

Manager's Update

Administrative

May 11, 2015

This Update will refer to the events since the date of the last Update of April 6th, 2015.

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering (Utilities):

- **Water and Wastewater Treatment Plants Master Plans** – The consultant, King Engineering, Inc., is finishing the study of odor control measures, along with associated estimated costs, that may be appropriate for the wastewater treatment plant. This information was requested by the Commission during the Master Plans workshop presentation.
- **Production Well Rehab Program** – Bids for the project to construct pumps and above-ground discharge piping and electrical work at Wells 2, 50, and 95, as well as to perform down-hole rehabilitation of Wells 5 and 85 were received on April 7, 2015. Staff recommended award to Southeast Drilling Services, Inc., which the Commission approved at the regular meeting held on May 7, 2015.
- **New Reclaimed Water Ground Storage Tanks** –
 - Coca-Cola has prepared closing documents for the property donation upon which the new reclaim water storage tank and booster pump station will be located.
 - The Phase I construction contract with L&SF Engineering Consultants Corp., has been terminated by mutual agreement between the City and the Contractor pursuant to the general provisions of the contract. City forces will complete the tie-in and final construction of the 16-inch reclaimed pipeline that will connect the future storage tank to the existing reclaimed water system located within MLK Jr Avenue.
 - Scope and fee negotiations have begun with Tetra Tech, Inc., one of three consultants on the City's short-listed "Division – 1, Water, Wastewater, and General Civil Engineering" firms, to provide professional services for designing Phases II and III of the project.
 - On October 2, 2014, the City applied for FY16 Cooperative Funding Initiative (CFI) Grant assistance for funding the additional work scope. At the April 16, 2015, SWFWMD Final Project Evaluation and Regional Committee Meeting, the City's request for an additional \$202,910 of FY16 CFI Grant funding was approved. These latest additional grant funds are in excess of the \$880,000 previously awarded by SWFWMD for this project; for a multi-year grant award totaling \$1,082,910.
- **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.
- **Wastewater Plant Fine Bar Screen** - A contract to furnish and install a new fine bar screen (to replace the existing worn out screen) at the wastewater treatment plant was awarded to Hydro-Dyne, of Oldsmar, at the February 5, 2015 Commission Meeting. Shop drawing review is complete and the manufacturer has scheduled delivery of the new bar screen for mid-July.

- **Wastewater Plant Methanol Tank Replacement** - CPH Engineers; one of the City's short-listed "Division – 1, Water, Wastewater and General Civil Engineering" (GEC) firms, has submitted 60% plans. On April 10, 2015, City staff performed a review with CPH of their 60% plan set; followed by a field verification review on April 17th. The project is expected to be advertised for bids this summer.
- **County Road 1 Valve Replacement** - Pinellas County is planning a sidewalk improvement project along CR 1 later this year. The City has an existing 16-inch water main located under the proposed sidewalk, with valves that are no longer operable and need replacement. The ASH Group; one of the City's short-listed GEC firms for "Division – 1, Water, Wastewater and General Civil Engineering" work, has submitted 60% plans for review and comment. Staff met on May 8, 2015, with The ASH Group to review the plans that have been revised to address City comments, as well as draft technical specifications. The project is expected to be advertised for bids this summer.
- **Heather Ridge Blvd. Water Main** – Construction plans have been prepared for a new 8-inch PVC water main along the east side of Heather Ridge Blvd., between Main Street (S.R. 580) and Evans Road. This water main will allow three fire hydrants to be placed along Heather Ridge Blvd., and allows for a connection to the existing 24-inch water line within Main Street. The FDEP permit has been received. Construction by City forces can begin as soon as work schedules allow.

Engineering (Stormwater):

- **President/Lyndhurst Street Drainage Improvements Project** – The contractor will be submitting a final pay request shortly and the contract can be closed-out thereafter. The City's final request to SWFWMD for reimbursement of remaining grant funds is being prepared and will be submitted the week of May 11th.
- **Lakewood Estates Drainage Improvements Project** – CH2MHill, one of the City's GEC firms, recently completed an independent constructability review of the final plans, prior to bidding. Minor recommended plan and construction document revisions are underway, and a subsequent bid date will be obtained from Purchasing in order to advertise the project. The City has received approval from SWFWMD for the projects ERP permit, along with the USACOE nationwide permit. Negotiations continue with a potential developer, currently under a due diligence contract with Wells Fargo, for an easement along the perimeter of the former Nielsen parcel line. Should the City not be able to obtain said easement prior to bid award, the plans include and will be bid with an alternate (albeit more costly) outfall along Patricia Avenue. Associated project costs are expected to increase if the easement cannot be acquired prior to bidding. Funding for this project comes from 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 complete, the SWFWMD ERP permit has been received, and the project will be bid following the advertisement of the Lakewood Estates Drainage project.

Engineering (Roadway):

- **FY15 Annual Street Resurfacing** – The bid opening was held on April 28, 2015. The apparent low bidder is Gator Grading and Paving of Palmetto, Florida, the same contractor who completed last year's project for the city. The low bid came in slightly higher than estimated, and is currently under review by staff. A recommendation for award is anticipated to be presented to the Commission for approval at their May 21, 2015 regular meeting, with construction expected to be underway in late June.
- **Annual Concrete Restoration Project** – The bid opening was held on April 28, 2015. The apparent low bidder is Stage Door II, Inc. of Apopka, Florida. Many of the items contained in this contract were included as "Contingency Bid Items" in the FY15 Annual Street Resurfacing contract. Staff is expected to recommend that bids be rejected at this time, and to rebid the project later this year. This was an

annual renewable work order contract, which included an option to renew after 12 months. Work orders would have been issued throughout the contract period to complete various concrete related projects citywide.

Engineering (Miscellaneous):

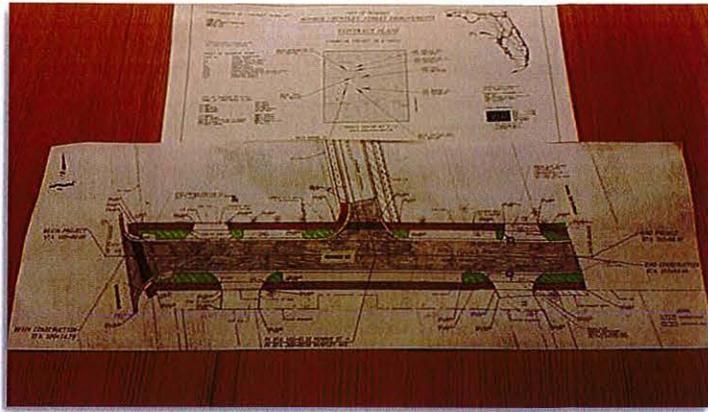
- **Dunedin Marina Pump-Out Station and Catwalk Rehabilitation** – Construction has begun on the 5-foot by 20-foot fixed dock at the end of Dock A for the pump-out station, water clean out, and associated electrical, water and sewer utilities. The three floating aluminum docks have been installed. When the re-decking of the Day Dock is completed, the access gangways will be installed. Both portions of this project are expected to be completed by the end of July.



- **Huntley Avenue Water and Sewer Utility Construction** – City forces have begun reconstruction of the replacement sewer line along Huntley Avenue, from Monroe Street to the northern end. Once that portion of the work has been completed, they will begin constructing a new 6-inch water line in June.



- **Monroe Street Streetscape Project** – The section of the Monroe Street streetscape project between Broadway and the Pinellas Trail will go out to bid in May. Construction will include brick sidewalks and pervious concrete parallel parking.

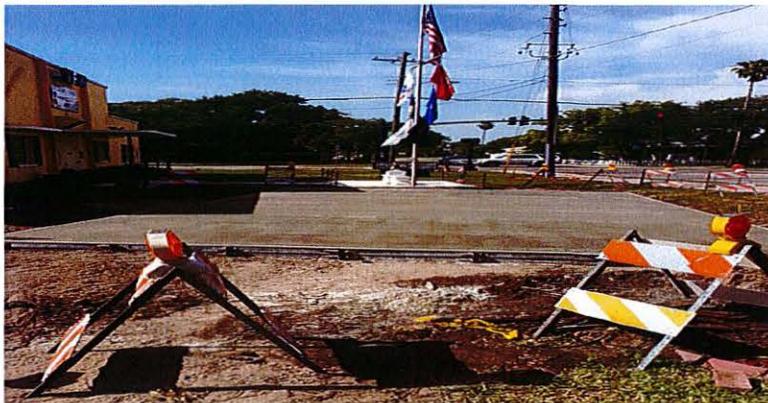


- **Engineering Site Infrastructure / Development Review Participation:**
Projects discussed / researched as part of DRC meetings – (7)
Site / Infrastructure plan sets submitted for review – (1)

Public Services Division:

Streets Section

- Installed a new “Shops on Broadway” sign at Main Street and Broadway.
- Removed plaques on Community Center brick sign and replaced with lettering.
- Set up and managed road closure at MLK, south of San Christopher, for contractor working on 16” RCW Line connection.
- Assisted the Parks Department with the installation of new palm trees downtown, on Main street east of Broadway.
- 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 and pothole repairs City-Wide.
- Continuing pavement repairs / asphalt patching on behalf of the Water and Wastewater Divisions.
- Continued hauling Concrete and Asphalt to recycler.
- Performed set up and break down for the “Touch a Truck” event.
- Installed new slab for emergency fuel tank located at Public Services.
- Staff completed the installation of the concrete pad at the VFW on Douglas Avenue and Beltrees Street for the Alligator or LVT (Landing Vehicle Tracked) tentatively scheduled for delivery on May 22.



Stormwater Section

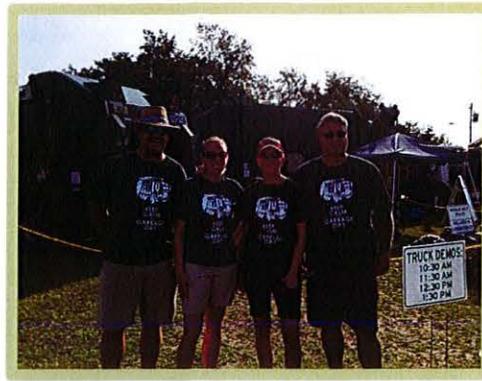
- Started Cedar Creek bank restoration in Hammock Park.
- Repaired storm water pipe at 1260 Palm Blvd.
- Built and installed new inlet lid for Evans Street to address a safety hazard.
- Continued FDOT and residential street sweeping activities.
- Continued conducting permit required sampling of Street Sweeping and Stormwater sediment materials.
- Hauled street sweeping debris to the County Landfill.
- Continued right-of-way and drainage ditch mowing City-Wide.
- Continued storm drain cleaning activities with Vac-Truck in Area II.
- Continued cleaning of Stormwater Treatment Systems City-Wide.
- Jet/Vac storm drain and underdrain pipes in Area I and II.
- Repaired various Catch Basin (C/B) tops City-Wide.

Facilities Section

- Added DATA drops at the Library.
- Worked with contractors on repairing a roof leak at Technical Services Building.
- Repaired damaged exterior rest room partitions at Highlander pool.
- Contracted HVAC system replacements are nearing completion.
- Continued addressing Code / Safety Inspections City-Wide.
- HVAC filter replacements continue City-Wide.
- Painted hallway at Fleet services.
- Checked / reset door timers at the Community Center and replaced lights throughout the building.
- Met with contractor to coordinate and schedule Fire Alarm installation for the Pram Shed & Boat Club.
- Oversaw Duke Utility audit, awaiting results.
- Worked with Engineering on ordering new 400 AMP power supply for the Marina / Fire Boat Lift.

Solid Waste & Recycling:

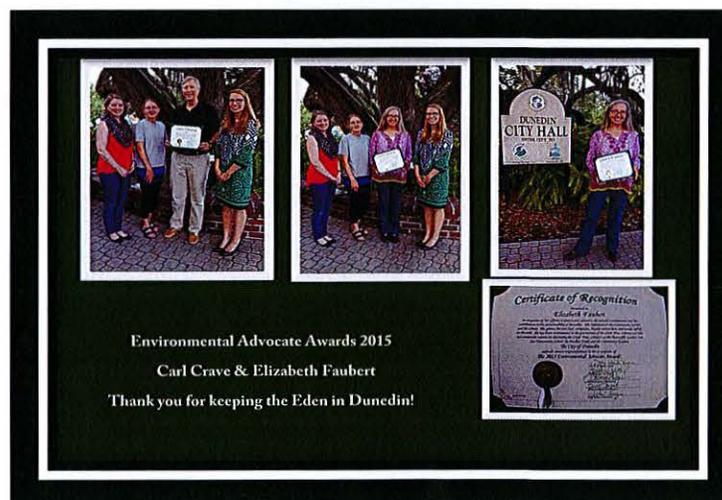
- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling subcommittee.
- Served as staff liaison for the Committee on Environmental Quality.
- Staff began preliminary discussion on the Audubon International Golf Course Certification with the Dunedin Golf Course. This certification would recognize the golf course for all of their environmental practices, and document the habitat encompassing the area.
- Staff participated in the 14th annual "Touch a Truck" event held Saturday April 25th. The Solid Waste Division had three trucks at the event, two of which were available for children to climb into and see what it's like to be a sanitation worker. An outreach booth was set up to discuss the single stream recycling program, and once a week service. New to this year's display were four demonstrations of the Rear Loader truck crushing couches and yard debris.



- Staff participated in Honeymoon Island's Earth Days on Saturday April 18th. Along with City of Dunedin Stormwater personnel, a booth was set up to discuss the importance of recycling, picking up pet waste, water conservation, once a week garbage, and much more. Activities were set up to provide kids the opportunity to win prizes through environmental interactive games.



- Staff recognized the 2015 Environmental Advocate Award recipients at the April 23rd Commission meeting. The award commemorates a "Group/Business", and an "Individual" within the City who has gone above and beyond in their service to Dunedin. This year's winners were: Carl Krave, for "Group/Business", and Elizabeth Faubert for "Individual".



- An ad will run in the May Dunedin Beacon announcing the Environmental Advocate award recipients.
- An ad will run in the May Dunedin Beacon informing residents of “No Changes” taking place to their regular Solid Waste service schedules over the summer Holidays: Memorial Day, 4th of July, and Labor Day; along with additional helpful service information.
- As a follow up to the waste audit conducted at Heather Lakes, staff attended an HOA meeting to discuss the findings from the audit. Based upon what was presented at the HOA meeting, their Board is considering further the idea of reducing the amount of their dumpster pickups, and implementing recycling.

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.125 Million Gallons
 - Influent Monthly Total Flow: 123.748 Million Gallons
 - Reclaimed Water Average Daily Flow: 3.065 Million Gallons
 - Reclaimed Water Monthly Total Flow: 91.962 Million Gallons
- **Maintenance and Repairs:**
 - Mechanics performing yearly Preventative Maintenance (PM) on all equipment oil changes, belts, filters.
 - Outside contractor (Turning Water) on site, replaced Headwork’s grit gear box, handrails, and flow deflectors at Facility (Fac) #4.



- Maintenance personnel installed a new grit pump at the Headwork’s Facility (Fac) #3.



- Maintenance personnel completed the installation of three new blowers for the Flow Equalization Tank (FET), Fac. #4.



- Outside contractor, Severn Trent Services performed the yearly inspection on the Tetra De-nite filters. (No Issues encountered).
- Outside contractor (Done Rite) roofing on site, replacing three roofs at Fac #4, #7, and #14B.
- **Compliance:**
 - March Monthly Discharge Monitoring report sent to the Department of Environmental Protection (FDEP); [No Issues].
 - “Discharge Monitoring Report-Quality Assurance” (DMRQA) Study #35 is underway through EPA for outside contracted Laboratories. This is an EPA requirement/study that evaluates the analytical ability of the labs that we use to perform our environmental analyses, per our NPDES permit.

Collections Summary

- Scheduled repairs: (5) - lateral repairs (Lakewood Dr., Parkwood, Baywood Dr. W., Virginia St.; (1) - lateral liner installation – Hillwood Dr.; (13) - R/W PM clean out installations in the “Concord Groves” and “Amberlea” areas; (1) manhole relocated at 459 Main St.; Hauled debris from drying bed to land fill (2 loads); Descaled iron pipe (Bass Blvd., Idlewild Dr. N., New York Ave.) with new Picote cutter. Continue with follow up camera inspections.
- Unscheduled repairs / blockages: Continue to respond to citizen blockage calls (20) and continue daily utility field locates of sewer / fiber optics.
- Cleaner Crew: Continue cleaning main lines (12,388 LF). Monthly cleaning out of backwash basin at Water Plant. Root Cutter utilized in mains (600 LF). Completed some minor manhole repairs found while cleaning in Fairway Estates.
- TV Truck: Continue televising mains (6,079 LF, w/27 set ups). Follow up inspection of new construction at “ECO Village”. Installed (3) – mainline sectional liner repairs; repaired (2) manholes; “blow out” performed on (3) reclaimed water services; and cleaned some drainage lines at Blue Jay’s Field.
- Lift Station: LS # 20 (Salon) – repaired pump, sump pump, and replaced level transducer. Assisted on new Air Packs at WWTP. Performed preventative maintenance on new air relief valves on Beltrees (Scotsdale Area). LS # 6 – repaired pump. Attended start-up of new private pump station for the Athenian Academy on Hercules. Repaired Root Cutter. Trial testing the “Grease Goblin” in LS # 25 wet well. Responded to SCADA alarms, and continue preventative maintenance, exercise valves, clean out check valves, clean wet wells, pulling / de-ragging pumps, grounds keeping, etc.

Water Division:

Water Production

- **Production Numbers:**

Average Daily Potable Water Production:	3.90	Million Gallons
Monthly Potable Water Production:	11.04	Million Gallons
Annual Year to Date Potable Water Production:	444.61	Million Gallons
Annual Year to Date Rainfall:	9.85	Inches
Monthly Rainfall Total:	1.83	Inches

- **Maintenance:**

- Wells 9, 12, and 30 are undergoing bacT clearance.
- American Water Chemicals is running a pilot plant test to pilot membrane element anti-scalant - CSM Membrane manufacturer visited site.
- Painted the Generator Block Wall Surround.
- 2014 Annual Water Quality Report / Consumer Confidence Report (CCR) approved by FDEP. Water customers will be notified via their April, May, June & July utility bills that the CCR is available for electronic viewing at: www.dunedingov.com/CCR

Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 65% complete, with approximately 7,467 backflows tested for the fiscal year. The large meter program is 100% complete, with 67 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 5 new hydrants, repaired 12 and replaced 2. This month the Valve Program exercised 292 valves. For the year, the Valve Program has installed 5 new, replaced 1, repaired 1, and exercised 1,249 distribution valves.

Wellfield

- Well #12 has not yet been cleared for operation. Re-chlorination treatment is ongoing in order to place the well back into operation during May.
- Well #30 and Well #9 are currently out of service. West Coast Drilling was onsite at both well locations to re-install the pumps in April. Both wells have been chlorinated and we anticipate having them back in operation by the end of May.
- Well #13 is currently out of service. Southeast Drilling was onsite to pull the pump / motor in April. City staff determined the motor had seized up. Southeast Drilling was able to replace the motor the same day. Well #13 has been chlorinated and we anticipate having the well back in service during May.
- As previously mentioned, a contract was awarded during the May 7, 2015 Commission Meeting to address deteriorating conditions at Well Houses #2 & #50. The plan will include a perimeter wrought iron fence enclosure as these two locations. In addition, new pumps and equipment for both sites, and Well #95, are included in the contract specifications. Well rehabilitation including cleaning treatment and pump testing will be performed on Well #5 & #85.

CRA/ECONOMIC & HOUSING DEVELOPMENT DEPARTMENT

- Staff provided an updated to the City Commission on activities to date regarding the formation of a Downtown Parking Management Plan. Various financial aspects as well as options for a system have been reviewed.
- Gateway project is moving forward as the developer is selecting an architect and civil engineer to begin design work. Developer received approval to enter into a Development Agreement.
- Staff working with prospective Developer on the development of the former Nielsen property (375 Patricia Avenue). Developer is planning a multi-family and commercial/retail project on this 23-acre site.

- Two new Projects in the Downtown are underway: Casco Viejo at 479 Main Street and Victoria Place at 200 Main Street, which will enhance our Downtown area.
- Grant awards in April include reimbursement to the property owners totaling \$6,401. Owners of Dunedin Pediatrics and Bausers are commended for enhancing and improving our beautiful City.
- Downtown events in April included a 2nd Friday Art/Wine Walk, Films in the Park, Creative Artists Guild, and the fresh market every Friday and Saturday morning.

PLANNING AND DEVELOPMENT DEPARTMENT

- The Planning & Development hired a new Building Official, Joseph DiPasqua. We also welcomed a new Building Inspector, Vern Packer, and a new Code Enforcement Inspector, Tom Colbert to the Department. We congratulate Building Inspector Bette Farmerie on her retirement.
- During the month of April, **791** total permits were issued, valuation **\$10,499,518**; **7** new single family residences, valuation **\$1,301,049**; **0** new multi-family residences; **1** new commercial structure, valuation **\$298,808**; **30** additions and remodeling, valuation **\$5,836,193**; **753** miscellaneous permits, valuation **\$3,063,468**.
- Inspections made during the month are as follows: **1556** inspections (building, electrical, plumbing, mechanical, gas, roofing); and **111** code enforcement inspections. A total of **107** Business Tax Licenses were issued during April for an amount of **\$2,752**.

PARKS & RECREATION

- **Parks & Recreation Administration:**
 - Developed Department goals for 2016.
 - Received an award from the Dunedin Youth Guild to fund a new shade structure on the playground at Weaver Park.
 - Made a presentation to the Kiwanis to possibly support funding an outdoor fitness facility.
 - Completed the final inspection and close-out report for the DOT landscaping grant for the Bayshore palm trees.
 - Awarded an exotic removal contract for Scotsdale and Hammock Parks.
 - Continued review of the FY16 operating and capital improvement budgets.
- **Marketing:**
 - Completed and distributed Parks & Recreation Magazine (summer edition) and mailed postcards to Dunedin residents announcing the new Magazine is available.
 - Invoiced organizations for ads placed in the new Magazine.
 - Completed and distributed the Community Events Calendar (April-September).
 - Populated the City website with the new Parks & Recreation Magazine information and the new Events Calendar information.
 - Completed and launched the new Online Registration webpage.
 - Met with staff to discuss a Marketing Plan & Matrix and to establish a Marketing Committee within the Department.
 - Designing program and event ads/photo slideshow to display on TVs located in the lobbies of each Recreation Center.
 - Completed design and printing of materials including Dunedin Concert Band poster, 3 Days of Play ad and flyers, Summer Camp newspaper ads, social media announcements and flyers for various programs and events.
 - New letters were installed on the brick sign of the Community Center.
- **Special Events:**
 - Planning meeting was held with Parks & Recreation staff for Hometown USA.

- Films in the Park-Held every Friday evening in John R. Lawrence Pioneer Park during the month of April. Very good participation, especially the viewing of the Lego movie.
- April Events Attendances:
 - St. Andrews Presbyterian Church Service on Dunedin Causeway-approximately 300
 - Wedding at Weaver Park – 80
 - Creative Arts Guild – last meeting until October – approximately 100
 - Relay for Life at Florida Auto Exchange Stadium – approximately 12 teams
 - Suncoast Brotherhood Chili Cookoff – approximately 400
 - Island Earth Days at Honeymoon Island – approximately 2,500

Recreation:

• Community Center

- Dunedin Community Chorus-The chorus finished up their season with their Sacred & Patriotic performance on Sunday, April 12 with over 400 in attendance.
- Dunedin Concert Band-The Band finished up their inside performances for the season with two concerts of “Dancing in the Aisles.” They still have one more performance which will be held outside at John R. Lawrence Pioneer Park on May 24. They will resume their regular performances at the conclusion of the summer.
- Dunedin Showcase Theater-The DST offered two weekends of performances of their rendition of “Dearly Beloved.”
- Touch-A-Truck-The April 25th event showcased over 85 vehicles, bounce houses, performances by local groups and aerial helicopter landing by both the Sheriff’s Department and Bay Flight.
- Tax Aide-Completed their free tax-aide service for the season at the Center on April 14.
- Attendance-The Community Center saw over 5,900 patrons pass through its doors during the month of April for fitness, classes and specials.

• Fitness/Wellness

- Fitness Center visits totaled 3,392 and group fitness visits totaled 1,152 for a total of 4,544 visits.
- Cardio Fusion-This new Wednesday evening class started in April. It is a low-impact cardio exercise designed to get your heart rate up. This class will also include upper body strength and core training. Appropriate for all fitness levels. Cardio Fusion will complement the Monday Cardio Kick (cardio kickboxing) class started in May on Monday evenings.

• Athletics

- Men’s Softball-Twelve (12) teams are registered.
- 50 Years and Over Softball-Six (6) teams are registered.
- Tennis Classes- Seventy (70) participants are registered.
- Track-Participants enrolled totaled 45; a track meet was held on April 8 at Dunedin High School; over 120 children competed in different events.
- Hog Hustle-Preparations continued for the 2015 event which will be held on May 9. Approximately \$4,000 has been obtained in sponsorship monies.

• Martin Luther King, Jr. Recreation Center:

- Staff continued to host weekly Basketball Clinics on Monday evenings for children ages 8-12 years working on skill development, teamwork, sportsmanship and game play.
- April 9th-Staff hosted the first night of games for spring season of High School Boys Basketball League; eight teams are participating in league.
- April 10th-Introduction of new program, Friday Night Line Dancing.
- April 18th –All Before/After School Staff attended continuing education training “After School Conference-Gaining the Edge,” presented by Pasco Learning and Activity Centers of Enrichment.

- Youth Advisory Committee worked on seeking sponsorships and planning event details of Midnite Madness, an end-of-the-school year special event for teens.
- Building rentals for classroom increased.
- Promise Time students at Dunedin Elementary After School Program attended enrichment overlays hosted by Mad Science, Giving Tree Music and Bricks for Kidz.
- April 28th-Staff attended Summer Camp in-service training kick-off.
- Staff preparing for FRPA Summer Games Workshop to be held May 30th.
- Staff preparing and organizing Summer Camp 2015, including staffing, training and trip planning.
- **Hale Activity Center:**
 - Held 48 adult classes and programs with a participation of 2,796.
 - Held 4 meetings with an attendance of 34.
 - Held a luncheon, which was sponsored by Lakeside Oaks Care, with an attendance of 55.
 - Hale Center Staff took 50 participants on a trip to the Port of Tampa.
 - Held a Project 18 Dance and Concert with a participation of 48.
 - Held 1 rental with an attendance of 110.
 - Total attendance for the month of April was 3,093.
- **Highlander Pool:**
 - Preparations were made for summer staff returning and hiring new staff, as well as setting up schedules.
 - Preparations were finalized for the upcoming Splash Bash on May 9 from 11 AM-4 PM.
 - Finalized summer camps at the pool and the pool movie event in July.
 - Sprayground shade covers were installed and look fantastic.
 - The pool had the main valve replaced, as well as a heater pipe and floor/gutter drains.
 - Completed the Every Child a Swimmer program with 89 registrations for the entire program.
- **Parks:**
 - Conducted a tree give-away at Florida Auto Exchange Stadium in celebration of Arbor Day.
 - Continued development of Douglas Memorial Park at 538 Skinner Blvd.
 - Began the palm planting project on Edgewater Drive.
 - Installed three new palm trees on Main Street in Downtown.
 - Installed new palms at Highlander Pool and Dunedin Youth Guild Park.
 - Cleared landscaping for the new boat trailer parking lot across from the Marina.
 - Removed a dead tree at the Nature Center.
 - Cleared the landscaping brush pile.
 - Cleaned up the landscaping at Fire Station 62.
 - Provided logistical support for a variety of events the Employee Picnic, Butterfly Garden refurbishment, Touch-A-Truck, and Relay for Life.
- **Marina:**
 - The pump-out dock has been framed.
 - The Day Docks are presently under construction.
 - Parks and Marina staff are rebuilding the Day Dock main walkway.
 - Resident Daily Ramp usage – 147 boaters
 - Annual Ramp Decals – 43
 - Non-Resident Ramp – 41
 - Transient Boaters - 34

DUNEDIN PUBLIC LIBRARY

- Delivered 90 items to 20 users of our Homebound Delivery Service
- Presented 8 computer classes with an attendance of 110 people
- 267 people utilized the Library Study Rooms for the month
- 1037 e-books downloaded for the month
- 440 e-audiobooks downloaded for the month
- 467 seed packets checked out from Seed Library for the month
- Adult volunteers donated 267 hours of their time
- Teen volunteers donated 167.25 hours of their time
- Attended monthly meeting with county Library Directors
- Staff attended the following webinars: Patron-Driven Acquisitions
- Staff attended Travel Policy training session
- Youth Department staff attended Pinellas County Schools ESOL meeting
- All staff meeting was a presentation by Voter Education and Outreach Coordinator
- Staff attended the following county library meetings: Adult Services Special Interest Group (SIG), Youth Services SIG, Circulation SIG
- City Employee Recognition Lunch
- Held Wellness Event with Public Safety Committee
- Dunedin Garden Club held Earth Day event
- Attended Executive PASS meeting
- Presentation by Dunedin Historical Museum – Lincoln
- Held two poetry events for Poetry Month
- Volunteer cleaned 124 DVD's/CD's that are now back in the collection
- Notary service at Library – 7 stamps
- Kids viewed 543 books from Tumblebooks
- 84 e-magazines downloaded from Zinio
- 15 users of Pronunciator – Language Database
- Proctored 5 exams
- Presentation for National Library Week and Dunedin Youth Volunteers graduating senior at Commission Meeting

Library Statistics

Visitors	30,593
Transactions	73,543
New Materials Added	933
Internet Users (Adult & Youth)	3761
AWE Early Literacy Stations Users	387
Wireless Users	604
Adult & Youth Programs	134
Program Attendance	3,371
Average Circulation per Hour	162

FINANCE

- Assisted with the Water/Wastewater Utility Rate Study
- Coordinated the development of the FY 2016 Proposed Finance Department budget
- Worked with departments to develop and allocate internal service fees for Custodial, Facilities Maintenance, Health Insurance, and Information Technology for FY 2016 Proposed Budget
- Provided ongoing support to all city departments to develop and review their FY 2016 Proposed Budgets
- Attended FGFOA luncheon with keynote speaker, Pam DuBov , Pinellas County Property Appraiser, to gain insight to the 2015 tax roll data to be released June 1, 2015
- Participated in Board of Finance meeting held April 15, 2015 and Budget Sub-committee meeting
- Coordinated department-wide webinar presented by GFOA on Building a Better Budget document
- Coordinated citywide revenue projections for all funds
- Presented FY 2015 2nd Quarter Budget Amendment Resolution to City Commission
- Complied with annual statutory requirements for unclaimed property. Compliance mandated performing due diligence in locating uncashed check payees, filing electronic report and remitting unclaimed property

COPY OF PAYMENTS PROCESSED FY2015

<u>DATE</u>	<u>CHECK</u>	<u>CHECK</u>	<u>EFT</u>	<u>EFT</u>	<u>EPAY</u>	<u>EPAY</u>	
<u>PRINTED</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>TOTAL</u>
4/2/15	85	\$177,552	11	\$66,084	2	\$10,129	\$253,765
4/9/15	103	\$156,632	3	\$6,214	3	\$12,291	\$175,137
4/16/15	92	\$685,985	19	\$45,422	4	\$14,704	\$746,110
4/23/15	53	\$351,672	5	\$23,381	3	\$8,652	\$383,704
4/30/15	151	\$432,623	12	\$51,634	4	\$8,672	\$492,929
TOTALS	484	\$1,804,464	50	\$192,735	16	\$54,448	\$2,051,646

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- Bid # 15-1040 is titled "Removal of Exotic Nuisance Plants." The City Commission awarded the contract at their meeting on April 23, 2015.
- Bid #15-1041 - "Mobile Pumps (4 each)" and Bid # 15-1042 - "Potassium Permanganate." Were awarded by the City Commission at their meeting on April 9, 2015

UNDER EVALUATION

- RFQ 15-1044 is titled "Engineering Services for the Construction of a 2.0 Million Gallon Water Storage Tank & Booster Pump Station." The City is negotiating a scope of services and fee proposal with Tetra Tech.
- Bid # 15-1043 is titled "FY 14/15 Production Well Maintenance Project." This item is scheduled for City Commission discussion at their meeting on May 7, 2015.
- Bid # 15-1045 is titled "FY 15 Annual Street Resurfacing Project." Bids were accepted until 2:00 pm Tuesday, April 28, 2015.
- Bid # 15-1046 is titled "Renewable Annual Miscellaneous Concrete Restoration Project." Bids were accepted until 2:30 pm Tuesday, April 28, 2015.

ACTIVE ON THE STREET

- Bid # 15-1047 is titled "Storm Sewer Pipe Slip Lining Rehabilitation Project." Bids are due at 2:00pm Tuesday, May 5, 2015.
- Bid # 15-1048 is titled "Precast Concrete Restroom Building." Bids are due at 2:30 pm Tuesday, May 5, 2015.

UNDER DEVELOPMENT

- Marina West Wall Improvements
- Monroe Street/Huntley Ave Streetscape Project
- Lakewood Estates Drainage Improvements

INFORMATION TECHNOLOGY

Service requests for the month of April

Tickets Created	136
Resolved Tickets	132
Open Tickets	019
Malware Incidents	006

Important Information Technology Services events and status.

- Exported and forwarded monthly permits to county.
- Installed new WiFi services for MLK Center.
- Updated WiFi services for the Library.
- Ongoing server migration project on schedule.
- 2015 Laptop replacements currently in progress.

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the month of April: Administrative Assistant (Utilities/Water), Library Assistant I & II.
 - Director of Finance, Lifeguard and Recreation Leader positions remain open.
 - Staff Assistant (PT, Parks) closed in March but will be re-posted as a full-time position.
 - Employees Hired during April:
 - Thomas Colbert, April 16th, Code Enforcement Inspector (Planning & Development);
 - Joseph DiPasqua, April 1st, Building Official (Planning & Development);
 - Philip Nelsen & Eric Curtis, April 1st, Mechanic I (Fleet).
 - Promotions in April:
 - Joseph Ogonoswki & Mark Rozzi to Mechanic II (Fleet) on April 1;
 - Larry Lash to Water Distribution Technician I (Utilities/Water) on April 15;
 - Joe May to Deputy Building Official (Planning & Development) on April 1.
- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for April was \$169,708.97, which is a 26% decrease from the March claims total. The average weekly claims for April were \$42,427.24.
 - Director participated with the City of Clearwater and the Gehring Group in the selection of a new Third Party Administrator (TPA) for the Employee Health Center. Eight Proposals were submitted; four semi-finalists were selected and gave presentations. There are now two finalists; selection of the new TPA is expected to be completed in May.

- Classification and Compensation:
 - Employees completed Job Assessment Tool (JAT) surveys for the ongoing Pay Study.
 - HR & the Consultant formalized the finalized list of survey target organizations and benchmark positions for salary comparisons.
- DROP (Deferred Retirement Option Program):
 - Number of Employees in DROP: 15.
 - Employees who entered DROP during the month: 1.
- Performance Management: Number of Coaching/Counseling or Other Disciplinary Actions: 0.
- Employment Separations:
 - Number of Separations from employment: 5.
 - Retirements During the Month of April:
 - Richard Deisler, Water Plant Operator I, April 25, with 9 years of service;
 - Sharon Sapos, Administrative Assistant (Water), with 23 years of service;
 - Richard Poppler, Mechanic II, with 37 years of service;
 - Phillip Tersigni, Mechanic II, with 36 years of service
- Risk Management:
 - HR/Risk Manager and HR/Risk Specialist attended a Safety Action Committee Meeting on April 9, 2015; the HR/Risk Manager attended the quarterly Fire Department Safety Meeting on April 27, 2015.
- Workers' Compensation:
 - Number of new Workers' Compensation Claims: 2; one returned with no loss of time.
- Property/Liability Claims:
 - New Property/Liability Claims: 0;
 - Moving Vehicle Accidents: 0.
- Family Medical Leave Act (FMLA):
 - Number of Employees with approved/pending FMLA: 9 - (Regular - 4, Intermittent - 5).
 - There were 4 new requests in April.
- Other (Non-WC, Modified Duty)
 - Four employees are currently working on a modified schedule (some restrictions).
- Records Requests: Number of Records Requests processed: 5.
- Other:
 - Human Resources coordinated the annual Employee Recognition Picnic on April 16, 2015 (see below). 43 employees received Certificates of Appreciation for years of service ranging from 5 years to 35 years.
 - Purchasing coordinated a Request for Quotes (RFQ) on behalf of Human Resources for Investment Advisor Services for the City's 401(a) Defined Contribution Plan and 457(b) Defined Compensation Plans. The RFQ closed on Monday, April 16, 2015; ten proposals were submitted. The final selection is expected to be made in May.

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 8,668 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 - • 219 subscribers • 54,979 views
- Continue to work with Aqua Marketing on Public Relations Campaign.
- SeeClickFix Demonstration with Pinellas County staff.
- Photographed Employee Luncheon.
- Budgeting for FY 2016
- Firefighter of the Year PR
- Worked with Ad Hoc Advisory Committee for Causeway Bridge to support outreach via City website, Social Media, TV.
- Attended Visit Dunedin meeting.
- Researched apps and technology for Communications.
- 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 April Spotlight on Dunedin: Films in the Park promo, Sunset Music series promo, Touch A Truck, Summer Camp and Library programs.
- 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
- Working with IT on Sungard bill pay issues.
- 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

May 2015 - Government Calendar 3rd Revision

Last edit 5/06/2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 9:00 AM Committee on Aging @ Hale Center 6:00 PM Library Advisory Committee @ Dunedin Library 6:00 PM Library Advisory Youth Volunteers Recruitment Meeting @ Dunedin Library	28 7:30 AM Environmental Quality @ Water Plant	29	30	1 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room	2 10:00 AM Creating and maintaining a low-maintenance landscape @ Dunedin Library
3	4 5:30 PM The City Manager, City Attorney, Social Services & Dunedin Cares, Inc. @ Community Center	5 2:00 PM Code Enforcement Board @ City Hall 6:30 PM Stormwater Advisory Committee @ Water Plant	6	7 6:30 PM Commission Meeting @ City Hall	8	9
10	11 5:15 PM Marina Advisory Committee @ Harbormaster's Office 6:30 PM Hammock Advisory Committee @ Community Center	12 8:00 AM Causeway Committee @ Community Center CANCELLED 9:00 AM City Commission Workshop @ City Hall	13 4:15 PM Community Redevelopment Agency Advisory Committee @ Planning Conf. Room 6:30 PM LPA @ City Hall	14 7:30 AM Public Relations Advisory @ City Hall	15	16 9:00 A.M. Electronics & Chemical Mobile Collection @ 29582 US Hwy 19 N
17	18 6:00 PM Library Advisory Committee @ Dunedin Library	19 10:30 AM Mobile Home Park Committee @ Planning Conf. Room 3:45 P.M. Dunedin Housing Authority @ City Hall 5:30 PM Social Services Committee @ MLK	20 2:30 P.M. Fire Pension Board @ City Hall 3:00 PM Board of Finance Budget Sub-Committee @ Water Plant 4:00 PM Board of Finance @ Water Plant 4:00 PM Parks & Recreation Committee @ Highlander Pool	21 10:00 AM Public Safety Committee @ Fire Admin. 6:30 PM Youth Advisory Committee @ MLK 6:30 PM Commission Meeting @ City Hall	22	23
24	25 Dunedin Library is closed today. All City facilities are closed on Memorial Day.	26 7:30 AM Environmental Quality @ Water Plant	27 6:00 PM Friends of the Library @ Library	28	29 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room 10:30 AM Disability Advisory Committee @ Hale Center	30
<p>No meeting for Stadium Advisory, Edgewater, Aging Committee or Causeway Committee.</p>						

Development Project Update 5-8-15

Current Projects - City Commission Review			LPA	CC 1st	CC 2nd	Appvd	under const.
Arcadia	265 Causeway Blvd	16 4-story condos	√	√	05/21/15		
Casco Viejo	479 Main St	2 condos over 2 retail units	√	√	√	√	Yes
Douglas Place	523 Douglas Ave	8 townhome unit development	05/13/15	06/04/15	07/09/15		
Eco Village - Lorr. Leland	1142 MLK Jr. Ave	25 Afford. Housing Units	√	√	√	√	Yes
Fenway	453 Edgewater Dr	102 rooms/Dev. Agreement	√	√	√	√	Yes
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>beginning model home</i>			√	Yes
Highland Ave Townhomes	Highland/Howard	48 Townhomes	√	√	√	√	No
Mease Manor Memory C.	603-665 Virginia St	32 unit memory care facility	<i>resubmitted infrastructure w/changes</i>				No
Starbucks	1785 Main St	Retail & coffee house w/drive-thru	03/11/15	05/07/15	06/04/15		
Victoria Place	200 Main Street	30 condo units/8,000 sf retail	<i>infrastructure approved</i>			√	Yes
821 Victoria Dr.	821 Victoria Dr.	rezoning to FX-M	05/13/15	06/04/15	06/18/15		

Current Projects - Staff Only Review Only			Comments	under const.
BlackHägen Design	331 Scotland	2-story office building (target employment ctr) for up to 18 staff - on vacant land		
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
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
Mike's Auto Repair	715 Main St	add 4 auto bays in rear, and façade improvements		No
Pirate's Cove Marina	2400 Bayshore Blvd	building out marina per approved plans; taking 2nd story off plans		Yes
Sail Honeymoon	61 Causeway	<i>plans need state review - on hold until August</i> 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
1200 Curlew Rd	1200 Curlew Rd	annexation, zone and LUP; PRD - single-family 8-unit "pocket neighborhood"	
940-966 Douglas Ave	940-966 Douglas Ave	recently purchased; no plans yet	
510 Frances	510 Frances	8 Townhome development	
93 Lexington	93 Lexington	Townhomes (up to 55 allowed) or SF homes (up to 38 allowed) on 5 acres	
Leuken's Liquors	1410 Main St	Leukens - will submit design review application	
Nielsen Tract	375 Patricia Ave	bank is accepting bids	
Stirling Glen Townhomes	1680 Union St	33 Townhome development	
1441-1461 Virginia	in County	Annexation, zone and LUP; PRD - 20 single-family homes	

Potential Future Projects - Staff Only Review Only			Comments
Achieva Dog Park	1659 Virginia St	Achieva headquarters wants to add a dog park for the community to use	
Big Frog	533 Main St	building expansion to accommodate comp growth (eng. did courtesy review)	
Blue Carriage House	1040 Broadway	possible outdoor, neighborhood eatery and drinks	
Dominos	1075 Main St/580	move Dominos from San Christopher, add sit-down eating area	
Dunedin Brewery	937 Douglas	wants to expand; constrained by parking & stormwater requirements	
Honu Restaurant	516 Grant St	convert SF house to restaurant (owner of Charlie Tulum Taco Truck)	
Kirk of Dunedin	2686 Bayshore Blvd	Expand shop and vestibule	
587 Main Street	Craft Brewery	wants to convert Dunedin Printing into craft brewery	
ManaMana	470 Main St	Falafel/Mediterranean restaurant in current SF home (moving from Clearwater)	
Mind, Body & Earth	224 Albert St	Phase I permaculture garden tours; Phase II, convert garage to eco school - BAA	
1046 Oak St	1046 Oak St	4 single-family 2-story homes; attending 4/15/15 DRC	
Salty Dawg	941 Huntley	cover seating area, improve landscaping, etc.	

Projects on hold			Comm Rev Required
Causeway Townhomes	2621/2641 Michael Pl	24 townhomes on Causeway	on-hold; app extended. Several hotel inquiries