

Manager's Update

Administrative

July 13, 2015

This Update will refer to the events since the date of the last Update of June 8th, 2015.

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering (Utilities):

- **Odor Control Study** (*sub-task to the Water & Wastewater Treatment Plants Master Plans*) – The consultant, King Engineering, Inc. (King), has submitted their study for controlling odors at the wastewater treatment plant. Potential improvements were described for four facilities at the wastewater plant, estimated at a total cost of \$2.8 million. Considering the infrequency of odor related complaints associated with the operation of this facility, implementation of these costly and non-guaranteed improvements cannot be justified and are not recommended at this time. King's efforts related to the odor control study were performed as a sub-task to their Master Plan project assignment. Correspondingly, their Master Plan work has been completed and their contract has been closed out.
- **Production Well Rehab Program** – A preconstruction conference is scheduled for July 14, 2015 with the Contractor, Southeast Drilling Services, Inc., and work on the wells will begin soon thereafter. The Contractor is proposing an alternative system for communicating control signals between the wells and the water plant that could offer many advantages to the City. This alternative will be discussed in a meeting following the preconstruction meeting.
- **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 work to provide the piping for connecting to the existing 20-inch reclaim main continues, with City forces completing testing of the new large diameter piping. City forces also continue construction of the pipe to a new fire hydrant that will serve the storage tank and pump station. Engineering is preparing a drawing for the six-inch pipe to connect to the pipe from the Coca Cola Company (Coke); this pipe too will be constructed by City forces.
 - Two coordination meetings have been held between City staff, Coca Cola Company staff, and their consultants to discuss their new wastewater treatment facilities and the City receiving reclaimed water from Coke. As presently scheduled, a piped connection between the City reclaimed system and the Coke pipe will occur about mid-October, with testing of the Coca Cola Company system to begin thereafter.
 - At the June 18, 2015, regular Commission Meeting an Agreement to provide professional services for the design of Phases II and III of the project was awarded to Tetra Tech, Inc.; one of three consultants on the City's short-listed "Division – 1, Water, Wastewater, and General Civil Engineering" firms. Preparation of construction plans and specifications for bidding the project will begin in July.

- 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 a corresponding 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** - The new fine bar screen has been delivered to the wastewater plant and wastewater staff are working with the Manufacturer to complete its installation and startup.



- **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 plans and specifications for final review by City staff prior to their being released for bidding. The project is expected to be advertised for bids late 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. A service authorization, dated June 12, 2015, has been issued to King Engineering Associates, Inc. (KEA); one of the City's short-listed "Division – 1, Water, Wastewater and General Civil Engineering" (GEC) firms, in the amount of \$24,885 to prepare construction plans and specifications for bidding. KEA has conducted an onsite review of the project and is beginning their design effort. To support design of this discharge pipe, a Purchase Order authorization, dated July 6, 2015, in the amount of \$3,000 has been issued to Driggers Engineering Services, Clearwater, FL for subsurface soils investigations.
- **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, FDOT and FDEP. The consultant is still waiting for comments/approvals from these permitting agencies. Upon approval and receipt of these permits, plans and specifications will be finalized. The project is expected to be advertised for bids this fall.

- **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):

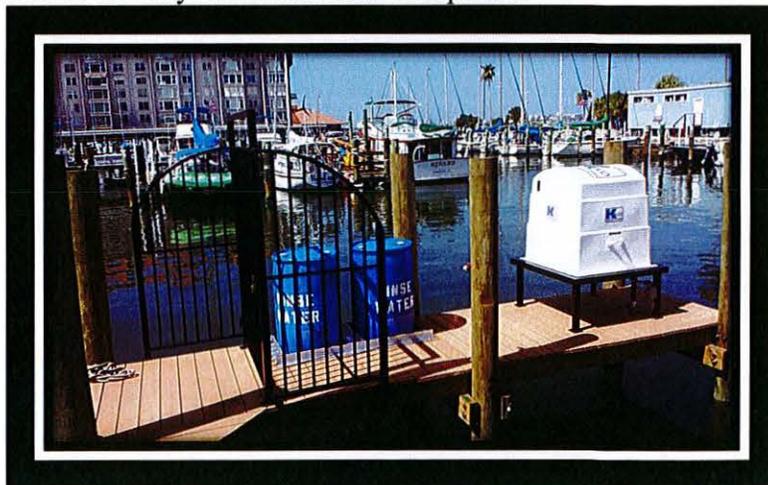
- **Lakewood Estates Drainage Improvements Project** – Independent constructability review comments of the final plans have been received from CH2MHill (one of the City's GEC firms). Those comments have been incorporated into the contract documents. On June 10, 2015, staff met with SWFWMD in Tampa to discuss the grant agreement project schedule. The City shared with SWFWMD our ongoing negotiation efforts 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. This easement is necessary in order to minimize costs to construct the project outfall. SWFWMD agreed to allow staff time until this September to obtain said easement prior to bidding the project. If the City is not successful in acquiring this easement, the plans include and will be bid with an alternate (albeit more costly) outfall along Patricia Avenue. A decision will be necessary in September, so the SWFWMD grant agreement funding timeline can be amended accordingly. The City has received approval from SWFWMD for the projects ERP permit, along with the USACOE nationwide permit. 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** – Contract paperwork was received this month from Gator Grading and Paving, Inc. and is in for processing. A preconstruction meeting is anticipated to be held in July, with construction anticipated to be underway in late July / early August.

Engineering (Miscellaneous):

- **Dunedin Marina Pump-Out Station and Catwalk Rehabilitation** – The gate to the pump out was installed at the beginning of July. The directional boring for the sanitary line to the sewer system will be completed after the Orange Festival on July 11. The project will be completed by the end of July. The catwalk rehabilitation at the Day Dock has been completed.



- **Huntley Avenue Water and Sewer Utility Construction** – Following completion of the replacement sewer line and new water line along Huntley Avenue, from Monroe Street to the northern end, City forces continued with replacement of both lines along Washington Street, from Broadway to Huntley. The project is currently awaiting “clearance” from FDEP to place the new water main into service. Asphalt patch repairs are anticipated to be completed by the end of August.



- **Monroe Street Streetscape Project** – The bid opening for the Monroe Street Streetscape Project, between Broadway and the Pinellas Trail, will be July 28 at 2 PM. Construction will include new asphalt roadway, brick sidewalks and pervious concrete parallel parking.



- **Dunedin Historical Society Trailside Bookstore Project** – A preliminary site plan has been prepared for the project and is being reviewed by the various stakeholders. Based on the preliminary site plan, an application to SWFWMD is being prepared to allow the existing pond to be filled in, and a replacement stormwater management system to be constructed. Discussions are also ongoing with Pinellas County regarding coordinating this project’s features with those of the Pinellas Trail.

- **Engineering Site Infrastructure / Development Review Participation:**
Projects discussed / researched as part of DRC meetings – (4)
Site / Infrastructure plan sets reviewed – (4)

Public Services Division:

Streets Section

- Installed rail and poured concrete at Laura lane.
- Performed asphalt repairs on Huntley Ave. project.
- Set up road closure at Virginia St. and Overcash Dr.
- Flail mowed Area III and IV.
- 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.
- Formed, poured curb and Stripped forms at Huntley Ave. project.
- Changed all school crossing timers for Summer school session at schools that applied.

Storm water Section

- Started Pipe lining for FY15, City wide, working with Layne Inliner to complete as needed.
- Worked with Pinellas County on cleaning storm system and ditch east of Trail at Alt-19 and Michigan.
- Arm mowed areas III and IV.
- 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 IV and I.
- Continued cleaning of Stormwater Treatment Systems City-Wide.
- Pre-construction set up for storm water pipe replacement on Patricia Ave. and Suemar Rd.
- Repaired various Catch Basin (C/B) tops City-Wide.
- Repaired bank wash outs at 1905 Indian Creek & San Christopher also at 790 St. Anne Dr.

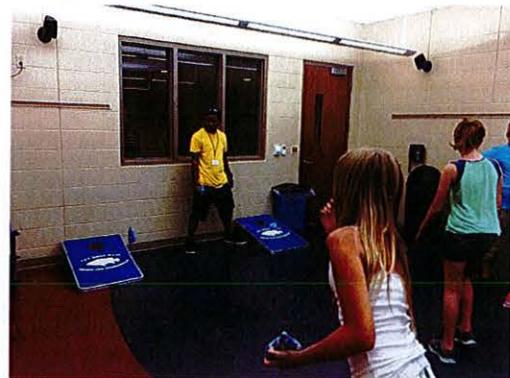
Facilities Section

- Installed up-lighting at VFW slab project.
- Repaired lights and hung a new banner at the Library.
- Replaced toilet at Elizabeth Skinner Park restroom.
- Set up and worked Craft Fest Downtown.
- Continued addressing Code / Safety Inspections City-Wide.
- HVAC filter replacements continue City-Wide.
- Repaired plumbing leak at the Stadium.
- Repaired plumbing issue at Highlander pool.
- Addressed roof leaks at the Community Center, N.D.S., and the Art Center.
- Community Center, installed window in existing door at old sound room (new office area) and provided DATA drops, and repaired kitchen cabinets.
- Replaced sink at Vanech restroom.

- Fixed pole lights at Douglas Ave and Main St.
- Provided oversight of City-wide generator fuel cleaning and filling in preparation for storm season.
- Made repairs on the Little Library box at MLK Center.

Solid Waste & Recycling

- Staff was a speaker for a day during “Reduce, Reuse, and Recycle” week at the City of Dunedin’s summer camp. At this event, staff educated children on the importance of recycling and its role on water quality. The children were able to partake in the interactive game of “Only rain down the stormwater drain” and “Recycling Skeet Ball.” Approximately 100 students were present at this event.



- Due to the overwhelming positive response by our residents, Christian Perez again partnered with the Pinellas County Extension Services for a FREE Rain Barrel Workshop on Saturday July 11th, from 2-3:30pm, at 1040 Virginia Street (behind the Fire Admin building). Attendees learned how to harvest the rain and conserve water. The first 65 attendees who signed-up received a free 55 gallon rain barrel. More information is available at: <http://www.dunedingov.com>, and search for “Rain Barrel”.
- With summer vacation starting for our local school children, city staff just finished working with some local schools by hosting a Locker Clean out recycling event. The Solid Waste Division provided recycling containers to aid students and teachers during the end of year cleanout. The final results produced 3,780 pounds of fiber (Card board, loose paper, work books, etc.), which were diverted from the schools waste stream. Next year we hope to improve upon this number. The schools that participated: Dunedin High School; Dunedin Elementary; Academie Da Vinci; & Athenian Academy.
- Staff purchased six new cigarette containers to be placed downtown. A map was developed to indicate where the receptacles are currently placed, and where the new ones need to be placed. Parks & Recreation will be in the process of installing them in the following weeks. The containers were purchased with grant funding the City received through Keep America Beautiful.
- 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.

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.187 Million Gallons
 - Influent Monthly Total Flow: 125.603 Million Gallons
 - Reclaimed Water Average Daily Flow: 2.705 Million Gallons
 - Reclaimed Water Monthly Total Flow: 81.164 Million Gallons

- **Maintenance and Repairs:**

- New Hydro-Dyne fine bar screen installed working with contractor to complete installation of unit.
- Southern Automation working on PLC/Communication upgrades to Belcher and Curlew Reuse pump stations.
- Maintenance installed four new compressors to both Fac#4 Fac#8 bubbler panels.
- Maintenance installed new 10” stainless steel air header piping Fac#8 filter #2 back in service.
- Outside contractor, Done Rite Roofing, on-site and completed replacement of two roofs Fac#13 and 14A.
- Maintenance installed a new non-clog stainless steel impeller/shaft at Fac#5. Anoxic Tank #6 is back in service.



- **Compliance:**

- May 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.
- Outside vendor, Peroxychem, is on-site performing a Peracetic Acid pilot study.



Collections Summary

- Scheduled repairs: Finish up Huntley Ave. main line replacement. Lateral repairs on Hales Hollow, Ranchwood Dr. E., Limewood, Scotland, and Middlecoff Dr.
- Unscheduled repairs / blockages: Coordinating work with Permaliner for free demos – manhole lining, lateral lining, main line liner, sectional liner. Continue to respond to citizen blockage calls (16) and continue daily utility field locates of sewer/fiber optics.
- Cleaner Crew: Continue cleaning main lines (11,102'). Monthly cleaning out of backwash basin at Water Plant. Clean out wet well and work with Plant to clean at head works. Clean out 8 lift station wet wells.
- TV Truck: Continue televising mains (3,735' w/25 set ups). Finalize inspections of new construction at "ECO Village"- stormwater and sewer..
- Lift Station: Change out charcoal in odor control unit LS # 10. Working on derived flow reports LS # 1 & #2 (make changes to volume calculations). LS # 1 troubleshooting found bad expansion module. Order new antennae mast for LS #19. Install new pump in E-One pump station at Dunedin Marina. Respond to SCADA alarms (after hours) 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:	3.70	Million Gallons
Monthly Potable Water Production:	111.02	Million Gallons
Annual Year to Date Potable Water Production:	672.77	Million Gallons
Annual Year to Date Rainfall:	18.16	Inches
Monthly Rainfall Total:	4.05	Inches

- **Noteworthy Events:**

- Water Plant Mechanic position remains vacant at this time.
- Staff has secured a contractor, Brandes Design-Build Inc., of Clearwater to repair the Reverse Osmosis concentrate line after the line failed/burst. The repairs are scheduled to be completed in July. At this time, water Production is limited to 2 skids pending replacement of the full concentrate main.
- June 16-18, 2015 Desal Plant was provided 9-5000 gallon tanker loads of permeate.
- Autopsy of elements pending concentrate main replacement. Additional membranes have been purchased and will be installed based on the results of the autopsy/evaluation.

- **Maintenance:**

- Transfer Pump 1 has been rebuilt and reinstalled. Transfer pump 2 in shop for rebuild
- American Water Chemicals is running a pilot plant test to pilot membrane element anti-scalant - CSM Membrane manufacturer visited site.
- Painted Great Wall around generator building.
- Water customers will be notified via their April, May, & June utility bills that the 2014 Annual Water Quality Report/Consumer Confidence Report (CCR) is available for electronic viewing at: www.dunedingov.com/CCR

Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 76% complete, with approximately 8,619 backflows tested for the fiscal year. The large meter program is 100% complete, with 94 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 4 new hydrants, repaired 16 and replaced 5. This month the Valve Program exercised 178 valves. For the year, the Valve Program has installed 8 new, replaced 1, repaired 1, and exercised 1,624 distribution valves.

Wellfield

- Well 1 is back in operation.
- Well 29 is back in operation.
- Well 30 is back in operation.
- Well 87 is back in operation. Twenty six out of a total of 27 wells are currently in operation.
- 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

- A City Commission workshop on Downtown Parking was held on June 23. Staff discussed and provided various approaches on downtown parking challenges to include, detail of the financial elements of Parking Management Plan, enforcement costs, revenue projections, cost of equipment, etc.
- Downtown events in June included a 2nd Friday Art/Wine Walk, Arts & Crafts Festival, Annual IPA Festival, and the Friday/Saturday Downtown Market at John R. Lawrence Pioneer Park.

PLANNING AND DEVELOPMENT DEPARTMENT

- During the month of June, 788 total permits were issued, valuation \$9,507,804; 9 new single family residences; 0 new multi-family residences; 0 new commercial structure, valuation \$2,266,002; 25 additions and remodeling, valuation \$3,471,343; 754 miscellaneous permits, valuation \$3,770,459.
- Inspections made during the month are as follows: 1145 inspections (building, electrical, plumbing, mechanical, gas, roofing); and 149 code enforcement inspections. A total of 92 Business Tax Licenses were issued during May for an amount of \$1,268.

PARKS & RECREATION

- **Parks & Recreation Administration:**
 - Finalized Department Goals for FY 2016.
 - Completed revisions to the Tree Code as a part of the Landscape Code updates with Planning.
 - Conducted interviews for the Staff Assistant position.
 - Finalized the listing of the Arborist position.
- **Marketing:**
 - Continued design and development for the Fall edition of the Parks & Recreation Magazine.
 - Prepared specifications and RFQ for Magazine postcards.
 - Continued layout and design work for special event sponsorship opportunities.
 - Completed slideshow video for July Parks & Recreation Month for next Commission meeting.
 - Completed Marina Newsletter (July edition) to be distributed to the public and boat slip renters.
 - Attended a 1-day seminar, *How to Design Eye Catching Brochures & Print Materials*.
 - Completed design and printing of materials including Purple Heart postcard, Purple Heart Banner, Before/After School postcard, DST poster, social media announcements/ads, special event flyers and various program flyers.
- **Special Events:**
 - Rotary Triathlon – approximately 800 participants.
 - Scheduled a rental at Weaver Park for a Waterside Wedding

- Preparations were made and meetings held for the Hometown USA event in July and Purple Heart Recognition Day Ceremony in August.
- Assisted with preparations for the LVT Homecoming Dedication at the VFW on July 3.

Recreation:

• Community Center

- The Center started off the summer with a “3 Days of Play” camp during the first week of June after school ended. Since then, a full summer of a variety of specialty and traditional camps were offered.
 - Nature Camps-For the first 9 weeks of summer, the Nature Center will hold a different themed camp—fishing, nature walks and educational programs. During the month of June, 4 weekly camps were offered with 203 children attending.
 - Hammock Day Camp-This specialty camp is held on a bi-weekly basis. Campers enjoy hikes, native crafts, swimming, canoeing and archery. In June the Hammock offered native cultures and survivor weeks. During the month of June, 97 campers attended Hammock Day Camp.
 - I-Camp and Learn and Play-The Community Center offered these two camps on site. Learn and Play Camp caters to the little ones who are able to go to the pool every day and work on their swimming skills. Over 100 children attended during the first 4 weeks in June. I-Camp is available for children ranging in age from 6-11. During the first 4 weeks, 519 children attended this camp.
- Rentals-Over 425 people attended rentals at the Center during the month of June.
- Community Center Programs-Over 725 people attended various programming at the Center this month, i.e. pickleball, fencing, pick-up basketball, etc.

• Fitness/Wellness

- Fitness Center visits totaled 3,226 and group fitness visits totaled 1,255 for a total of 4,481 visits.
- Sunrise Spin & Stretch was first offered back in April on Mondays and Wednesdays from 6:40-7:40 AM. It is a great class for the “early risers” and combines cardiovascular exercise on our spinning bikes followed by light stretching/yoga. In fact, many users have been using this class as a warm-up and then staying for the Yoga-lates (Yoga/Pilates combo) class that follows. Due to the success, we added an additional day and now have Sunrise Spin & Stretch offered on Monday, Wednesday, and Friday at this time.

• Athletics

- Men’s Softball-Twelve teams are playing for the spring/summer season.
- 50 Years & Over Softball-Six teams are playing for the spring/summer season.
- Rentals-Over \$5,500 in rentals were taken in for the month of June.
- Sports Camps-Fifty children were enrolled in Multi-Sports Camp, 25 for Soccer Camp and 48 for Tennis Camp for the month of June.

• Martin Luther King, Jr. Recreation Center/Youth Services:

- June 1st-June 5th- Staff continued final Summer Camp training and preparation including lesson planning, safety and background screening, and Teen Leader Program, as well as site orientation.
- June 2nd - Last day of school for 2014-2015 Before and After School Programming for 155 pre-kindergarten and school age children.
- June 5th- The Youth Advisory Committee and Staff hosted Midnite Madness, a special event for 185 teens and tweens. Event was a night of fun and excitement battling through an indoor laser tag arena, an extreme inflatable, game raids, mini skate park jams with snack food buffets, music and raffle prizes.
- June 8th- Summer Camp programming began with Teen Camp and Skate Camp providing 50 youth each week with a fun, safe summertime experience.

- June 25th- High School Boys' Basketball League completed tournament games with Countryside taking championship.
- Private basketball and classroom rentals continue throughout summer.
- **Hale Activity Center:**
 - Held 45 adult classes and programs with a participation of 2,193.
 - Held 4 meetings with an attendance of 38.
 - Held a luncheon, which was sponsored by Palms of Largo, with an attendance of 50.
 - Held 1 rental with an attendance of 80.
 - Total attendance for the month of June was 2,361.
- **Highlander Pool:**
 - Swim Lessons have been very popular in both group and private swim lessons.
 - Sailing Camp was also very successful with nearly all weeks filled.
 - Ten outside camps visit the pool regularly with more calling every day to reserve pool space.
 - Trident Swim Team started at the pool on 6/23/15.
 - Therapeutic Recreation is doing very well also.
 - Alicia will be teaching a Lifeguard Training Program for the Sheriff's Youth Ranch as part of our outreach programs.
 - Maintenance is still cumbersome at the pool, but the families and kids still love it.
- **Parks:**
 - Exotic removal in Hammock Park started with the new contractor.
 - Performed cleaning of the Library Playground.
 - Completed the installation of the new benches on the Dunedin Causeway.
 - Removed hazardous trees at Curlew Creek Park and Highlander Park.
 - Started landscape improvements on Sourwood.
 - Trimmed one of the large oak trees in Wee Garth Park.
 - Met with the contractor for the replacement restroom at Elizabeth Skinner Jackson Park.
 - Provided logistical support for a variety of events including the Dunedin Triathlon and Arts & Crafts Festival.
 - Assisted with set up of the LVT Homecoming Dedication at the VFW.
- **Marina:**
 - The new floating docks are being utilized everyday with numerous boaters.
 - The pump-out is completed except for the connection to the City's wastewater line.
 - Resident Daily Ramp usage – 192 boaters
 - Non-Resident Daily Ramp usage – 23
 - Transient Boaters - 32

DUNEDIN PUBLIC LIBRARY

- Delivered 56 items to 26 users of our Homebound Delivery Service
- Presented 8 computer classes with an attendance of 108 people
- 245 people utilized the Library Study Rooms for the month
- 1718 e-books downloaded for the month
- 359 e-audiobooks downloaded for the month
- 316 seed packets checked out from Seed Library for the month
- Adult volunteers donated 200 hours of their time
- Teen volunteers donated 338 hours of their time
- Attended monthly meeting with county Library Directors

- Staff attended the following county library meetings: Adult Services Special Interest Group (SIG), Circulation SIG
- Staff attended Maker Fest
- City Manager met with Library Staff
- Staff participated in 4-week maker space webinar
- Staff participated in the following webinars: Content DM and A to Z database
- Tech Team meeting
- Library Director attended American Library Association Annual meeting – sponsored by the Friends of the Library
- Library Director participated in Fire Ops Training
- Library Director created Tech Talk with the Tampa Bay Library Consortium
- 3D Printer software installed, staff working on plan to implement 3-D printing program
- Two staff members retired
- Working with other city departments for Chamber event
- Participated in Florida Library Association Continuing Education Committee meetings
- Held interviews for two part-time positions
- Worked with the Friends of the Library on t-shirts
- Implemented new hold slip printer
- Volunteer cleaned 426 DVD's/CD's that are now back in the collection
- Notary service at Library –5 stamps
- 50 e-magazines downloaded from Zinio
- 35 users of Pronunciator – Language Database
- Proctored 4 exams

Library Statistics

Visitors	29,277
Transactions	79,932
New Materials Added	735
Internet Users (Adult & Youth)	2358
AWE Early Literacy Stations Users	374
Wireless Users	1599
Adult & Youth Programs	104
Program Attendance	3,311
Average Circulation per Hour	171

FINANCE

During the month of June, the Budget Division:

- Delivered the FY 2016 Proposed Budget to the City Commission, Board of Finance and posted online June 19, 2015
- Application materials were developed and approved for use by the Commission as part of establishing a formal process for the funding of Public Purpose Private Organizations

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>TOTAL</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>
06/01/15	0	\$0.00	1	\$450.00	0	\$0.00	\$450.00
06/04/15	115	\$207,267.26	6	\$46,824.43	4	\$18,982.41	\$273,074.10
06/11/15	79	\$693,660.04	20	\$48,266.50	1	\$5,907.00	\$747,833.54
06/18/15	73	\$209,651.03	4	\$112,432.09	3	\$9,578.50	\$331,661.62
06/25/15	133	\$160,810.09	9	\$14,109.89	4	\$7,235.14	\$182,155.12
TOTALS	400	\$1,271,388.42	40	\$222,082.91	12	\$41,703.05	\$1,535,174.38

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- RFQ #15-1044 is titled “Engineering Services for the Construction of a 2.0 Million Gallon Water Storage Tank & Booster Pump Station.” City Commission awarded this work to Tetra Tech at their meeting on June 18, 2015.
- Bid #15-1050 is titled “Dunedin Marina Rehabilitation – Phase II (West Wall & Intracoastal Wall Repairs). This item was approved by the City Commission at the July 9, 2015 meeting.

UNDER EVALUATION

- RFP #15-1049 is titled “Medical, Prescription Drug, Dental & Vision Insurance.” Proposals were accepted until 3:00 pm Friday, May 29, 2015.
- RFP 15-1051 is titled “Integrated Enterprise Resource Planning Solution.” Proposals were accepted until 2:00 pm Tuesday, June 30, 2015. The City received five submittals. Proposals are being evaluated.

ACTIVE ON THE STREET

- Bid #15-1052 is titled “Monroe/Huntley Street Improvements.” Bids are due at 2:00 pm Tuesday, July 29, 2015.

UNDER DEVELOPMENT

- Lakewood Estates Drainage Improvements
- Green Sand Filter Media Replacement Project

INFORMATION TECHNOLOGY

Service requests for the month of June.

Tickets Created	128
Resolved Tickets	136
Open Tickets	019
Malware Incidents	010

Important Information Technology Services events and status.

- Exported and forwarded monthly permits to county.
- Installing backup power for WiFi services.
- Replaced one backup power in datacenter
- Replaced 3 backup power supplies in distribution facilities.
- Ongoing server migration project on schedule.
- File store migration in progress.
- Migrated Click2Gov server to 2012 and SHA2 certificate.
- Setting up prerequisites for upcoming Naviline update.

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the month of June: Project Engineer, Section Engineer, and Parks Service Worker I (1-full-time, 1 Variable/On-Demand).
 - Recreation Leader II and Water Service Worker I are closed, pending final selection/start date.
 - The Director of Finance, Water Maintenance Mechanic, 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 June:
 - Monica Wrobel, Staff Assistant (Parks), June 10;
 - Samuel Rakoski & Gordon Hicks, Lifeguard I, June 24.
 - Promotions in June:
 - Donald Huettig was promoted to Water Service Worker I on June 24;
 - Joshua Reilly was promoted to Parks Service Worker II on June 24.
- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for June was \$144,287.80, which is almost 3% higher than the May claims total. The average weekly claims for June were \$36,071.95.
 - Director and Payroll/Benefits Coordinator met with the City's Consultant for Insurance Benefits to review Proposal submittals for medical, dental and vision insurance. Based on overall costs and past experience, there is only one finalist at this time. The finalist will make a presentation to City personnel in July.
- Classification and Compensation Study Update:
 - HR is working with Consultant and Budget Manager to finalize proposals to recommend new pay plan to Commission.
- DROP (Deferred Retirement Option Program):
 - Number of Employees in DROP: 16.
 - Employees who entered DROP during the month: 1.
- Performance Management:
 - Number of Coaching/Counseling or Other Disciplinary Actions: 2.
 - Annual Employee Pre-Evaluation forms (NEW) were distributed in June, to be submitted to supervisors in July. The revised Employee Performance Evaluation form will be distributed in July.
- Employment Separations:
 - Number of Separations from employment: 2.
 - Retirements During the Month of June: 2:
 - Connie Casellas (Library) retired on June 23 with 16 years of service;
 - Carol O'Brien (Library) retired on June 23 with 9 years of service.
- Risk Management:
 - Director and HR/Risk Manager met with the City's Third Party Administrator Team and the Workers Compensation Attorney on June 18, 2015 for the quarterly file review of property/liability and workers' compensation claims.
- Workers' Compensation:
 - Number of new Workers' Compensation Claims: 2; all have returned to work; total loss of time = 0 days.

- Property/Liability Claims:
 - New Property/Liability Claims: 2;
 - Moving Vehicle Accidents: 1.
- Family Medical Leave Act (FMLA):
 - Number of Employees with approved/pending FMLA: 8 - (Regular - 3, Intermittent - 5).
 - There were 2 new requests in June.
- Other (Non-WC, Modified Duty)
 - Three employees are currently working on a modified schedule (some restrictions).
- Records Requests: Number of Records Requests processed: 0.
- Labor Negotiations
 - No meetings between the City and the Dunedin Firefighters Association, IAFF, Local 2327, were held in June. The next meeting will be held on July 2, 2015 at the Hale Center.
- Other:
 - The Selection Committee met on June 8, 2015, to view presentations from the three finalists. After further discussion, Montgomery Retirement Plan Advisors was selected as the Investment Advisor for the City's 401(a) Defined Contribution and 457(b) Defined Compensation Retirement Plans.

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 9,020 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 - · 238 subscribers • 56,950 views
- Continue to work with Aqua Marketing on Public Relations Campaign.
- Budgeting for FY 2016.
- Attended Pinellas County Public Information Officer meeting at the new County Emergency Operation Center.
- Attended National Association of Government Communicators Conference.
- Downtown Public Parking Workshop set-up at City Hall.
- LVT Interview coordination for Dunedin TV.
- Met with Fire Pension Pat Kroger representative to discuss City Website addition of minutes.
- Archive Social and Smarsh Public Record Demos for Social Media.
- Website overview and analysis,
- Attended Public Safety Committee meeting.
- Continue to research 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 June Spotlight on Dunedin: Economic Development update on Downtown Dunedin, Golf Cart Safety, LVT Interviews, Historical Museum update.
- 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
- 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.

Government Calendar



July 2015 - Government Calendar 5th Revision

Last edit 7/16/2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30 7:30 AM Environmental Quality @ Water Plant	1 3:00 PM Board of Finance Budget Sub-Committee @ Water Plant	2 9:30 AM The City of Dunedin and the Dunedin Firefighters Association, International Association of Fire Fighters, Local 2327 @ Hale Center	3 All City facilities ar closed in observance of Independence Day.	4 The Library will closed in observance of Independence Day.
5	6	7 10:00 AM Out of Sunshine Meeting @ City Hall 10:00 AM City Commission Special Meeting @ City Hall 2:00 PM Code Enforcement Board @ City Hall	8 3:00 PM Board of Finance Budget Sub-Committee @ Municipal Services Conference Room 4:00 PM Board of Finance @ Municipal Services Conference Room 4:15 PM Community Redevelopment Agency Advisory Committee @ Planning Conf. Room 6:30 PM LPA @ City Hall	9 7:30 AM Public Relations Advisory @ City Hall - CANCELLED 1:30 PM The City of Dunedin and the Dunedin Firefighters Association, International Association of Fire Fighters, Local 2327 @ Hale Center 6:30 PM Commission Meeting @ City Hall	10	11
12	13 6:30 PM Hammock Advisory Committee @ Community Center	14 8:00 AM Causeway Committee @ Community Center - CANCELLED	15 10:00 AM Bd of Fin Budget Sub-Comm w/ Comm. Tornnga @ City Hall 12:00 PM Bd of Fin Budget Sub-Comm w/ Comm. Kynes @ City Hall 2:00 PM Bd of Fin Budget Sub-Comm w/ Mayor Bujalski @ City Hall 4:00 PM Parks & Recreation Committee @ Hale Center	16 9:00 AM Bd of Fin Budget Sub-Comm w/ Comm. Livingston @ City Hall 5:30 PM Public Safety Committee @ Library	17 3:00 PM Personnel Review Board @ Planning Conf. Room	18
19	20 9:00 AM City Commission Budget Workshop @ City Hall 5:15 PM Marina Advisory Committee @ Harbormaster's Office	21 10:00 AM Board of Finance Budget Sub-Committee with Vice-Mayor Gracy @ City Hall 5:30 PM Social Services Committee @ MLK	22 9:00 AM City Commission Budget Workshop @ City Hall 3:00 PM Board of Adjustment and Appeal @ City Hall	23 10:00 AM The City of Dunedin and the Dunedin Firefighters Association, International Association of Fire Fighters, Local 2327 @ Hale Center - CANCELLED	24 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room	25
26	27 9:00 AM City Commission Budget Workshop @ City Hall 9:00 AM Committee on Aging @ Hale Center	28	29	30 8:00 AM Edgewater Drive Committee @ Planning Conf. Room 9:30 AM City of Dunedin and Dunedin Firefighters Association - CANCELLED 5:00 PM Out of Sunshine Meeting Collective Bargaining Session @ City Hall 6:30 PM Commission Meeting @ City Hall	31 10:30 AM Disability Advisory Committee @ Hale Center	1
<p>No meeting for Environmental Quality, Library, Mobile Home Park, Stadium, Stormwater or Youth.</p>						

Development Project Update 7-10-15

Current Projects - City Commission Review			LPA	CC 1st	CC 2nd	Appvd	under const.
Arcadia	265 Causeway Blvd	16 4-story condos	√	√	√	√	No
Casco Viejo	479 Main St	2 condos over 2 retail units	√	√	√	√	Yes
Douglas Place	523 Douglas Ave	8 townhome unit development	√	√	√	√	No
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	08/12/15	09/03/15	09/17/15		No
Glenn Moor	1289 Michigan Blvd.	23 SF homes/ zoning/LUP change	beginning model home	√	√	√	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	resubmitted	infrastructure w/changes	√	√	No
Starbucks	1785 Main St	Retail & coffee house w/drive-thru	√	√	√	√	No
Victoria Place	200 Main Street	30 condo units/8,000 sf retail	√	√	√	√	Yes
821 Victoria Dr.	821 Victoria Dr.	rezoning to FX-M	√	√	√	√	N/A

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	
Big Frog	533 Main St	building expansion to accommodate comp growth (eng. did courtesy review)	No
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	Yes
FL Auto Exchange	2201 Main St	addition to office; update signs; permit in review	Yes
587 Main Street	Craft Brewery	convert Dunedin Printing into craft brewery; BAA 15-01 A re: parking req's	
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
1046 Oak St	1046 Oak St	4 single-family 2-story homes; attending 4/15/15 DRC	No
Pirate's Cove Marina	2400 Bayshore Blvd	building out marina per approved plans; taking 2nd story off plans	Yes
Sail Honeymoon	61 Causeway	purchasing new modular - sent 2015 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	14 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	plan to submit design review app on 8/28/15 for 10/14/15 LPA
Stirling Glen Townhomes	1680 Union St	33 Townhome development

Potential Future Projects - Staff Only Review Only		Comments
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
Mind, Body & Earth	224 Albert St	Phase I permaculture garden tours; Phase II, convert garage to eco school - BAA
Retail strip center	1440 Main St	demo existing building, replace w/4-unit retail building
Salty Dawg	941 Huntley	cover seating area, improve landscaping, etc.