

Manager's ^{Up}date

Administrative

June 8, 2015

This ^{Up}date will refer to the events since the date of the last ^{Up}date of May 11th, 2015.

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering (Utilities):

- **Water and Wastewater Treatment Plants Master Plans** – The consultant, King Engineering, Inc., is completing collection of cost information for the study of odor control measures for the wastewater treatment plant. This information was requested by the Commission during the Master Plans workshop presentation. When the odor control information is submitted, the Master Plan work will be completed and the contract closed out.
- **Production Well Rehab Program** – The project contractor, Southeast Drilling Services, Inc., is completing the contract paperwork 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. A preconstruction conference will be scheduled in June with the Contractor, and work on the wells will begin soon thereafter. Also, a purchase order in the amount of \$11,800 has been issued to Electrical Consulting Group in Dunedin, FL to provide electrical engineering services during construction of this project.
- **New Reclaimed Water Ground Storage Tanks** –
 - A Special Warranty Deed conveying the property on which the new storage tank and pump station will be located has been prepared and recorded (OR Bk 18792 Pg 837). The City now owns the property, contingent upon pump station construction starting within two years.
 - The Phase I construction contract previously awarded to L&SF Engineering Consultants Corp., was terminated last month. Rowland, Inc. was subsequently brought in to make the connection to the existing 20-inch reclaim main (see photo below), and to minimize the time the reclaim system needed to be shut down. City forces will complete testing of the new work and construction of a fire hydrant pipeline that will serve the future storage tank and pump.



- Scope and fee negotiations have been concluded 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. A staffing memo is being prepared to bring this Agreement to the June 18, 2015, regular Commission Meeting with a recommendation for award.
- SWFWMD is preparing to formally present the City's additional \$202,910 grant funding request to the full Board in July as a consent agenda item; and will follow-up with an Amendment to the Grant Agreement.
- **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 at the wastewater treatment plant was awarded to Hydro-Dyne, of Oldsmar, at the February 5, 2015 Commission Meeting. Start-up testing of the new screen has been witnessed by wastewater staff at the manufacturer's plant in Oldsmar. Delivery and installation of the new bar screen is scheduled for late June.
- **Wastewater Plant Methanol Tank Replacement** - CPH Engineers; one of the City's short-listed "Division – 1, Water, Wastewater and General Civil Engineering" (GEC) firms, is completing their QA/QC review and will be submitting plans for final review in late June. The project is expected to be advertised for bids this summer.
- **Wastewater Plant Headworks Redundant Discharge Pipe** – The recently completed wastewater plant Master Plan identified a corrosion concern with the deeply buried 24-inch DIP raw wastewater pipe between the headworks and the anoxic/anaerobic basins. Failure of this pipe would stop all wastewater flow into the treatment process and could result in a major wastewater spill. At the request of staff, King Engineering Associates, Inc.; one of the City's short-listed "Division – 1, Water, Wastewater and General Civil Engineering" (GEC) firms, submitted a proposal to provide professional engineering services for the design and permitting of a redundant pipe, as well as to provide assistance during bidding and construction. Construction of the redundant headworks pipe is included in the FY15 budget and a purchase requisition for the \$24,885 consultant fee has been entered for Project #521401.
- **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 permit applications to Pinellas County and FDOT. When these permits are received, plans and specifications will be finalized. 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 has submitted their final pay request and it is being processed for payment. The City's final request to SWFWMD for reimbursement of \$119,890.49 (the remaining grant funds) has been submitted and approved by SWFWMD for payment.
- **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. The agreement dates will be amended as necessary.

- **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 low bidder, Gator Grading and Paving of Palmetto, Florida, the same contractor who completed last year's project for the city, was awarded the contract during the May 21, 2015 Commission meeting. A preconstruction meeting will be held in June, with construction expected to be underway in late June / early July.

Engineering (Miscellaneous):

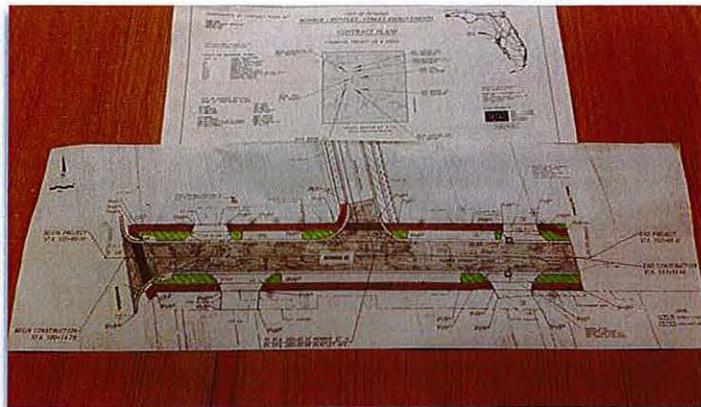
- **Dunedin Marina Pump-Out Station and Catwalk Rehabilitation** – The fixed dock at the end of Dock A for the pump-out station is completed, and the pump-out installed. The utility connections are underway including water, sewer and electricity. The three floating aluminum docks and access gangways have been installed. The re-decking of Day Dock was completed with In-House forces. This project is expected to be completed by the end of July.



- **Huntley Avenue Water and Sewer Utility Construction** – City forces have completed reconstruction of the replacement sewer line along Huntley Avenue, from Monroe Street to the northern end. They have now begun constructing a new 6-inch water line, which is anticipated to be completed by the end of June.



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



- **Engineering Site Infrastructure / Development Review Participation:**
Projects discussed / researched as part of DRC meetings – (10)
Site / Infrastructure plan sets submitted for review – (2)

Public Services Division:

Streets Section

- Repaired asphalt area at Lee Street, west of Broadway St., to eliminate multiple potholes at that location.
- Trimmed trees in Laurel Woods Estates for clearance over roadway and sidewalks.
- Set up and managed road closure at MLK, south of San Christopher, for contractor working on 16" RCW Line connection.
- Set up and broke down traffic control for the Hog Hustle event.
- 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.
- Flail mowed Area I and II.
- Removed tree, bushes and existing concrete sign footer for VFW slab project.
- 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) delivered on May 22.



Stormwater Section

- Started Cedar Creek bank restoration in Hammock Park.
- Removed ramp on south side of Rotary Pavilion, and installed ribbon curbing, rip rap and flume to eliminate erosion issues.
- Arm mowed areas I and II.
- 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 III.
- Continued cleaning of Stormwater Treatment Systems City-Wide.
- Replaced 2 catch basin lids on Virginia Street, east of CR-1
- Repaired various Catch Basin (C/B) tops City-Wide.

Facilities Section

- Removed old electrical conduit and wiring no longer needed at VFW slab project, and added electrical chases for future electrical lighting connections, if needed.
- Installed new hand rail at Rotary Pavilion where ramp was removed for safety purposes.
- Made wood repairs on Weybridge Bridge to eliminate tripping hazards.
- Contracted HVAC system replacements are nearing completion.
- Continued addressing Code / Safety Inspections City-Wide.
- HVAC filter replacements continue City-Wide.
- Inspected hoods at all City facilities for maintenance needs.
- Replaced water heater at City Hall.

- Replaced water heater at Harvard concession stand.
- Rewired and relocated all of the electrical risers, and relocated water supplies at the new transient slip docks north of the Marina.
- Continuing to work with Engineering on new 400 AMP power supply for the Marina / Fire Boat Lift.
- Performed repairs on showers at Jay's Stadium locker rooms.

Solid Waste & Recycling:

- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling subcommittee.
- Serve as staff liaison for the Committee on Environmental Quality.
- Christina Perez and Whitney Marsh participated in an Education Day event at the Dunedin Blue Jays Stadium on Tuesday May 19th. At this event, staff educated our school children on the importance of recycling and its vital role on water quality. The children were able to partake in the interactive game of "Only rain down the storm water drain." Approx. 500 students were present at this event.



- Outreach advertisement was placed in May's Dunedin Beacon announcing the Environmental Advocate award winners.
- Outreach advertisement was placed in May's Dunedin Beacon informing residents of no changes taking place to regular collection schedules over the summer holidays: Memorial Day, 4th of July, and Labor Day, along with additional helpful service information.
- In partnership with the Water Division, staff was able to provide free rain barrels to residents. We issued 6 rain barrels in May.
- On May 2nd staff hosted a Florida Friendly Landscaping Workshop, in conjunction with the Pinellas County Extension Office, to discuss and maintain a low maintenance landscape. These workshops are offered throughout the year to educate residents on the importance of Florida Friendly Landscaping – 30 residents attended. The next workshop will be held on Saturday July 11th where attendees will learn how to assemble residential rain barrels.
- With the upcoming end of the school year, staff is working with the local schools to host a year-end Locker Clean out. During this time, students and teachers will be busy cleaning out their desks/lockers, which typically contain mostly paper. To reduce the amount of material being sent to the landfill, staff will provide temporary recycling containers, and track the overall volume for a target to beat next year.
- Staff met and advised Dolphin Pointe office staff on options for implementing a recycling program for their residents.

- Staff attended an energy summit held by the Tampa Bay Regional Planning Office. The summit discussed Florida's current energy situation, and what the future has in store. The City of Dunedin is currently working with Tampa Bay Regional Planning Council on a new initiative titled "Solar Ready Florida". With this program, it asks municipalities to look over a list of best management practices to assist those looking to install solar power, and assisting them in locating funding. Some of the ways the City currently reduces their energy consumption is by installing LED light fixtures in all of their City buildings, and the school crosswalks are solar. For more information, contact Christina Perez 727-298-3215 x1324.
- Staff met with the Cigarette Litter subcommittee of the CEQ to discuss the cigarette butt litter educational campaign. Consensus was established among the group regarding the message the City is trying to deliver to patrons, as to how to properly dispose of cigarette butts. A map was developed to indicate where the receptacles are currently placed, and where the new ones need to be placed. Below is a summary of the outlets the subcommittee plans on utilizing to get the word out on cigarette butts:

Education Outreach Outlets:

- PSA (Use the one Keep America Beautiful developed first, and then design our own)
- DunedinTV, Facebook/Twitter
- Summer/Fall Events
- Downtown Markets (Fri/Sat)
- Arts and Crafts Festival
- Celtic show
- Celtic Fest
- Cigar Shop (year round)
- Orange Festival

Handouts

- KAB Flyers. Have our logos placed on them.
- Pocket/car receptacles. If we do run out of these items, KAB has stated we can request more with no fee.

Poster

- Place at businesses
- City facilities

Banner

- Over the trail

Utilities

A rate study is currently underway by Burton and Associates to evaluate the Water and Wastewater rates as we move forward with the Water and Wastewater Master Plan.

Wastewater Division:

Plant Summary

• **Wastewater Treatment flows:**

- | | |
|---------------------------------------|-------------------------|
| ○ Influent Average Daily Flow: | 3.940 Million Gallons |
| ○ Influent Monthly Total Flow: | 122.148 Million Gallons |
| ○ Reclaimed Water Average Daily Flow: | 3.318 Million Gallons |
| ○ Reclaimed Water Monthly Total Flow: | 102.850 Million Gallons |

• **Maintenance and Repairs:**

- Mechanics performing yearly Preventative Maintenance (PM) on all equipment; oil changes, belts, filters.
- Mechanics replaced grit screw shaft, bearing and packing.

- Mechanics installed two new waste pumps: Fac#7.
- Operators painting all brown, yellow, grey, and green exposed piping at WWTP.
- Outside roofing contractor (Done Rite) on site, replacing three roofs at Fac #4, #7, and #14B.
- **Compliance:**
 - April 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: Huntley Ave. main line replacement.
- Unscheduled repairs / blockages: Replaced lateral at 2618 Bayshore Blvd. along with water work being done by contractor (Rowland) Continue to respond to citizen blockage calls (12) and continue daily utility field locates of sewer/fiber optics.
- Cleaner Crew: Continue cleaning main lines (4,421’). Monthly cleaning out of backwash basin at Water Plant. Clean out wash rack at Solid Waste.
- TV Truck: Continue televising mains (6,091’ w/25 set ups). Follow up inspection of new construction at “ECO Village”- storm water. Manhole work on Patricia Ave. Assist with cleaning 600’ of under drain on Hales Hollow Dr. and investigate depression. Locate manholes/lines on Blue Jay fields (Salon). Work with contractor *Permaliner* to line a main, manhole to manhole, for another free demo.
- Lift Station: repair 5hp Flygt pump, press in new bearings, and reinstalled upper seal. Working on derived flow reports from SCADA system – checking accuracy. Call outs during lightning/storm events LS # 20 – power outage and LS # 2 lightning strike damaged transducer and analog expansion module. PM on air release valves on Beltrees (Scotsdale Park). Respond 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: | 3.79 | Million Gallons |
| Monthly Potable Water Production: | 117.64 | Million Gallons |
| Annual Year to Date Potable Water Production: | 561.75 | Million Gallons |
| Annual Year to Date Rainfall: | 14.11 | Inches |
| Monthly Rainfall Total: | 4.26 | Inches |

- **Noteworthy Events:**

- Dunedin Reverse Osmosis Water Treatment Plant (ROWTP) placed 1st in the North Pinellas Top Ops “Best Tasting Water” contest.
- Water and Wastewater crews temporarily repaired the Reverse Osmosis concentrate line after the line failed/burst. Staff is working to secure a contractor to permanently repair the pipe.
- Staff purchased seven membranes to replace seven existing membranes in order to autopsy/evaluate the existing membranes. Additional membranes have been purchased and will be installed based on the results of the autopsy/evaluation.

- **Maintenance:**

- Transfer Pump 2 has been rebuilt and reinstalled.

- American Water Chemicals is running a pilot plant test to pilot membrane element anti-scalant - CSM Membrane manufacturer visited site.
- Painted Pump Station 2 pump control building.
- 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 70% complete, with approximately 8,111 backflows tested for the fiscal year. The large meter program is 100% complete, with 91 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 2 new hydrants, repaired 15 and replaced 5. This month the Valve Program exercised 197 valves. For the year, the Valve Program has installed 5 new, replaced 1, repaired 1, and exercised 1,446 distribution valves.

Wellfield

- Well 9 is back in operation.
- Well 12 is back in operation.
- Well 13 is back in operation.
- Well 30 is close to passing all of its required bacteriological sampling. We expect that to occur by June 2015.
- Well 87 went down with both a pump and motor issue. A new pump was purchased and along with a new motor in stock, the reinstall was performed in a relatively short time. The well was chlorinated and we expect Well 87 will be back in operation in June 2015.
- Well 1 was down with a burnt motor and Well 29 was down with electrical wiring issues. The Wastewater Division was able to assist us at both well sites. Wastewater's quick response made it possible to get both well sites up and running in less than two weeks.
- On May 7, 2015, the City Commission awarded Southeast Drilling Services in the amount of \$596,310 to address deteriorating conditions at well houses 2 and 50. The plan will include a perimeter vinyl fence enclosure as a cost-effective alternative. In addition, new pumps and equipment for both sites, as well as Well 95, are included in the bid specifications. Well rehabilitation including cleaning treatment and pump testing will be performed on Well 5 and 85.

CRA/ECONOMIC & HOUSING DEVELOPMENT DEPARTMENT

- Downtown parking needs have been the subject of many planning meetings. Staff met with parking vendors, and visited Madeira Beach and City of St. Pete to observe their paid parking management system. A City Commission workshop scheduled for **June 23** will be to discuss and provide direction on our downtown parking challenge. Staff will be providing various approaches at this meeting and detailing the financial elements of Parking Management Plan, enforcement costs, revenue projections, cost of equipment, etc.
- The Gateway project at Main/Skinner is moving forward with a site plan being developed for apartments and retail space. The next steps include their Site plan presented at a Development Review Committee, and the formation of an amended Development Agreement.
- Staff held numerous meetings with the developer of 375 Patricia Avenue property (former Nielsen site) as they look to complete their site plan and move forward with a Development Agreement.
- A façade grant was awarded to the owner of Van Hook Property at 949 Broadway in the amount of \$3,000.
- Downtown events in May included a 2nd Friday Art/Wine Walk, Sunset Stroll on Victoria Drive, Cinco de Mayo Celebration, and the Friday/Saturday Downtown Market at John R. Lawrence Pioneer Park.

PLANNING AND DEVELOPMENT DEPARTMENT

- During the month of May, 606 total permits were issued, valuation \$6,021,294; 0 new single family residences; 0 new multi-family residences; 1 new commercial structure, valuation \$900,000; 25 additions and remodeling, valuation \$2,463,429; 580 miscellaneous permits, valuation \$2,657,865.
- Inspections made during the month are as follows: 977 inspections (building, electrical, plumbing, mechanical, gas, roofing); and 208 code enforcement inspections. A total of 96 Business Tax Licenses were issued during May for an amount of \$1,670.

PARKS & RECREATION

- **Parks & Recreation Administration:**
 - Conducted the presentation of the Parks & Recreation Strategic Plan at a Commission Workshop.
 - Continued work on the development of Department goals for 2016.
 - Conducted preparations of the Emergency Operation Center and updated the Disaster Plan for the Department.
 - Working with the Planning Department to make revisions to the Landscaping portion of the Land Development Code.
 - Preparing a follow-up report to the Waterfront Task Force.
 - Continued review of the FY16 operating and capital improvement budgets.
- **Marketing:**
 - Converting Parks & Recreation Magazine into new a software program and began layout for the Fall Magazine.
 - Received and processed payments for ads placed in the Summer Magazine.
 - Completed new Marina map and inventory for the various types of slips and displayed on Marina webpage for public to view and access.
 - Completed various ad designs for programs and special events, and displayed them on TVs located in the lobbies of each Recreation Center.
 - Researching and designing a layout package for special event sponsorship opportunities.
 - Creating photo slideshow for July “Parks & Recreation Month.”
 - Staff met with Realtor to discuss potential marketing opportunities, magnets and welcome packets.
 - Completed design and printing of materials, including MLK Diversity banner, Hometown USA banner, social media announcements/ads, special event flyers and various program flyers.
- **Special Events:**
 - Cinco de Mayo downtown was a big success; could be one of their biggest attended events, especially for an event during the week.
 - San Jose Elementary School had their annual performance in John R. Lawrence Pioneer Park with their choral groups and art display.
 - Sunset Music Series-Held in Weaver Park spotlighted local bands each Friday night in May. This year we had great crowds, particularly for the return of local favorite Wendy Barmore who returned to perform after a brief hiatus.

Recreation:

- **Community Center**
 - Dunedin Showcase Theater-The group finished up their season with they show “Dearly Beloved”. The offered four different showings and drew good crowds.

- Teddy Bear Tea-The Center was host to this year's event which was held on Saturday, May 23. Over 80 people attended the event for children ages 1-5. The event featured great food, crafts, games and entertainment.
- AP Testing-The Center was once again host to AP testing for students from Dunedin High School. The students utilized the facility for 8 days, with over 426 students taking their placement tests for next year.
- Employee Health Fair-The Center hosted the Employee Health Fair put on by our Human Resources & Risk Management Department. Over 300 employees and family members attended the event.
- **Fitness/Wellness**
 - Fitness Center visits totaled 2,851 and group fitness visits totaled 1,261 for a total of 4,112 visits.
 - Cardio Kick-The Community Center recently purchased six stand-up punching bags and 12 sets of boxing gloves for use in the Group Exercise Program. In May, we also started a new "Cardio Kick" (Cardio, Kickboxing, Boxing) class. Class numbers have been very strong, and we are already looking to add an additional class, possibly on a weekend day. Other fitness classes also have access to these bags and have begun incorporating them into their classes as well.
- **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.
 - Over \$6,000 in rentals were taken in for the month of May.
 - Hog Hustle-Approximately 300 runners participated in this year's race, followed by a pancake breakfast provided by our partners, the Kiwanis Club of Dunedin.
 - Summer Sports Camps-Preparations were made for this summer's sports camps. All three Multi-Sports Camps are full, along with Soccer and Baseball Camps. We will be hosting three Multi-Sports, one Soccer Camp and three Tennis Camps this summer.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - May 7, May 14, May 21-Supervisory Staff conducted Summer In-Service Trainings for leaders on topics including team building, manual policy review, behavior, supervision and discipline, safety and work ethic.
 - May 20 and 28 -Staff attended Teen Leadership Program training.
 - May 30 - Staff partnered with local recreation departments and FRPA to help host FRPA summer camp training at Seminole Recreation Center. Staff prepared and presented hands-on training for 280 front-line summer staff throughout the state; training topics included creative activity planning, professional development, acting as role model, group spirit, and behavior management and supervision.
 - Pinellas County Child Care License Board conducted licensing inspections at San Jose and Dunedin Elementary Schools; each school receiving 100% compliance.
 - Staff finalized summer camp preparation, including training, trip planning, background screening, and lesson plans.
 - May 19-Annual EOC drill conducted in preparation for hurricane season.
 - Dunedin For Youth Scholarship Fund actively awarded to Summer Camp participants.
 - Boys High School Basketball League continues Thursday evenings with registration boosts in classroom rentals, Karate and Self Defense.
- **Hale Activity Center:**
 - Held 48 adult classes and programs with a participation of 2,010.
 - Held 3 meetings with an attendance of 28.
 - Held a luncheon, which was sponsored by Brookdale Beckett Lake, with an attendance of 50.
 - Held the Senior Hall of Fame luncheon with an attendance of 150. Sponsored by Mease Manor.

- Held 1 rental with an attendance of 150.
- Total attendance for the month of May was 2,388.
- **Highlander Pool:**
 - Preparations were made for the summer season and most of the staff is hired and ready to go.
 - Preparations were made for the summer in-service to take place on 6/5 from 12-5 PM.
 - Adult Sailing took place on May 30 and 31 and was a great success; five sailors participated with no major weather issues.
 - Summer Sailing Camp is almost filled with only five spots left to fill to capacity.
 - Private lessons are also booming so far this season.
 - Splash Bash and Picnic was held with over 500 in attendance.
- **Parks:**
 - Conducted a “Spring Fling” guided walk through Hammock Park with the Friends of the Hammock.
 - Completed installation of the new palms on Edgewater Drive.
 - Working with Facilities for the replacement of the restrooms at Elizabeth Skinner Park.
 - Completed renovations of the day dock at the Dunedin Marina.
 - Added mulch to the new palms on Alternate 19.
 - Trimmed trees at Scotsdale Park.
 - Trimmed the crepe myrtles at the Dunedin Library.
 - Installed 6 pads for new benches on the Dunedin Causeway.
 - Removed pepper trees at Fire Station 62 on Belcher Road.
 - Cleaned up the landscaping at Edgewater Park and the Community Center.
 - Provided logistical support for a variety of events including the Sunset Concerts, Cinco de Mayo, Hog Hustle, and Splash Bash.
- **Marina:**
 - The new floating docks were completed along with the renovations of the entry wooden structure linking them.
 - Dock for the pump-out has been completed. The pump-out and plumbing are scheduled to be installed.
 - Staff continues to re-deck ‘B’ dock with pressure-treated lumber.
 - Resident Daily Ramp usage – 180 boaters
 - Annual Ramp Decals – 27
 - Non-Resident Daily Ramp usage – 35
 - Transient Boaters - 41

DUNEDIN PUBLIC LIBRARY

- Delivered 83 items to 22 users of our Homebound Delivery Service
- Presented 6 computer classes with an attendance of 60 people
- 238 people utilized the Library Study Rooms for the month
- 1149 e-books downloaded for the month
- 395 e-audiobooks downloaded for the month
- 327 seed packets checked out from Seed Library for the month
- Adult volunteers donated 276 hours of their time
- Teen volunteers donated 107.5 hours of their time
- Attended monthly meeting with county Library Directors
- Staff attended the following webinars: Patron-Driven Acquisitions

- Staff attended the following county library meetings: Adult Services Special Interest Group (SIG), Youth Services SIG, Circulation SIG
- Volunteer cleaned 115 DVD's/CD's that are now back in the collection
- Notary service at Library – 8 stamps
- Kids viewed 543 books from Tumblebooks
- 82 e-magazines downloaded from Zinio
- 63 users of Pronunciator – Language Database
- Proctored 2 exams
- 4 staff members attended the Florida Library Association Conference, Orlando, FL
- Youth staff invited to end of school volunteer event
- Presented story time at Parks & Recreation Teddy Bear Tea Party
- Held graduation party for teen volunteers
- Library Management Team attended Hurricane exercise plan
- Library Management Team attended supervisors roundtable
- Staff attended Gulfport Library reopening
- Staff attended Senior Hall of Fame awards ceremony
- Installed newest Little Free Library box at Vanech Park – sponsored by DCO
- Cataloged Ukuleles for new ukulele program with the Tampa Bay Ukulele Society
- Dunedin Public Library Foundation, Inc. purchased 3D printer & digitizer

Library Statistics

| | |
|-------------------------------------|--------|
| ○ Visitors | 26,944 |
| ○ Transactions | 70,532 |
| ○ New Materials Added | 910 |
| ○ Internet Users (Adult & Youth) | 3185 |
| ○ AWE Early Literacy Stations Users | 377 |
| ○ Wireless Users | 806 |
| ○ Adult & Youth Programs | 103 |
| ○ Program Attendance | 2,153 |
| ○ Average Circulation per Hour | 161 |

FINANCE

During the month of May, the Budget Division:

- Completed budget entries for FY 2016 Proposed Budget
- Processed all pending Budget Transfers
- Met with Administration and Directors regarding Dept Request budgets
- Calculated ad valorem property tax estimates based on FY16 estimated taxable value
- Developed ISF rates for IT and health insurance
- Participated in FCCMA Bond basics webinar
- Initiated Street sweeping cost-recovery analysis
- Attended Supervisors Roundtable
- Completed March Investment Report
- Assisted with Development of Aid to Outside Organization Procedure for FY 2016
- Participated in review of Investment Advisor RFQs
- Participated in the Board of Finance and Budget Sub-Committee Meetings
- Met with Marina Advisory Board Budget Committee
- Participated in Water/Wastewater Rate Study meetings and data analysis

COPY OF PAYMENTS PROCESSED FY2015

| DATE | CHECK | CHECK | EFT | EFT | EPAY | EPAY | |
|---------------|------------|---------------------|-----------|------------------|-----------|------------------|---------------------|
| PRINTED | COUNT | TOTAL | COUNT | TOTAL | COUNT | TOTAL | TOTAL |
| 05/07/15 | 74 | \$ 707,759 | 4 | \$ 25,835 | 3 | \$ 10,687 | \$ 744,281 |
| 05/14/15 | 145 | \$ 282,749 | 18 | \$ 32,515 | 4 | \$ 17,985 | \$ 333,249 |
| 05/21/15 | 112 | \$ 91,025 | 5 | \$ 9,242 | 3 | \$ 11,799 | \$ 112,066 |
| 05/28/15 | 71 | \$ 325,584 | 9 | \$ 25,782 | 2 | \$ 8,281 | \$ 359,647 |
| TOTALS | 402 | \$ 1,407,115 | 36 | \$ 93,375 | 12 | \$ 48,753 | \$ 1,549,243 |

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- Bid # 15-1043 is titled “FY 14/15 Production Well Maintenance Project.” The City Commission awarded the contract at their meeting on May 7, 2015.
- Bid # 15-1045 titled “FY 15 Annual Street Resurfacing Project”, Bid # 15-1047 titled “Storm Sewer Pipe Slip Lining Rehabilitation Project” and Bid # 15-1048 titled “Precast Concrete Restroom Building” were awarded by the City Commission at their meeting on May 21, 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.
- RFP #15-1049 is titled “Medical, Prescription Drug, Dental & Vision Insurance.” Proposals were accepted until 3:00 pm Friday, May 29, 2015.

ACTIVE ON THE STREET

- Bid #15-1050 is titled “Dunedin Marina Rehabilitation – Phase II (West Wall & Intracoastal Wall Repairs). Bids are due at 2:00 pm Tuesday, June 16, 2015.
- RFP 15-1051 is titled “Integrated Enterprise Resource Planning Solution.” Proposals are due at 2:00 pm Tuesday, June 30, 2015.

UNDER DEVELOPMENT

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

INFORMATION TECHNOLOGY

Service requests for the month of May

| | |
|-------------------|-----|
| Tickets Created | 149 |
| Resolved Tickets | 149 |
| Open Tickets | 024 |
| Malware Incidents | 008 |

Important Information Technology Services events and status.

- Exported and forwarded monthly permits to county.
- Installed new WiFi services for Fleet.

- Replaced backup power in 3 intermediate distribution facilities.
- Ongoing server migration project on schedule.
- Configured and scheduled a server for Click2Gov upgrade.
- Reconfigured a subnet (dot10) that was reaching capacity.

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the month of May: Staff Assistant FT, (formerly Staff Assistant PT), Parks & Recreation/Parks, Recreation Leader II, Parks & Recreation, Water Maintenance Mechanic, Public Works & Utilities/Water.
 - Director of Finance, Lifeguard and Recreation Leader positions remain open. Active recruitment for the Director of Finance position was placed on hold until mid-July.
 - Employees Hired during May:
 - Greg Fusco, Parks Service Worker I, May 18;
 - Savannah Cook, Recreation Leader (Variable on Demand), May 26;
 - Sean Stebor, Parks Service Worker I, May 27.
 - Promotions in May:
 - Sean Cox was promoted to Parks Service Worker II on May 8;
 - Jacqueline Pedregon was promoted to Head Lifeguard (Recreation) on May 26.
- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for May was \$140,377.98, which is a 17% decrease from the April claims total. The average weekly claims for May were \$35,094.50.
 - 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. Cigna Onsite was unanimously selected as the new TPA. Negotiations for a new contract are expected to begin soon.
 - The City's Consultant for Insurance Benefits submitted a Request for Proposal, in conjunction with the City's Purchasing Section. The deadline for submittals was May 29, 2015.
 - The annual Employee Wellness Fair was held at the Community Center on May 7, 2015. 85 employees attended.
 - An Employee Wellness Survey was sent to all employees; the deadline was May 14, 2015; 131 employees participated.
- Classification and Compensation Study Update:
 - Consultant has submitted preliminary recommendations; HR is working to finalize proposals to recommend to Commission.
- DROP (Deferred Retirement Option Program):
 - Number of Employees in DROP: 15.
 - Employees who entered DROP during the month: 0.
- Performance Management:
 - Number of Coaching/Counseling or Other Disciplinary Actions: 2.
 - Human Resources coordinated quarterly Supervisor Roundtable workshops on May 13 & 14. The topic was Performance Management presented by the HR/Risk Management Director. A revised Employee Performance Evaluation form was also presented for supervisor feedback and

discussion. Other topics include the City's Disciplinary Policy, and the Employee Service System Rules.

- Completion of the revised Employee Performance Evaluation form is expected in June, to be distributed in July. Employee Pre-Evaluation forms will
- Employment Separations:
 - Number of Separations from employment: 0.
 - Retirements During the Month of May: 0.
- Risk Management:
 - HR/Risk Manager attended a seminar on Suicide sponsored by the Dunedin Fire Department on May 1, 2015.
- Workers' Compensation:
 - Number of new Workers' Compensation Claims: 3; all have returned to work; total loss of time = 1 day.
- Property/Liability Claims:
 - New Property/Liability Claims: 1;
 - Moving Vehicle Accidents: 0.
- Family Medical Leave Act (FMLA):
 - Number of Employees with approved/pending FMLA: 9 - (Regular - 5, Intermittent - 4).
 - There was 1 new request in May.
- Other (Non-WC, Modified Duty)
 - Four employees are currently working on a modified schedule (some restrictions).
- Records Requests: Number of Records Requests processed: 4.
- Labor Negotiations
 - An initial meeting between the City and the Dunedin Firefighters Association, IAFF, Local 2327, was held on May 28, 2015 at the Community Center. The next meeting will be held on July 2, 2015 at the Hale Center.
- Other:
 - The Payroll Benefits Coordinator and HR/Risk Manager participated in the annual Relay for Life Wrap-Up Event as part of the Dunedin Lifesavers Team. The total proceeds raised by the Team were \$2,006.
 - The Selection Committee met on May 11, 2015, to discuss the proposals submitted for for Investment Advisor Services for the City's 401(a) Defined Contribution Plan and 457(b) Defined Compensation Plans. Three finalists were selected for further interview in June.

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 8,820 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 - ● 224 subscribers ● 55,850 views
- Continue to work with Aqua Marketing on Public Relations Campaign.
- Budgeting for FY 2016.
- Emergency Operations Training at MLK Center.

- Public relations meeting with Dunedin Downtown Merchants, Chamber of Commerce, Visit Dunedin and Aqua Marketing.
- Website overview and analysis,
- Attended Visit Dunedin meeting.
- Attended Public Safety Committee 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.
- Digital Library maintenance.

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

- New May Spotlight on Dunedin: Golf Cart Safety interviews, Sunset Music series promo, Senior Hall of Fame, LVT arrival, 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.
- Website overview and analysis.
- Homepage edit and design of Spotlight and Slides.
- Flipbook uploads and management.
- Digital photo editing.
- E-notification distribution and management.
- Working on new modules for City website
- Assisted staff on web updates.

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--|--|---|--|---|----------|
| 31 | 1 | 2 2:00 PM Code Enforcement Board @ City Hall | 3 5:30 PM Causeway Bridge Ad Hoc Committee @ Community Center Planning & Development Conf. Room | 4 6:30 PM Commission Meeting @ City Hall | 5 | 6 |
| 7 | 8 6:30 PM Hammock Advisory Committee @ Community Center | 9 8:00 AM Causeway Committee @ Community Center 9:00 AM City Commission Workshop @ City Hall | 10 6:30 PM LPA @ City Hall | 11 7:30 AM Public Relations Advisory @ City Hall | 12 | 13 |
| 14 | 15 5:15 PM Marina Advisory Committee @ Harbormaster's Office | 16 3:00 PM Building Board of Adjustment and Appeal @ City Hall 3:45 P.M. Dunedin Housing Authority @ City Hall 5:30 PM Social Services Committee @ MLK 6:00 PM Causeway Bridge Ad Hoc Committee @ Community Center | 17 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 @ MLK | 18 10:00 AM Public Safety Committee @ Fire Admin. 6:30 PM Commission Meeting @ City Hall | 19 | 20 |
| 21 | 22 9:00 AM Committee on Aging @ Hale Center 4:00 PM Personnel Review Board @ Water Plant | 23 6:00 PM City Commission Downtown Parking Workshop @ City Hall | 24 | 25 | 26 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room 10:30 AM Disability Advisory Committee @ Hale Center | 27 |
| 28 | 29 | 30 7:30 AM Environmental Quality @ Water Plant | 1 | 2 | 3 All City facilities are closed for the Fourth of July. | 4 |
| <p>No meeting for Arts, CRAAC, Library, Mobile Home Park, Stadium, Stormwater or Youth.</p> | | | | | | |

Development Project Update 6-5-15

| Current Projects - City Commission Review | | | LPA | CC 1st | CC 2nd | Appvd | under const. |
|--|----------------------|------------------------------------|---|---------------|---------------|--------------|---------------------|
| Arcadia | 265 Causeway Blvd | 16 4-story condos | √ | √ | √ | √ | |
| 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 | | |
| Dunedin Causeway Hotel | 2621/2641 Michael Pl | 90-room hotel with restaurant | 07/08/15 | 07/30/15 | 08/20/15 | | |
| 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 |
| Leuken's Liquors | 1410 Main St | 2-story liquor store | 07/08/15 | 07/30/15 | 08/20/15 | | |
| 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 | √ | √ | √ | √ | |
| Victoria Place | 200 Main Street | 30 condo units/8,000 sf retail | √ | √ | √ | √ | 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. |
|--|---------------------|---|---------------------|
| Achieva Dog Park | 1659 Virginia St | Achieva headquarters wants to add a dog park for the community to use | |
| 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 | converting auto parts store to DQ with drive-thru & outdoor seats | Yes |
| 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 |
| ManaMana | 470 Main St | Falafel/Mediterranean restaurant in current SF home (moving from Clearwater) | |
| 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 |
| Highland TH - new proj | 949 Highland | 12 - 20 Townhomes in DC (across the street from the approved Highland TH) |
| 93 Lexington | 93 Lexington | Townhomes (up to 55 allowed) or SF homes (up to 38 allowed) on 5 acres |
| Nielsen Tract | 375 Patricia Ave | coming to DRC 6/24; plan to submit design review app on 6/26/15 |
| 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 |
|---|--------------------|---|
| 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 |
| 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