water Division:

Water Production

- **Production Numbers:**

Average Daily Potable Water Production:	3.56	Million Gallons
Monthly Potable Water Production:	110.49	Million Gallons
Annual Year to Date Potable Water Production:	110.49	Million Gallons
Annual Year to Date Rainfall:	1.58	Inches
Monthly Rainfall Total:	1.58	Inches
- **Maintenance:** Well 12 pump and motor reinstalled and performed Vibra Analysis shaft alignment. Well ready for bacT clearance.
American Water Chemicals running pilot plant to pilot membrane element anti-scalant.
Recently completed membrane cleaning.
Done Rite Roofing installed new roof on GSF Building
Plant security cameras previously damaged by lightning were replaced with new units.

Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 33% complete with approximately 3,760 backflows tested for the fiscal year. The large meter program is 97% complete with 65 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 2 new hydrants, repaired 7 and replaced 2. This month the Valve Program exercised 105 valves. For the year, the Valve Program has installed 1 new, replaced 0, repaired 1, and exercised 426 distribution valves.

Wellfield

- A new pump for Well 12 has been installed. Well 12 is currently being cleared for operation.
- A new control valve was installed for Well 28.
- Well 30 and Well 9 are currently out of service. West Coast Well Drilling removed both pumps and City staff determined Well 30 had a short in the wiring and Well 9 was in need of a new pump. The pump for Well 9 is currently on order and should be received in February. Once received, West Coast Drilling will return to install the pumps at both well sites.
- 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.

CRA/ECONOMIC & HOUSING DEVELOPMENT DEPARTMENT

- Staff continues to focus on resolving downtown parking issues. A public forum was held at City Hall during January to listen to residents, business owners and property owners, and explore solutions. City retained a parking consultant to develop a plan for additional downtown parking, and hired a nationally known consultant to create a Parking Management Plan for Downtown Dunedin.
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- Aqua Marketing & Communications media pitches included Spring Training activities in Dunedin. Staff has placed advertising in the Where Guest Magazine and Allegiant Airlines seat pocket “inflight” magazine.
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- Downtown events in December included a 2nd Friday Art/Wine Walk, Arts & Crafts Festival, Creative Artists Guild Art Show, Diversity Day Program and Entertainment, and the fresh market every Friday and Saturday morning.

PLANNING AND DEVELOPMENT DEPARTMENT

- During the month of January, 938 total permits were issued, valuation \$7,493,273; 0 new single family residences; 24 new multi-family residences, valuation \$2,402,867; 0 new commercial structures; 37 additions and remodeling, valuation \$1,465,903; 877 miscellaneous permits, valuation \$3,624,503.
- Inspections made during the month are as follows: 1,178 inspections (building, electrical, plumbing, mechanical, gas, roofing); and 99 code enforcement inspections. A total of 148 Business Tax Licenses were issued during January for an amount of \$2,865.

PARKS & RECREATION

- **Parks & Recreation Administration:**
 - Staff attended the required Records Request training conducted by the City Attorney.
 - Presented the final two components of the Waterfront Task Force to the City Commission.
 - Began preparation for the FY16 CIP Budget.
 - Attended the kick-off presentation from the consultant conducting the PD&E for the replacement Causeway bridge.
 - Attended the newly formed IT Committee meeting.
 - Completed the exotic removal bid package.
 - Conducted the substantial completion package for the DOT landscaping grant on Bayshore Boulevard and prepared the application for the next project on Edgewater Drive.
 - Completed the final draft of the Camp Magazine and preparing to print and distribute.
 - Completed brochure layout and design for the Dunedin for Youth Scholarship Fund, preparing to print and distribute.
 - Met with the Marketing Group Network of staff from surrounding cities to discuss best practices of social media and other marketing efforts.
 - Created t-shirt designs for summer camp participants, including Day Camp, Teen Camp, and Nature/Hammock camps.
 - Created Public Folders with IT Department for program flyers in order to better organize and make accessible for all staff.
- **Special Events:**
 - Completed design and printing of marketing materials, including posters for Touch-a-Truck, Films in the Park, Sunset Music Series, Concert Band performances, and flyers for Flashlight Easter Egg Hunt, Concert Band, and other various program flyers.
 - Completed and distributed new Community Events Calendar.
 - Updated website with new events and continue to maintain webpages with current information.

- Academi Da Vinci held their annual 5K Run for the Arts through Highlander/Hammock Park. They had over 85 runners in the event, including a 1-mile fun run with the family.
- The Fire Department held a highly successful special event to benefit equipping of their Fire/Rescue/EMS boat. Approximately 170 were in attendance and \$4,475 raised.

Recreation:

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

- January 5th- TGFH Day, 22 children participated in specially-themed activities including games, crafts, and special snacks.
- January 17th- Diversity Breakfast and March, 170 participants enjoyed breakfast with Pastor Clem Bell and keynote speaker, Theresa Smalling, hallmarking the work of Dr. Martin Luther King, Jr. and the importance of acceptance and diversity. Five essay contest winners from local students read essays on the qualities that made Martin Luther King, Jr. an effective leader. Diversity artwork from students at San Jose, Dunedin and Garrison Jones Elementary After School Programs and African American history in Dunedin from the Historical Museum were on display. The event culminated with a march to John R. Lawrence Pioneer Park and entertainment from local church choirs, including Shiloh Baptist Church and the Dunedin High School Steppers.
- Staff completed renewal certifications in CPR and First Aid.
- Staff is working on planning and preparing for a high school basketball league to begin in April.
- January 7th-13th -Staff attended Human Resources training on proper procedures for public records requests.
- Staff is working on future projects, including Summer Camp planning, marketing, Midnite Madness, Flashlight Easter Egg Hunt, Spring Fling Camp and TGFH Days.
- A new staff member was hired for the Dunedin Elementary After School Program.

- **Community Center:**

- Rentals - The Center hosted a wide variety of rentals during the month of January. Over 1,405 patrons were served.
- Classes - With the large influx of snowbirds, classes were filled to capacity with over 2,290 participants in the monthly programs.
- The Community Center floors received a cleaning and buffing during the month. The basketball floors look great and are primed for specials scheduled for the month of February.

- **Fitness/Wellness:**

- Fitness Center visits totaled 4,074 (includes January holidays-facility closures) and group fitness visits totaled 1,428 for a total of 5,502 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:**

- Men's Softball – Eleven (11) teams are participating for the Winter Season.
- 50 Years & Over Softball – Five (5) teams are participating for the Winter Season.
- Tennis Classes – Fifty-five (55) participated in tennis classes for January.
- Flag Football – Fifty-five (55) children signed up for Youth Flag Football teams; 5 teams in the 10-12 years group and 3 in the 7-9 year group, both in conjunction with the City of Safety Harbor.
- Track – Forty-five (45) participants are signed up for the Track Program. Preparations are being made for hosting a Track Meet at Dunedin High School in February.

- The Athletics Staff hosted a meeting of fellow coordinators throughout Pinellas County. A variety of topics were discussed ranging from field usage, rentals, Little League and background checks. The meeting's purpose was to obtain feedback on ways to better facilitate programming for patrons. Over 14 representatives from around Pinellas County were in attendance.
- **Hale Activity Center:**
 - Held 52 adult classes & programs with a participation of 3,143.
 - Held 3 meetings with an attendance of 27.
 - Held a Highland Luncheon, sponsored by Pacifica Senior Living Memory Care of Belleair, with a participation of 90.
 - Project 18 Big Band Concert had a participation of 90.
 - Senior Awareness Fair had a participation of over 535 with 55 vendors. The event was sponsored by Mease Manor, St. Mark Village, Papa Johns and Humana.
 - Had 3 rentals with an attendance of 320.
 - Total attendance for the month of January was 4,205.
- **Highlander Pool:**
 - The training pool resurfacing project is underway and going well.
 - New aqua hoops are scheduled for installation during the third week in February.
 - Staff is updating the pool calendar reflecting the upcoming programs and summer camps.
 - Staff is recertifying staff in CPR and First Aid.
 - Preparations are being made for the Every Child A Swimmer program which will be held in the spring.
 - Planning stages are also taking place for the annual Splash Bash pool event in the summer.
- **Parks:**
 - Conducted an air potato pick-up at Hammock Park with over 50 volunteers.
 - Attended the Friends of the Hammock annual meeting with a presentation on honey bees.
 - Continued repairs to the Rotary pavilion at the Community Center.
 - Reconfigured the entry into the small dog park area, including new entry gate and sidewalk, to alleviate flooding and washouts from storm water runoff.
 - Made improvements to the Eagle Scout Park shelter, including new ceiling, paint and lighting.
 - Rototilled and edged the infields of Little League.
 - Coordinated and worked in conjunction with the County to edge the road side.
 - Installed new concrete pads for four additional benches on the Causeway.
 - Performed landscape maintenance on the medians on the Causeway islands.
 - Performed annual maintenance at the Stadium, including pressure washing and painting handrails and aisle numbers.
 - Provided logistical support for a variety of events including the Air Potato Pick-up, Senior Awareness Fair, Library Book Sale, MLK March, and Arts & Crafts Festival.
- **Marina:**
 - January Boat Ramp User Figures:
 - Transient Users - 15
 - Resident Boat Ramp Users - 47
 - Boat Ramp Annual Passes – 40
 - Staff has collected up-to-date insurance information from everyone in the Marina except for four slip renters, who have been sent letters from the City Attorney's Office to comply.
 - Replacement of decking on "B" dock continued.
 - Normal maintenance at the Marina included:
 - Pressure washing of the boat ramp
 - Net sea grass from the Marina basin

- Replacement of lights in the power pedestals

DUNEDIN PUBLIC LIBRARY

- Delivered 112 items to 18 users of our Homebound Delivery Service
- Presented 9 computer classes with an attendance of 90 people
- 267 people utilized the Library Study Rooms for the month
- 1065 e-books downloaded for the month
- 364 e-audiobooks downloaded for the month
- 394 seed packets checked out from Seed Library for the month
- Adult volunteers donated 279 hours of their time
- Teen volunteers donated 161 hours of their time
- Attended monthly meeting with county Library Directors
- All staff attended Public Records training
- Staff attended the following webinars: E-rate, FLA Book Awards & mobile printing
- Staff attended the following county library meetings: Youth Services SIG
- Planning for Wellness Event with Public Safety Committee
- Volunteer cleaned 291 DVD's/CD's that are now back in the collection
- Attended dedication of new Little Free Library box at Community Garden
- Continued working with Friends of the Library on annual Milliken meeting
- Attended breakfast with winning students of Martin Luther King Jr. Essay Contest
- Foundation approved purchase of 3D Printer, 2 self-check machines and mobile printing
- Friends of the Library through a donation in honor of Dottie Harrill purchased a self-check out machine that was installed in the Youth Department
- Added carpet tiles to create walkway from tile to reference desk
- Helped to prepare for Friends of the Library book sale
- Book launch for author Augusta Scattergood's new book
- Little Free Library project showcased on Fox News 13
- Hosted Literacy Summit at Library and participated in Literacy Week
- Started work on promotional Library video
- Started Notary service at Library
- Kids viewed 449 books from Tumblebooks
- 53 e-magazines downloaded from Zinio
- 18 views streamed from Indieflix
- 136 users of Pronunciator – Language Database
- Proctored 2 exams

Library Statistics

Visitors	35,981
Transactions	84,391
New Materials Added	667
Internet Users (Adult & Youth)	4,263
AWE Early Literacy Stations Users	390
Wireless Users	2,005
Adult & Youth Programs	101
Program Attendance	2,411
Average Circulation per Hour	195

FINANCE

- Finance continues with fiscal year end closing, audit and completion of the 2014 CAFR (Target delivery - 2nd Commission Meeting in April)
- Staff contracted through Express Employment Professionals, Debra Graniela, since the 1st week in January has been functioning as Finance's Administrative Coordinator until Ashley Singh's return from maternity leave (expected back February 9, 2015)
- Karen Feeney, Director of Finance resigned effective January 23, 2015.
- Jeff Streder, Interim Finance Director started January 26, 2015
- The Finance Department held the FY 2016 Capital Improvements Plan (CIP) Kickoff Meeting on January 9, 2015 to provide direction and guidance to staff on the Capital Improvements Plan submissions for the coming year
- A revised Fund Balance and Reserve Policy was adopted by Commission at the January 22, 2015 regular meeting
- Two budget amendments were presented and adopted by City Commission at the January 22, 2015 regular meeting
- The Board of Finance held a meeting on January 21, 2015 at which it was decided to increase the frequency of the meetings for this body to once per month
- The \$6,505,000 Sales Tax Refunding Revenue Bonds, Series 2015 (Community Center Loan, 2015), which fully advance refunded Sales Tax Revenue Bonds, Series 2005 closed January 23, 2015 - estimated cumulative total of savings through 10/1/2025 = \$552,877 (Net Present Value of Savings = \$497,919)

COPY OF PAYMENTS PROCESSED FY2015

Jan-15							
DATE	CHECK	CHECK	EFT	EFT	EPAY	EPAY	
PRINTED	COUNT	TOTAL	COUNT	TOTAL	COUNT	TOTAL	TOTAL
1/8/15	123	\$321,275	18	\$54,756	3	\$8,229	\$384,260
1/15/15	112	\$578,277	7	\$57,361	2	\$1,734	\$637,372
1/22/15	48	\$81,711	8	\$15,610	5	\$30,818	\$128,139
1/29/15	151	\$326,903	6	\$25,934	5	\$7,323	\$360,161
TOTALS	434	\$1,308,167	39	\$153,662	15	\$48,105	\$1,509,933

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

NA

UNDER EVALUATION

- RFP #14-1036 is titled "Permitting, Planning & Enforcement Software." Proposals were accepted until 2:00 pm Tuesday, October 7, 2014. 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. This item is on the February 5, 2015 City Commission agenda.

ACTIVE ON THE STREET

- Bid # 15-1040 is titled "Removal of Exotic Nuisance Plants." Bids are due at 2:00 pm Tuesday, February 17, 2015.
- Bid #15-1041 is titled "Mobile Pumps (4 each)." Bids are due at 2:30 pm Tuesday, February 17, 2015.

UNDER DEVELOPMENT

- Bid for the supply potassium permanganate to the Water Division.

INFORMATION TECHNOLOGY

- Service requests for the month of January
 - Tickets Created 178
 - Resolved Tickets 173
 - Malware Incidents 002
 - Open Tickets 053
 - Records Searches 002
- Deployed new malware/virus solution.
- Exported and forwarded monthly permits to county.
- Configured WiFi services at Municipal Services for Human Resources.
- Installed new DAS for storage migration.
- Started Server 2012 upgrade project – server migration.
- Starting 2nd phase of desktop replacements – 25 computers.
- Reviewed possible fiber redundancy plans.
- Tested and reset Osprey camera.

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the month of January: Director of Finance, Staff Assistant (Parks), Recreation Leaders, Library Assistant I & II, Solid Waste Driver/Loader, Mechanic I (2 positions), and Library Aide. Building Official (Planning & Development) & Plans Examiner remain open.
 - Fire Inspector (civilian), Wastewater Operator I or Trainee, Wastewater Collection Technician III (in-house) are closed; now in the selection phase.
 - Anne Morgan-Hollis was promoted to Librarian I on 1/23/15.
 - Jeffrey Stredler began employment on January 26, 2015 as the new Interim Finance Director.
- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for January was \$263,708.04, which is a 7.77% increase from December's totals*. *December's total should have been \$244,703.96.
 - HR personnel met with the Gehring Group to discuss wellness initiatives for the current year.
 - Director & Payroll/Benefits Coordinator met with the Gehring Group, City of Clearwater, and CareATC (third-party administrator for the Employee Health Center) to discuss the monthly reports & wellness initiatives at the Health Center.
- 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: 7.
 - Cloyd Shank retired from City service on 1/7/15, after 19 years of service.
- Risk Management:
 - Director and HR/Risk Specialist accompanied the City's Arborist and Division Director of Public Services to inspect a number of trees and sidewalks throughout the City on January 23, 2015.
 - Three liability insurance policies were renewed at a total annual savings of \$3,822.91.
- Workers' Compensation:
 - Number of new Workers' Compensation Claims: 3; one remains on Light Duty.
- Property/Liability Claims:
 - New Property/Liability Claims: 3;
 - Moving Vehicle Accidents: 2.
- Family Medical Leave Act (FMLA):
 - Number of Employees with approved/pending FMLA: 14 - (Regular - 8, Intermittent - 6).
 - There were 2 new requests in January.
- Other (Non-WC, Modified Duty)
 - Three employees are working on a modified schedule (some restrictions).
 - One employee is out on Leave (non-FMLA).
- Records Requests: Number of Records Requests processed: 2.
- Other:
 - HR/Risk Manager attended the Relay for Life Team meeting at the Stadium on 1/13/15.

COMMUNICATIONS

- Facebook/Twitter Updates (Facebook has grown over 8,281 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 - • 191 subscribers • 49,078 views
- DunedinGov.com Visits: 39,108 Pageviews: 99,210
- Continue to work with Aqua Marketing on Public Relations Campaign.
- Hosted and toured Dunedin with radio personality Charlotte Reed from Pet Buzz Radio (WSRQ Sarasota) to support marketing and outreach efforts.
- Guest with Anna Hamilton on WSRQ Radio Sarasota for show Pet Buzz to promote Dunedin.
- Worked with Ad Hoc Advisory Committee for Causeway Bridge to support outreach via City website, Social Media, TV.
- Delivered City maps to Chamber of Commerce.
- Met with Downtown Merchants Association in regard to marketing with Economic Development Department.
- Updated media list.
- 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 January Spotlight on Dunedin: Historical Museum Exhibit, Love your Library, President Street update, Honeymoon Island Re-nourishment project, MLK Day promo and coverage.
- 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

The Commission Workshop scheduled for February 10 has been cancelled. Stadium Advisory Committee meeting scheduled for February 10 has also been cancelled.

Government Calendar February 2015 2/2/2015



SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 6:30 PM Dunedin Youth volunteers @ Dunedin Library	3 2:00 PM Code Enforcement Board @ City Hall 6:30 PM Stormwater Advisory Committee @ Water Plant	4	5 5:00 PM Community Redevelopment Agency @ City Hall 6:30 PM Commission Meeting @ City Hall	6	7
8	9 6:30 PM Hammock Advisory Committee @ Community Center	10 8:00 AM Causeway Committee @ Community Center 10:30 AM Mobile Home Park Committee @ Planning Conf. Room	11 6:30 PM LPA @ City Hall	12 7:30 AM Public Relations Advisory Action Committee @ City Hall	13	14
15	16 5:15 PM Marina Advisory Committee @ Harbormaster's Office	17	18 2:30 PM Fire Pension Board @ City Hall 3:00 PM Board of Finance Budget Review Subcommittee @ Water Plant 4:00 PM Board of Finance @ Water Plant 4:00 PM Parks & Recreation Committee @ Community Center	19 10:00 AM Public Safety Committee @ Fire Admin 6:30 PM Commission Meeting @ City Hall 6:30 PM Youth Advisory Committee @ MLK	20	21
22	23 9:00 AM Committee on Aging @ Hale Center 6:00 PM Library Advisory Committee @ Dunedin Library	24 7:30 AM Environmental Quality @ Water Plant 9:00 AM Commission Workshop @ City Hall 6:30 PM Social Services Advisory Committee @ MLK	25 6:00 PM Friends of the Library @ Library	26 6:00 PM Dunedin Causeway Bridge Ad Hoc Committee @ Community Center	27 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room 10:30 AM ADA Committee @ Hale Center	28