

Manager's Update

Administrative

September 4, 2015

This Update will refer to the events since the date of the last Update of August 10, 2015.

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering Division:

Utilities Section

- **Production Well Rehab Program** – The Contractor, Southeast Drilling Services, Inc. continues to perform their work to rehabilitate several of the City potable water production wells. The above ground structure housing at Well #2 (beside City Hall) has been removed, work at Well #85 is substantially complete, and work at Well #5 is in progress. Duke Energy is still determining their charge to the City to bring new / upgraded power to these three production well sites. The associated Duke power costs will be an additional charge to the project. City Staff is working with the Contractor to develop a proposal for an alternative system to communicate control signals between the wells and the water plant in accordance with recommendations of the Master Plan. When a firm price for the change is established, the proposal will be brought before the Commission for consideration as a Change Order.
- **New Reclaimed Water Ground Storage Tank related projects** –
 - Engineering continues preparation of drawings to be used by City forces to construct a six-inch pipe to receive reclaimed water from the Coca Cola facility.
 - 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. A temporary wireless link between the City's Wastewater Treatment Plant and the Coca-Cola Plant to monitor reclaimed water delivery is being constructed.
 - Tetra Tech, Inc. continues to prepare construction plans and specifications for bidding the new 2M gallon RCW tank and booster pump station project. Preliminary site plan drawings by Tetra Tech have been prepared and reviewed.
 - SWFWMD approved the City's additional \$202,910 grant funding project request at its July meeting of their full Board; and will follow-up with a corresponding Amendment to the existing Grant Agreement. These amended grant funds are in addition to the \$880,000 previously awarded by SWFWMD; totaling a multi-year grant award of \$1,082,910.
- **Water Plant Greensand Filter Media Replacement** – Preparation of plans and technical specifications continues for replacing filter media in the five existing greensand filters. The Water Master Plan has identified replacement of media in the existing filters as a first priority.
- **Wastewater Plant Methanol Tank Replacement** – Engineering has reviewed the plans and specifications submitted by CPH. After making changes resulting from this review, CPH will submit final plans and specifications for a final check by City staff, prior to bidding. The project is expected to be advertised for bids early this fall.
- **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. King Engineering Associates, Inc. (KEA) has been issued a task authorization to prepare construction plans and specifications for bidding. A subsurface soils investigation was conducted during August and KEA is presently evaluating how the redundant pipe should be supported based on the underground soil conditions. Next, KEA will be submitting preliminary plans of the pipeline for staff review and comment.

- **County Road 1 Valve Replacement** - Pinellas County is planning a sidewalk improvement project along CR 1 later this year, and has received bids for the work. 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, the City's consultant preparing plans and specifications for bidding the valve replacement work has received permit approvals from Pinellas County and FDEP -- a permit approval from the FDOT is still pending. Upon receipt of all permits, the plans and specifications will be finalized and the project advertised for bid; anticipated to be 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 for 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.

Stormwater Section

- **Lakewood Estates Drainage Improvements Project** – In June 2015, staff met with SWFWMD to discuss the grant agreement project schedule. The City shared with SWFWMD our ongoing negotiation efforts with Primerica Group One, Inc., the 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. City staff has supplied Primerica with easement exhibits and will prepare a legal description for the required easement. In addition, staff will begin preparing a 'Draft' Development Agreement with the potential developer related to the easement, and other site requirements. Should the City not be successful in acquiring this easement, the plans include, and will be bid with, an alternate (albeit more costly) outfall along Patricia Avenue. Staff will schedule a follow-up meeting in September to update SWFWMD concerning the grant agreement funding timeline, and our progress in acquiring the necessary easement. The City has acquired SWFWMD ERP, and USACOE nationwide permits for the project. 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.

Roadway Section

- **FY15 Annual Street Resurfacing** – A "Notice to Proceed" (NTP) for construction has been issued for September 14, 2015. Miscellaneous concrete work will be completed first. A Change Order for the Marina Area Parking Improvements was approved at the September 3, 2015 City Commission meeting.
- **Michigan Boulevard Reclamation Project West of Pinehurst Road** – Roadway improvements are planned for Michigan Boulevard from east of Bayshore Boulevard to west of Pinehurst Road. This project includes reconstruction of the roadway using the Full-Depth Reclamation process. A bid opening is set for September 29, 2015. The section of Michigan Boulevard, east of Pinehurst Road to CR 1, is currently in design with construction planned for next year.



Miscellaneous

- **Dunedin Marina Pump-Out Station and Catwalk Rehabilitation** – Signage is being prepared for the pump-out; following installation of same, the grant award funding reimbursement will be requested.
- **Dunedin Historical Society Trailside Bookstore Project** – A preliminary site plan has been prepared for the project and is being reviewed by various stakeholders. Soil borings will be tested in September and information will be submitted to SWFWMD for the replacement stormwater management system permit approval. As presently envisioned, the existing pond will be filled in, and a replacement stormwater management system will be constructed beneath existing parking. A permit application has been submitted to Pinellas County to coordinate this project's features with those of the Pinellas Trail.
- **Engineering Site Infrastructure / Development Review Participation:**
Projects discussed / researched as part of DRC meetings – (8)
Site / Infrastructure plan sets reviewed – (2)

Public Services Division:

Streets Section

- Trimmed all the trees at the City pump houses.
- Removed and replaced concrete driveway at Fleet rear entrance for automatic gate repair.
- Clearing pepper trees and materials in preparation for fence replacement behind Station #62.
- Flail mowed Areas II and IV.
- Calibrated and programmed school crossing equipment for the new school year.
- Staff continues right-of-way Tree Trimming Citywide.
- Continue Traffic Sign & Post Maintenance Citywide.
- Set up speed control devices and counters Citywide, where needed.
- Continue sidewalk and pothole repairs Citywide.
- Continuing pavement repairs / asphalt patching on behalf of the Water and Wastewater Divisions.
- Continued hauling Concrete and Asphalt to recycler.
- Secured all items that may have become a hazard during the recent storm event
- Performed various duties during multiple rain events Citywide.

Stormwater Section

- Continuing Pipe lining for FY15, Citywide; working with Layne In-liner to complete as needed.
- Performed maintenance duties during multiple rain events Citywide.

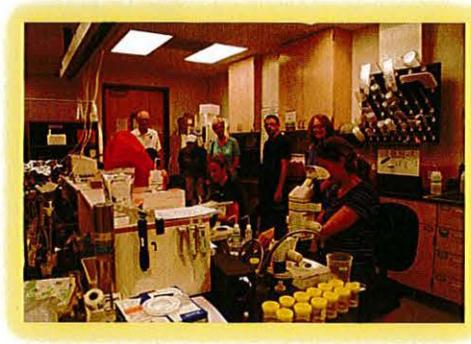
- Arm mowed Areas III and IV.
- Continued FDOT and residential street sweeping activities.
- Continued conducting permit required sampling of Street Sweeping and Stormwater sediment materials.
- Hauled street sweeping debris to the County Landfill.
- Continued right-of-way and drainage ditch mowing Citywide.
- Continued storm drain cleaning activities with Vac-Truck in Areas III and IV.
- Continued cleaning of Stormwater Treatment Systems Citywide.
- Finished storm water pipe replacement at Patricia Ave project.
- Repaired various Catch Basin (C/B) tops Citywide.
- Set up and monitored sand bag station at old station #61 for storm preparation.

Facilities Section

- Oversight of the contractor conducting the Air Quality Study at NDS, and Engineering buildings.
- Oversight of the contractor repairing the automatic gate at Fleet rear entrance.
- Assisted in re-configurations of the Engineering Division furniture and lay-out
- Oversight of the refinishing of Gym floor including new City logo at center court (MLK. Center)
- Installed new bird cam at Sterling driving range.
- Continued addressing Code / Safety Inspections Citywide.
- HVAC filter replacements continue Citywide.
- Repaired and/or replaced all exterior light fixtures in concourse and stands, cleaned and repaired 3rd base line water fountain, and fixed electrical issues to Coke machines at the Stadium.
- Performed various duties during multiple rain events Citywide.
- Addressed roof leaks at the MLK Center, N.D.S., Wastewater building, and Fisher concessions

Solid Waste & Recycling Division:

- 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 (CEQ). In lieu of a meeting, the CEQ took a field trip to USF Tampa to speak with Professor Rohr about Climate Change. Professor Rohr provided a tour of his labs, and discussed the research his students are currently conducting. They're looking at the adverse effects of climate change on toads in correlation to certain diseases, and how their results will affect humans.





- Christina Perez is working with the City of Dunedin Public Library to bring a speaker from the Florida Humanities Council. The event will be held on Wednesday October 7th from 7-8pm. The topic will be on Florida Springs and the effects of development on the resource.
- The City of Dunedin Solid Waste & Recycling Division will be partnering with Achieva Bank again to host a document shredding event titled “Shredtoberfest”. The event will be held Saturday, Oct.24th from 8am – noon, at 1659 Virginia St. Dunedin. Those participating will be able to bring 5 banker sized boxes of documents/paper to be shredded free of charge. If participants exceed the 5 box limit, they are asked to make a donation to the Achieva Foundation, a 501(c)(3) Corporation which assists in child education.
- Staff attended the Ambassador Customer Service Training seminar to improve interaction and productivity with the public.
- On August 24th - 27th, staff attended the WASTECON® conference in Orlando. At the conference staff was introduced to new technologies in collections, processing, marketing and management of compost, recyclables and many other exciting trends occurring in the solid waste industry.
 - Staff conducted a waste audit for the Dunedin Elks Lodge on August 4th. This complex currently has a 4 cubic yard dumpster being serviced twice a week. Staff rummaged through the typical bar waste (food, and an abundance of acceptable recyclables, such as: glass bottles, aluminum cans, paper, cardboard boxes and plastic containers). We were able to separate the garbage and recyclable materials amongst a 10 and a 6 cubic yard dumpster, and their 4 cubic yard dumpster. We were able to divert 50%, if not more, of recyclable material from their waste stream. The Sustainability Coordinator will work closely with the Elks Lodge to ensure there is a proper educational program put into place for their staff and patrons.



- The Sustainability Coordinator is assisting the local chapter of the American Water Works Association (AWWA) for their upcoming Water Festival Event to be held in April/May of 2016. Christina Perez will be the festivals exhibit coordinator.
- Staff, in conjunction with the Pinellas County Extension Services, will be hosting a “Green Your Home” workshop on Sat October 3rd, from 9:30am-11:30am, at the Dunedin Community Center. At this workshop, residents will have an opportunity to learn ways to cut their energy and water consumption, all while saving some green. Patrons who participate will receive a rain barrel and an insulated tote, with energy and water saving devices. This workshop will be in conjunction with Energy Action Month and the City’s FGBC certification.
- Christina Perez attended “THE RESTORATIVE CITY: A New Way to Envision the Future, Children & Nature Network - envisioning a "greener" Dunedin” with other collaborative City staff.
- Christina Perez was a speaker for a day during “Tribal 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 Skee Ball” Approx. 50 students were present at this event.
- Staff worked with the Recreation staff at the Community Center in providing them 7 additional 90 gallon recycling carts to clean out the center from summer camps. With all 7 containers filled, a total of 630 gallons of recyclable material was able to be diverted from the waste stream.
- Laura Barron attended a “Think Tank” meeting with Finance and other administrative staff to review and brainstorm the current travel policy and make revision recommendations.

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 6.599 Million Gallons
 - Influent Monthly Total Flow: 204.577 Million Gallons
 - Reclaimed Water Average Daily Flow: 1.874 Million Gallons
 - Reclaimed Water Monthly Total Flow: 58.101 Million Gallons
- **Maintenance and Repairs:**
 - Maintenance emptied/cleaned north alum tank and installed new ball valves and piping.
 - Maintenance relocated conduit and electrical for the north gate entrance, due to installation of the new reclaim piping for the reclaimed water storage tank and the Coca-Cola discharge project.
 - Maintenance replaced static in-line mixer for polymer feed system
 - Ringpower was on site and replaced the main emergency generator computer, and main display panel. The generator is back in service.
 - Central Florida Controls is onsite performing semi-annual flow meter calibrations.
 - Warner Tree Service trimmed all trees around the main building.
- **Compliance:**
 - July Monthly Discharge Monitoring report sent to the Department of Environmental Protection (FDEP); [No Issues].
 - “Discharge Monitoring Report-Quality Assurance” (DMRQA) study #35 completed through EPA for outside contracted Laboratories. (No Issues)
 - Submitted Florida Department of Environmental Protection Plant Excellence Award through FDEP.
- **Other:**
 - Driggers Engineering is on site performing soil borings for installation of redundant 24” raw sewage pipe from the headwork’s Fac#4.

Collections Summary

- Scheduled repairs:
 - Increase in call outs/responding to depressions during heavy rains that overwhelmed sewer system. Overall - handled very well by the Plant & Collections staff.
 - Install lateral liner on New York Ave.
 - Raise manhole on Milwaukee Ave.
 - Work with Public Services to restore parking lot in front of Maintenance Shop.
 - Assist with well pointing on Ohio Ave. (ground saturated).
 - Repair depressions on Bay Shore Blvd.
 - Repair main at Alt #19 and Curlew.
 - Repair lateral on Pinewood Dr.
 - Repair depression in roadway at Patricia / San Christopher
- Unscheduled repairs / blockages:
 - Continued to respond to citizen blockage calls (33); and daily utility field locates of sewer / fiber optics.
- Cleaner Crew:
 - Continued cleaning main lines (9,283 LF).
 - Monthly cleaning out of the Backwash Basin at the Water Plant.
 - Cleaned up Sanitary Sewer Overflows (SSOs) following the heavy rains during the first week of August.
- TV Truck:
 - Continued televising mains (2,680 LF w/18 set ups).
 - Televised many different sewer line locations where depressions were reported, including stormwater lines, for Public Services.
 - Installed 2 sectional liners – New York Ave, and Washington St.
 - Repair/Seal 5 manholes that were leaking and causing depressions.
 - Investigated depression at Beltrees/Patricia, removed 16 LF of sidewalk, compacted area, and replaced manhole ring/cover.
- Lift Station:
 - Pulled and cleaned pumps at several stations due to “ragging” of the impellers.
 - Repaired pump from LS #41.
 - Setting up portable pumps and jockey to others, during the heavy rains which temporarily overwhelmed the system.
 - LS # 1 – replaced impeller and shear plate.
 - Filled in washout at LS # 43 – Waters Edge.
 - Responded to SCADA alarms (after hour/power outages)
 - Continued preventative maintenance:
 - Exercising valves,
 - clean out of check valves,
 - cleaned wet wells,
 - pulled/de-ragged pumps,
 - grounds keeping, etc.

Water Division:

Water Production

- **Production Numbers:**

- Average Daily Potable Water Production: 3.581 Million Gallons
- Monthly Potable Water Production: 111.03 Million Gallons
- Annual Year to Date Potable Water Production: 895.75 Million Gallons

- Annual Year to Date Rainfall: 45.69 Inches
- Monthly Rainfall Total: 11.96 Inches

- **Noteworthy Events:**

- Water Plant Mechanic position remains vacant at this time. 4 applicants have been interviewed. HR has recommended a second interview with prospective applicants.
- The Florida Department of Environmental Protection (FDEP) performed their annual inspection/sanitary survey on July 30, 2015. Inspection report finds Dunedin WTP in compliance with FDEP rules and regulations
- 7 elements, from Skid #2 / Pressure Vessel #26, were removed and sent to Alkema for autopsy. The pressure vessel was re-filled with new Hydranautics ESPA2 elements and placed back online.

- **Maintenance:**

- Transfer Pump 1 has been rebuilt and reinstalled. Transfer pump 2 has been rebuilt, issues with the motor coupling to be resolved.
- American Water Chemicals is running a pilot plant test to pilot membrane element anti-scalant.
- Operators continue normal PM program on plant equipment.

Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 86% complete, with approximately 9,916 backflows tested for the fiscal year. The large meter program is 100% complete, with 101 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 4 new hydrants, repaired 19, and replaced 5. This month, the Valve Program exercised 187 valves. For the year, the Valve Program has installed 9 new, replaced 1, repaired 1, and exercised 1,755 distribution valves.

Wellfield

- Southeast Drilling Services arrived onsite to begin work on the Production Well Rehab Project.
- Well House's #2 and #50 have been demolished and hauled off. New electrical, mechanical and pump equipment for these two wells and Well #95 will be ordered.
- Geophysical logging was performed on Well #50.
- Rehab work consisting of aquifer testing and chemical treatment was completed on Well #85. Well performance has improved by 13%.
- Rehab work is progressing on Well #5. Thirty five feet of the lower portion of Well #5 was backfilled in order to lower chloride levels. Initial sampling results indicate chloride levels decreased from 250 mg/l to 88 mg/l. Well development, chemical treatment, and testing will be performed to enhance well production.

PARKS & RECREATION

- **Parks & Recreation Administration:**

- Staff attended various meetings/trainings on the following topics this month:
 - Supervisor's Round Table on Performance Management and the Effective Supervisor
 - Customer Service Training
 - Travel Policy
 - Retirement Fair
 - Open Enrollment for 2015-2016 Health Benefits
 - The Restorative City: A New Way to Envision the Future—envisioning a “greener” Dunedin
 - Broadway Streetscape
 - Possible Scottish Arts Center

- Sail Honeymoon Capital Projects
- EOC meeting on hurricane preparedness
- Special Marina Advisory Committee Meeting on the Marina Boardwalk
- Pet Composting and Pet Waste Stations
- Tree Code Final Review
- Annual Street Resurfacing Preconstruction Meeting
- Linear Park Landscaping Inspection
- Planned and implemented another highly-successful Purple Heart Recognition Day Ceremony at Purple Heart Park on August 7.
- Conducted interviews for several openings in both the Parks and Recreation Divisions.
- **Marketing:**
 - Completed the Fall Parks & Recreation Magazine.
 - Met with staff to discuss new marketing techniques using Facebook ads.
 - Continued with training new staff assistant on marketing-related items such as website editing, flyers and magazine process.
 - Completed design and printing of marketing materials, including Dunedin Showcase Theater’s production of “Doom of Devilsmoor,” Halloween Happenings and various program flyers.
 - Prepared a presentation as a member of this year’s 2015 FRPA Conference Committee.
- **Special Events:**
 - Teen Leadership Program completed over 11,000 volunteers hours for the 2015 Summer Camp Program. We had 49 Teen Leaders in the program. The Teen Leaders assisted Summer Camp Leaders supervise the care of the campers, helped with arts and crafts, played games, swam, coordinated special events and went on field trips with them.
 - Purple Heart Ceremony was a great success, especially moving the ceremony from the morning hours to the much-cooler hours in the evening. Approximately 150 attended the ceremony. A concert in John R. Lawrence Pioneer Park followed the event.
 - The Dunedin Historical Museum’s Re-enactment of the World War II “The Kiss” had approximately 300 people participate by dressing in 40’s attire and being involved in the famous photo of the soldier kissing the nurse. This was a great tribute to the 70-Year Anniversary of the event; more information can be viewed at dunedinmuseum.org and many photos are on the Dunedin Historical Museum’s Facebook page.
 - 2nd Friday was also held on the same evening at “The Kiss” Reenactment which brought out 100+ people to downtown Dunedin to enjoy the festivities in John R. Lawrence Pioneer Park and throughout.
 - Held production meetings and prepared request memos for upcoming events in September and beyond—Edinburgh Cyclocross, Dunedin Cup Regatta, Oktoberfest and Art Harvest.

Recreation:

- **Community Center**
 - During the month of August, the Community Center’s camps were at capacity. Rain was a big challenge, but staff was creative with rainy-day activities.
 - Learn ‘n Play and iCamp concluded on August 22 with a total attendance of 1,700+ registered campers after 11 weeks of summer camp.
 - The Community Center was host for the Greater Dunedin Little League All-Star Banquet with 175+ in attendance.
 - The Art Center hosted their ever-so-popular Wearable Art Fashion Show with 400+ in attendance.
 - Rentals – The Center attracted over 1,600+ guests for rentals during the month of August.

- **Fitness/Wellness**
 - Fitness Center visits totaled 3,247 and group fitness visits totaled 1,155 for a total of 4,402 visits.
 - Dunedin Business Fitness Memberships-The purpose of this (fitness only) Recreation ID card is to establish a joint initiative between the Dunedin Parks & Recreation Department and local companies, large and small, throughout the City of Dunedin. This would include reduced price fitness membership and access to Group Exercise classes. Through this partnership companies can work with the Parks & Recreation Department to improve the health of their workforce. This membership launched in the early summer, and we currently have 16 members utilizing the program. As parents get the kids settled in school and the department markets the program, it will only continue to grow.
- **Athletics**
 - Two hundred (200+) registered sports-minded campers attended a variety of sports camps.
 - Cross Country has gotten off to a great start with 14 runners attending their first meet in Safety Harbor.
 - Softball leagues are gearing up to start with our Men's League and Men's 50 and Over League.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - August 17-Completion of gymnasium floors refinishing project per five-year maintenance schedule.
 - Summer Camp programming wrapped up on August 21 with Teen Camp, Gymnastics, Basketball, Skate and Cooking Camps providing youth with a fun, safe, 11-week summertime experience.
 - Staff prepared for Before and After School Programs for 2015-16 school year, including program planning, organization, training and hiring of new staff. Attending open houses on August 20 and 21. First day of school, August 24th, was a great success; enrollment increases daily.
 - Staff is undergoing the contract renewal process with JWB and Pinellas County School Board for Promise Time. This school year will be the third year the program is held at Dunedin Elementary School and the first year at San Jose Elementary School. Promise Time is a program that extends the school day and offers children free tutoring and enrichment activities in order to boost their academic success.
 - August 27-Staff kicked off the first night of games for Boys High School Basketball League, 8 teams in the league.
 - August 31-Staff attended the FRPA Conference on training topics regarding innovative skate park trends.
 - Staff is working on upcoming events, including Back-to-School Bash, Halloween, Boat Parade and Reel Adventures.
- **Hale Activity Center:**
 - HAC held 41 adult classes & programs-- participation of 2,071.
 - Held 3 outside meetings with an attendance of 29.
 - HAC luncheon was sponsored by Brookdale Living Dunedin and had an attendance of 60.
 - HAC had 3 rentals with an attendance of 407.
 - HAC total attendance for the month of August was 2,567.
- **Highlander Pool:**
 - Staff completed the last of the group swim lessons.
 - Most of the college/high school pool staff have returned to school.
 - Due to the recent rainy weather, rentals at the pool were down for the month of August.
 - Halloween Happenings planning continued.
 - Staff began preparations for the December holiday parade.
- **Parks:**
 - Installed new benches at the Martin Luther King, Jr. Recreation Center.

- Rotor tilled Vanech Park and Fisher ballfields.
- Pressure washed handball courts at Vanech Complex.
- Began preparations to convert Little League Field #6 into a softball field at Fisher Field.
- Provided logistical support for the Purple Heart Recognition Day Ceremony on August 7.
- **Marina:**
 - The pump-out is up and running
 - The fire boat is in the slip and getting used.
 - Preparing for the upcoming Labor Day weekend and increase in boat traffic.
 - Have seen an increase in guest boaters coming into the Marina.

DUNEDIN PUBLIC LIBRARY

- Delivered 100 items to 24 users of our Homebound Delivery Service
- Presented 8 computer classes with an attendance of 70 people
- 349 people utilized the Library Study Rooms for the month
- 1222 e-books downloaded for the month
- 363 e-audiobooks downloaded for the month
- 291 seed packets checked out from Seed Library for the month
- Adult volunteers donated 203 hours of their time
- Teen volunteers donated 204.75 hours of their time
- Attended monthly meeting with county Library Directors
- Staff participated in the following webinars: How to Hold Meetings, Content DM
- Library webpage team met with City Webmaster & Communications Director
- Staff visited Tampa Hillsborough Library System Makerspace – The Hive
- Staff attended Customer Service Training
- Staff attended City Retirement Fair
- Staff attended City Open Enrollment
- Supervisors attended roundtable meeting
- Staff working on plan to implement 3-D printing program
- Working with other city departments for Chamber event
- Participated in Florida Library Association Continuing Education Committee & Legislative Committee
- Volunteer cleaned 310 DVD's/CD's that are now back in the collection
- Notary service at Library –11 stamps
- Proctored 6 exams
- Collecting Back to School supplies for Dunedin Elementary School, attended Neighborhood Knock
- Attended PPLC Collaborative Labs long-range planning workshop
- Continued work on Pinellas Memory project and collaboration with Historical Museum

Library Statistics

Visitors	29,623
Transactions	84,246
New Materials Added	702
Internet Users (Adult & Youth)	3,836
AWE Early Literacy Stations Users	396
Wireless Users	1,288
Adult & Youth Programs	85
Program Attendance	1,751
Average Circulation per Hour	180

FINANCE

During the month of June, the Finance Department:

- Staff cross training in various departmental duties in an on-going effort to build continuity and stability which can be negatively affected by vacations, sick time and staff turnover.

The Budget Division:

- Participated in the August 19 Board of Finance meeting.
- Attended CRAAC Meeting August 12 to assist with adoption of FY 2016 CRA Budget.
- Presented Budget Amendment Resolution 15-28, which was adopted August 20 by City Commission.
- Attended FSAWWA meeting on Florida’s State Revolving Fund Loan Program to prepare for Water/Wastewater Master Plan funding.
- Completed reconciliation of FY 2016 Tentative Budget from FY 2016 Proposed Budget, including final balancing.
- Prepared for adoption of FY 2016 Tentative Millage Rate and FY 2016 Tentative Budget (scheduled for September 3).

The Accounting Division:

- Prepared for and worked with Auditors during their interim visit. The Auditors will be back the last week in January to continue field work.
- Accounting Staff started 2015 fiscal year-end processes and the 2015 Comprehensive Annual Financial Report.

COPY OF PAYMENTS PROCESSED FY2015

DATE	CHECK	CHECK	EFT	EFT	EPAY	EPAY	
PRINTED	COUNT	TOTAL	COUNT	TOTAL	COUNT	TOTAL	TOTAL
08/06/15	101	\$176,503	23	\$35,147	1	\$1,967	\$213,617
08/13/15	97	\$490,538	3	\$8,504	3	\$4,551	\$503,594
08/20/15	83	\$458,460	11	\$31,932	4	\$15,208	\$505,601
08/27/15	53	\$164,371	3	\$12,939	2	\$1,449	\$178,759
TOTALS	334	\$1,289,872	40	\$88,522	10	\$23,176	\$1,401,571

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- N/A

UNDER EVALUATION

- RFP #15-1049 is titled “Medical, Prescription Drug, Dental & Vision Insurance.” Proposals were accepted until 3:00 pm Friday, May 29, 2015.

RECENTLY CANCELLED

- 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.
- Bid #15-1052 is titled “Monroe/Huntley Street Improvements.” Bids were accepted until 2:00 pm Tuesday, July 29, 2015. Bids were rejected because they all exceeded the budget.

ACTIVE ON THE STREET

- Bid 15-1054 is titled “Michigan Blvd. Rehabilitation Project – West of Pinehurst Road. Bids are due at 2:00pm Tuesday, September 29, 2015.

UNDER DEVELOPMENT

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

INFORMATION TECHNOLOGY

Service requests for the month of August.

Tickets Created	155
Resolved Tickets	154
Open Tickets	016
Malware Incidents	1

Important Information Technology Services events and status.

- Exported and forwarded monthly permits to county.
- Ongoing server migration project on schedule.
- File store migration in progress – 60% Completed.
- Preparing for iSeries PTF installation.
- Preparing for Naviline update.

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 9,640 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 - · 291 subscribers • 63,564 views
- Worked with Parks & Recreation on Facebook Advertising Campaign
- Continue to work with Aqua Marketing on Public Relations Campaign.
- Supervisor’s Roundtable
- Met with Library web team to go over Library webpage enhancements.
- EOC pre-storm meeting for Erika.
- 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.
- Visit Dunedin
- Coordinated web updates.
- Assisted media outlets.
- Digital Library maintenance.

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

- New August Spotlight on Dunedin: Fire Rescue Boat, Historical Museum Reenactment of VJday, Purple Heart Ceremony, LVT Historical Feature, Wearable Art, Dunedin Fine Art Center Update.
- Purple Heart Ceremony

- Wearable Art A/V for event.
- 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.

CRA/ECONOMIC & HOUSING DEVELOPMENT DEPARTMENT

- Development is going very well in the City! Several projects are under way in every stage of development including:
 - *Eco Village Townhomes* – Vertical financing has been secured and materials have been delivered to the site. Vertical construction starts the week of September 7, 2015.
 - *Gateway* – Plans underway for 128 apartments and 15,000 sq. ft. of commercial space. Project represents \$15,000,000 new investment downtown.
 - *375 Patricia Avenue* – Primerica was approved by the City Commission to begin negotiations on a Development Agreement. Primerica is proposing a 280-unit apartment project with retail at the corner of Patricia Avenue and Scottsdale Boulevard. Project represents a \$40,000,000 investment.
 - *940, 966 Douglas Avenue* – Former Keller site and current leased downtown parking area is in planning stages for apartments and retail.
 - Causeway Hotel and Restaurant was approved at first reading.
- In addition to development the following initiatives have been started:
 - *Artisan Incubator Agreement* – Staff led by City Manager is working on a lease agreement with the owner of the property where Creative Arts Institutes–sits to facilitate metal and stone classes run by Dunedin Fine Arts–Center and Bill Coleman. The lease agreement will also allow other artists to be attracted to Douglas Avenue.
 - *Broadway enhancements* – Design improvements featuring palm trees,–and lighting has been completed.
 - *Broadway Arch* – Architect has reduced the massing of the arch as well as the font, and plans are being revised. Next step is to go out to bid.
 - *Douglas/Skinner entryway art sculpture* – Work on decorative feature at the Douglas/Skinner entryway is nearing completion and unveiling is set for September 10th.
- Staff has developed an Alternative Parking Management System to be presented to the City Commission on September 17th.
- Grant awards in August include reimbursements totaling \$9,110 to property owners of Black Hagen Office, Serendipity Café, and Cotherman Distillery, who are commended for enhancing our beautiful City with their improvements.

- Downtown events in August included the Purple Heart Recognition Day Ceremony,-Music in the Park, Victory on Main Street – 70th Anniversary End of WWII Re-enactment of “The Kiss”, 2nd Friday Art/Wine Walk.

PLANNING AND DEVELOPMENT DEPARTMENT

- During the month of August, 743 total permits were issued, valuation \$13,153,724; 4 new single family residences, valuation \$636,510; 0 new multi-family residences; 1 new commercial structure, valuation \$4,000,000; 26 additions and remodeling, valuation \$1,626,300; 712 miscellaneous permits, valuation \$6,890,914.
- Inspections made during the month are as follows: 980 inspections (building, electrical, plumbing, mechanical, gas, roofing); and 179 code enforcement inspections. A total of 714 Business Tax Licenses were issued during August for an amount of \$50,930.

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the month of August: Recreation Leader III, Parks Service Worker III, and Fire Inspector.
 - The Director of Finance position is pending selection of finalists;
 - The Water Maintenance Mechanic position remains open.
 - Employees Hired during August:
 - Jacob Hollis and Tayler Faulkner, Recreation Leader, August 14;
 - Adam Newsome, Parks Serviceworker I, August 17;
 - John Haggerty, Solid Waste Driver/Loader, August 31.
 - Promotions in August:
 - Joan McHale to Business Manager, August 5;
 - Craig Wilson to City Arborist, August 19;
 - Angel Trueblood to Recreation Coordinator, August 19.
- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for August were \$220,521.83, almost 2-1/2 times the July claims total. The average weekly claims for August were \$55,130.46.
 - Director and Payroll/Benefits Coordinator held phone conferences with online Benefits software administrator and Benefits Consultant in preparation for annual open enrollment for employee benefits.
 - Annual Open Enrollment Meetings for employee benefits were conducted on August 25, 26 and 27, 2015. More than 190 employees attended the sessions.
- Classification and Compensation Study Update:
 - Director worked with Consultant to finalize job descriptions and position titles.
 - Recommendations were sent to Department/Division Heads for review and comment.
 - Department feedback was sent to the Consultant for review and response.
 - Final report is expected from the Consultant in September.
- DROP (Deferred Retirement Option Program):
 - Number of Employees in DROP: 17.
 - Employees who entered DROP during the month: 1.
- Performance Management:
 - Number of Coaching/Counseling or Other Disciplinary Actions: 3.

- Annual Employee Performance Evaluation forms were distributed to supervisors in July. The completed forms are due to be submitted to Human Resources in September.
- Employment Separations:
 - Number of Separations from employment: 1.
 - Retirements During the Month of August: 0:
- Risk Management:
 - Workers' Compensation:
 - Number of new workers' compensation claims: 3; one has returned to full-duty.
 - Total current open workers' compensation claims: 4; one employee remains on limited duty;
 - Total loss of time = 22 days.
 - Property/Liability Claims:
 - New Property/Liability Claims: 3; total open cases = 7.
 - Moving Vehicle Accidents: 4; total open cases = 6.
- Family Medical Leave Act (FMLA):
 - Number of Employees with approved/pending FMLA: 5 - (Regular - 3, Intermittent - 2).
 - There was 1 new request in August.
- Other (Non-WC, Modified Duty)
 - Two employees are out on non-FMLA leave.
 - Two employees are currently working on a modified schedule (some restrictions).
- Records Requests: Number of Records Requests processed: 2.
- Labor Negotiations
 - Meetings between the City and the Dunedin Firefighters Association, IAFF, Local 2327, were held on August 18 and 28, 2015. The next meeting will be held on September 10, 2015 at the Community Center.
- Other:
 - Human Resources facilitated the following Workshops for Employees on August 19 & 20:
 - Supervisor Roundtable – Performance Management Part II;
 - Customer Service Training.
 - The workshops were conducted by Steve Rosenthal from the Training Tree.
 - Human Resources coordinated a Retirement Fair for employees on August 21, 2015. Participants listened to presentations about Social Security/Medicare, the City's retirement and pension benefits, and Health insurance; providers were on hand to answer questions about each topic.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 3:30 PM Dunedin Housing Authority - Special Meeting @ City Hall	1 2:00 PM Code Enforcement Board @ City Hall	2	3 6:30 PM Commission Meeting @ City Hall	4	5
6 The Library is closed.	7 Labor Day - City Holiday	8 8 AM Causeway & Coastal Waterway Advisory Committee @ Community Center 10:30 AM Mobile Home Park Committee @ Planning Conf. Room	9 3:00 PM Board of Finance Interview Process @ Water Plant 4:15 PM Community Redevelopment Agency Advisory Committee @ Planning Conf. Room CANCELLED 6:30 PM Local Planning Agency @ City Hall	10 7:30 AM Public Relations Advisory Action Committee @ City Hall 10:00 AM City of Dunedin and Dunedin Firefighters Association @ Community Center	11	12
13	14 6:30 PM Hammock Advisory Committee @ Community Center	15 CANCELLED 9:00 AM City Commission Workshop @ City Hall 5:30 PM Social Services Committee @ MLK	16 3:20 PM Board of Finance Interview Process @ Water Plant 4:00 PM Board of Finance @ Water Plant 4:00 PM Parks & Recreation Committee @ Nature Center	17 10:00 AM City of Dunedin and Dunedin Firefighters Association @ Community Center 10:00 AM Public Safety Committee @ Fire Admin. 6:30 PM Youth Advisory Committee @ MLK 6:30 PM Commission Meeting @ City Hall	18	19
20	21 5:15 PM Marina Advisory Committee @ Harbormaster's Office	22	23 6:00 PM Friends of the Library @ Library	24	25 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room 11:00 AM Disability Advisory Committee @ Hale Center	26
27	28 6:00 PM Library Advisory Committee @ Dunedin Library	29 7:30 AM Committee on Environmental Quality @ Water Plant	30	1 6:30 PM Commission Meeting @ City Hall	2	3

No meetings for Committee on Aging, Dunedin Housing Authority, Edgewater Drive, LPA, Stadium or Stormwater.

Development Project Update 9-3-15

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	08/20/15	12/03/15		
Dunedin Commons	375 Patricia Ave	mixed-use (retail, TH, apts); D.A.	10/14/15	11/05/15	12/03/15		
Eco Village - Lorr. Leland	1142 MLK Jr. Ave	25 Afford. Housing Units	<i>beginning model home building</i>			√	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		
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	09/03/15		
Mease Manor Memory C.	603-665 Virginia St	32 unit memory care facility	√	√	√	√	Yes
Starbucks	1785 Main St	Retail & coffee house w/drive-thru	√	√	√	√	No
Victoria Place	200 Main Street	30 condo units/8,000 sf retail	√	√	√	√	Yes

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	Yes
Big Frog	533 Main St	building expansion to accommodate comp growth (eng. did courtesy revi	No
BlackHägen Design	333 Scotland	2-story office building (target employment ctr) for up to 18 staff	No
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
Honu Restaurant	516 Grant St	convert SF house to restaurant (owner of Charlie Tulum Taco Truck)	No
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 -DENIED	No
ManaMana	470 Main St	Falafel/Mediterranean restaurant in current SF home (moving from CW)	Yes
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	<i>purchasing new modular seat 2015</i> removing existing structures, replacing with larger structure w/deck	Yes
Salty Dawg	941 Huntley	cover seating area, improve landscaping, etc.	No
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
Stirling Glen Townhomes	1680 Union St	33 Townhome development or affordable apts/TH mix

Potential Future Projects - Staff Only Review Only		Comments
Angelillis	600 San Christopher	demo quonset hut; replace with industrial use building
Dunedin Fine Arts	DFAC	building out 2nd story shell
996 Douglas	996 Douglas	food truck & family entertainment court - going to CRAAC and BAA
Jensen's Seafood	907 Douglas	converting adjacent home to retail shop for seafood business
Pensare	799 Highland Ave	building 2nd story restaurant space
Retail strip center	1440 Main St	demo existing building, replace w/4-unit retail building
Soggy Bottom Brewery	764 Main St	converting DCI blood bank building to craft brewery
Wells Fargo	2494 Bayshore Blvd	demo existing Wells Fargo, construct new building on south portion of property