

Manager's ^{Up}date

Administrative

October 5, 2015

This ^{Up}date will refer to the events since the date of the last ^{Up}date of September 4, 2015.

PUBLIC WORKS AND UTILITIES DEPARTMENT:

Engineering Division:

Utilities Section

- **Production Well Rehab Program** – The Contractor, Southeast Drilling Services, Inc. has completed their work to rehabilitate potable water production Wells #5 and #85. The quality and volume of water pumped from Well #5 has been significantly improved. Coordination with Duke Energy continues with respect to their charges to bring new / upgraded power to three of the production well sites in this project; as well as the scope of right-of-way clearing necessary for Well #95 (located on Jackson Street). Duke Energy has also requested an easement from the City over the City Hall well site. City Staff has negotiated 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. This proposed change will be brought before the Commission on 10/15 for consideration as a Change Order. Work on Wells #2 (near City Hall), #50, and #95 will resume once the contractor receives the pumps and other components from the various manufacturers (approx. 6 to 8 weeks for delivery).
- **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. Construction of this pipe is expected to be completed in November, 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 is being constructed to monitor reclaimed water delivery.
 - 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.
 - Tetra Tech, Inc. has coordinated stormwater permitting requirements for the new tank site with SWFWMD and FDEP; the site's stormwater permitting will be handled by FDEP. Because of the minor impact the project will have on the existing stormwater management system, FDEP has indicated they should be able to issue a permit exemption for the project.
 - SWFWMD approved the City's additional \$202,910 grant funding project request at its July meeting of their full Board. The City awaits their follow-up 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.

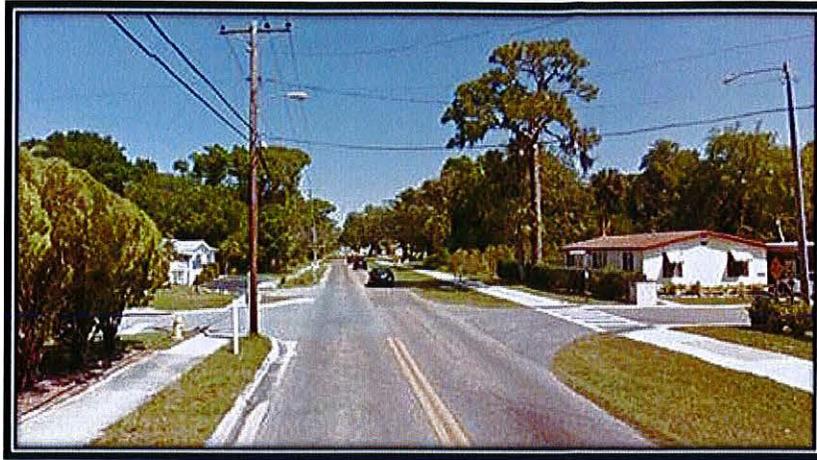
- **Wastewater Plant Methanol Tank Replacement** – CPH, the City’s consultant preparing plans for replacing this tank, is expected to submit biddable plans and specification to the City the second week of October for a final check by City staff prior to bidding/advertising, in November.
- **Wastewater 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) is preparing construction plans and specifications for bidding. A subsurface soils investigation was conducted during August and KEA is completing a design to support an above ground redundant pipe. Fifty percent plans of the pipeline will be submitted in mid-October 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. FDOT has provided their comments, to which ASH has responded. Once the FDOT permit has been issued, the plans and specifications will be finalized and the project advertised for bid; anticipated to be this November.
- **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** – On September 29th, the City received via the Primerica Group One, Inc., the potential developer currently under a due diligence contract with Wells Fargo, an executed easement (by Wells Fargo) along the perimeter of the former Nielsen parcel line. This easement, along with one to be requested from the adjacent Bowling Alley owners, is necessary in order to minimize costs to construct the project outfall. SWFWMD has agreed to allow staff time to obtain said easements prior to bidding the project. City staff is also reviewing a ‘Draft’ Development Agreement with the potential developer related to easements, maintenance responsibilities, and other site requirements. Should the City not be successful in acquiring the adjacent Bowling Alley 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 October to update SWFWMD concerning the grant agreement funding timeline, and our progress in acquiring the necessary easements. 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

- **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 October 13, 2015. The section of Michigan Boulevard, east of Pinehurst Road to CR1, is currently in design with construction planned for next year.



- **FY15 Annual Street Resurfacing** – A “Notice to Proceed” (NTP) for construction was issued on September 14, 2015. Construction is currently underway. A Change Order for the Marina Area Parking Improvements was approved at the September 3, 2015 City Commission meeting.

Miscellaneous

- **Dunedin Historical Society Trailside Bookstore Project** – A Site Plan has been prepared for the project and is being reviewed by various stakeholders. Soil borings are completed and have been submitted to SWFWMD for the replacement stormwater management system permit approval. The existing pond will be filled in, and a replacement stormwater management system will be constructed beneath existing parking. A Pinellas County permit has been approved for the project’s features within the Pinellas Trail. The City has signed the Maintenance Agreement and is waiting for final approval.
- **Causeway Boulevard Improvements Near Public Restrooms** – Design is completed for the construction of a concrete pad for an artistic bicycle rack to the east of the public restrooms and adjacent to the Pinellas Trail Spur. A concrete sidewalk will connect the bicycle rack to the parking area to the south. The center driveway at Sail Honeymoon will be removed and guardrail installed. A new drinking fountain similar to others the City has installed along the Pinellas Trail will be installed at the closed driveway. The drinking fountain will be accessible to the Trail Spur and includes a bottle filler and a dog dish. Installation of all these features is planned to be completed by the end of the year.



- **Engineering Site Infrastructure / Development Review Participation:**
Projects discussed / researched as part of DRC meetings – (3)
Site / Infrastructure plan sets reviewed – (7)

Public Services Division:

Streets Section

- Trimmed palm trees at Wood St. and at Orange Ave. Also removed 17 trees for 200 linear feet of sidewalk replacement at Argyle and Fife.
- Trimmed trees throughout the Trails West Subdivision.
- Continued clearing pepper trees and materials in preparation for fence replacement behind Station #62.
- Flail Mowed (approximately 30,000 linear feet); in Areas I, II, III and IV.
- Repaired potholes and replenished shell surfacing of roadway on Victoria Drive.
- 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.
- Repaired Utility cuts for Water, Sewer and Waste Water Citywide.
- Performed pavement repairs / asphalt patching at McCarty Street, McArthur Court and Solon Ave.
- Continued hauling Concrete and Asphalt to recycling plant as needed.
- Set up MOT on Curlew to assist Facilities Division with street light repairs.
- Started repair on depression in roadway at Roanoke, west of New York Ave.
- Removed two trees through in-kind services at the Scottish American Society.

Stormwater Section

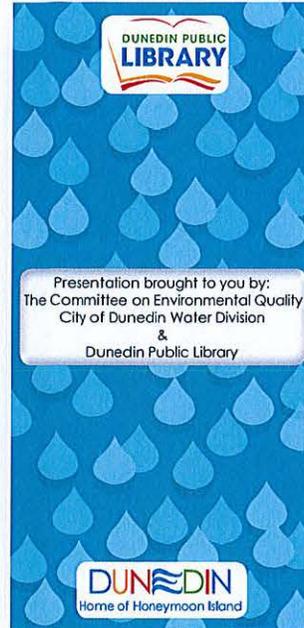
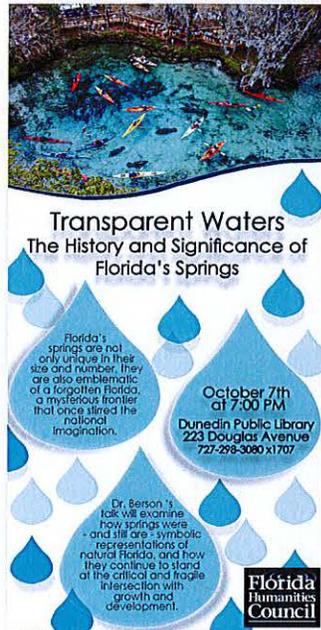
- Continuing Pipe lining for FY15, Citywide; working with Layne In-liner to complete as needed.
- Working with Keystone Excavator on pipe repair at 1781 Briar Circle.
- Arm Mowed (approximately 13,000 linear feet); in Areas I and II.
- Continued FDOT and residential street sweeping activities.
- Continued conducting permit required sampling of Street Sweeping and Stormwater sediment materials.
- Hauled street sweeping debris to the County Landfill.
- Continued right-of-way and drainage ditch mowing Citywide.
- Continued storm drain cleaning activities with Vac-Truck
- Continued cleaning of Stormwater Treatment Systems Citywide.
- Worked with C.M.S. (Contractor) removing sediment at ditch west of Neilson property on the east and west sides of Patricia, Lyndhurst retention pond, and removed debris dam on Curlew Creek at Cardinal.
- Re-established 50 feet of ditch on west side of Indiana, just north of Ohio.
- Repaired slope and removed sediment at ditch north of Dunedin High, just east of Pinehurst.

Facilities Section

- Continued oversight of contractor conducting the Air Quality Study at NDS / Engineering Division.
- Assisted in removing old furniture to make room for replacement furniture in the Engineering building.
- Inspected and repaired or replaced all lights at the Community Center.
- Initiated emergency replacement procedure for a 150 ton compressor replacement at Community Center.
- Boarded up and secured foreclosed property for Code Enforcement at 1348 San Christopher.
- Continued addressing Code / Safety Inspections Citywide.
- HVAC filter replacements continue Citywide throughout our 31 buildings.
- Repaired street lights on Curlew
- Repaired City owned lights and worked with Duke Energy on all exterior lights at the Library parking lot and front entrance.
- Inspected for repair and/or maintenance all generators Citywide for sustainability.

Solid Waste & Recycling Division:

- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling subcommittee.
- Served as staff liaison for the Committee on Environmental Quality.
- Staff 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 7, 2015 from 7-8pm. The topic will be on Florida Springs.



- The City of Dunedin Solid Waste & Recycling Division will be partnering with Achieva bank to host a shredding event titled "Shredtoberfest". The event will be held on Saturday, Oct. 24th from 8am – noon, at 1659 Virginia St., Dunedin. Participants will be able to bring up to 5 bankers sized boxes of documents / papers, 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.



- 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, hosted a “Green Your Home” workshop on Saturday, October 3rd from 9:30am - 11:30am, at the Dunedin Community Center. At this workshop, residents had an opportunity to learn ways to cut their energy and water consumption all while saving some green. Patrons who participated received a rain barrel and an insulated tote with energy and water saving devices. This workshop was held in conjunction with Energy Action Month and the City’s FGBC certification.
- Staff attended a meeting the Tampa Bay Regional Planning Council pertaining to the SolarReady program. While at the meeting, there was discussion on upcoming solar initiatives and asking municipalities to show support for the program through their website or other forms of outreach.
- Staff attended a City website editor meeting. Discussions included any issues related to adding or deleting material, sizes of images, friendly URLs, and the general layout of the website.
- Staff attended the Envision Training held by Pinellas County. The purpose of this training was to shed light on the envision certification process and to encourage attendees to take their Envisions Sustainability professional exam.

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 5.105 Million Gallons
 - Influent Monthly Total Flow: 153.143 Million Gallons
 - Reclaimed Water Average Daily Flow: 2.172 Million Gallons
 - Reclaimed Water Monthly Total Flow: 65.159 Million Gallons
- **Maintenance and Repairs:**
 - Master reuse station motor #3 removed by maintenance and sent out for bearing replacement, winding repairs, new shaft. The motor has been returned, reinstalled, and the pump is up and running.
 - South Alum Tank emptied and cleaned. Maintenance installed new ball valves and fittings. The tank is back in service.
 - Outside vendor, Water Treatment and Controls, Inc., is onsite and performed yearly P/M on all Chlorine/Sulfur Dioxide gas feed equipment.
 - Maintenance drained and cleaned both east and west chlorine contact chambers. Both tanks are back in service.
 - Maintenance pulled master reuse station pump motor #2, and sent it out for bearing replacement, hot dip and bake on windings, and new shaft/coupler.
 - Maintenance removed Anoxic Tank #1 gearbox, installed new gear box and new non-clog impeller. Anoxic Tank #1 is back in service.
- **Compliance:**
 - August Monthly Discharge Monitoring report sent to the Department of Environmental Protection (FDEP); [No Issues].

Collections Summary

- Scheduled repairs:
 - 841 Michigan Blvd. road closure – repair collapsed main crossing the road.
 - Wetherington Way – remove driveway and repair lateral.
 - Repair depression at Gladys / Lakeside and Patricia / San Christopher.
 - Lateral repair on McFarland St.

- Install lateral for 275 Beltrees St.
- Repair depression on Ford Ln.
- Increase in call outs/responding to depressions during heavy rains that overwhelmed sewer system. Overall - handled very well by the Plant & Collections staff.
- Emergency repair on Royal Oak Dr. N. – hole opened up in road, repaired lateral and manhole.
- **Unscheduled repairs / blockages:**
 - Continued to respond to citizen blockage calls (16); and daily utility field locates of sewer / fiber optics.
- **Cleaner Crew:**
 - Continue cleaning main lines (10,733 LF).
 - Monthly cleaning out of backwash basin at Water Plant.
 - Drive Vac truck over to Tampa for a recall.
 - Assisted Plant in cleaning out heavy sand at the headworks.
 - Cleaned trouble spots.
 - Assisted on set up of Perma-liner demos and repairs.
- **TV Truck:**
 - Continued televising mains (3,358 LF w/12 set ups).
 - Televised many different sewer line locations where depressions were reported, including stormwater lines, for Public Services.
 - Lateral liner and repairs to the manhole on Royal Oak Dr. N. (*most of the time was spent on the repairs to the manhole).
- **Lift Station:**
 - Pulled and cleaned pumps at several stations due to “ragging” of the impellers.
 - Repaired pump from LS #4.
 - Worked with integrator for upgrades on PLC’s.
 - After hour call outs for power outages at LS # 27 & # 28.
 - Responded to SCADA alarms.
 - 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: 3.438 Million Gallons
 - Monthly Potable Water Production: 103.15 Million Gallons
 - Annual Year to Date Potable Water Production: 998.90 Million Gallons
 - Annual Year to Date Rainfall: 49.86 Inches
 - Monthly Rainfall Total: 4.17 Inches
- **Noteworthy Events:**
 - Water Plant Mechanic position remains vacant at this time. Second round of interviews completed, candidate selected and paperwork has been turned in to HR.
 - 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 motor coupling issue has been corrected. Transfer pump 3 will be scheduled for rebuild after Oct. 1.
 - Neutralization basin access doors have been replaced.
 - 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 100% complete, with approximately 11,573 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 5 new hydrants, repaired 19, and replaced 5. This month, the Valve Program exercised 59 valves. For the year, the Valve Program has installed 11 new, replaced 1, repaired 1, and exercised 1,992 distribution valves.

Wellfield

- Southeast Drilling Services arrived onsite in August to begin work on the Production Well Rehab Project. Rehab work continued throughout September.
- A video log was completed for Well 2.
- New electrical, mechanical and pump equipment for were ordered for Wells #2, 50, and 95.
- Rehab work consisting of aquifer testing and chemical treatment was completed on Well #85. Well performance has improved by 13%.
- Rehab work consisting of backfilling, aquifer testing and cleaning was completed on Well #5. Well performance has improved by 36% and chloride levels were lowered by 155%.
- The American Water Works Association approved our application to designate Well #1 a Landmark. The Landmark Award is given to recognize and preserve American, Canadian, and Mexican utilities, at least 50 years old.

PARKS & RECREATION

- **Parks & Recreation Administration:**
 - Attended conceptual meeting regarding creating a “Green Print” for the City.
 - Continued work on design and layout for a Parks & Recreation Sponsorship packet.
 - Continued development of new interpretive signage for Hammock Park, a cooperative project with the Friends of the Hammock.
 - Attended seminars, networked with fellow professionals, co-taught two classes and volunteered on the marketing committee during the annual FRPA Conference in Orlando.
- **Marketing:**
 - Completed design and distribution of the new Parks & Recreation Magazine (fall edition) and mailed announcement cards to Dunedin residents.
 - Populated the Parks & Recreation webpages and Special Events Calendar with new Magazine information and list of new events.
 - Completed and distributed the new Community Events Calendar (Sept-Dec) for print and online.
 - Completed various ad designs for programs and events to display on TVs at each Recreation Center and on Dunedin TV.
 - Met with staff to research and discuss social media advertising. Designed and launched a Facebook ad highlighting Before & After School programs.

- Continuing to train new staff assistant on marketing items, designing of print materials and learning new software applications.
- Researched information and samples of Employee Handbook Manuals and gathering content to create our own Parks & Recreation Employee Handbook.
- Completed design and printing of marketing materials for Films in the Park, Halloween Happenings, Concert Band, and the Holiday Boat Parade.
- **Special Events:**
 - Dunedin Cup Regatta was a very successful event with Adults racing on Saturday and Kids racing on Sunday.
 - Edinburgh Cyclocross had another great turn out for their obstacle bike competition in Highlander Park. Coworker Matt Nauman did a fantastic job competing in the race.
 - The Suncoast Waldorf School had their school mingle in Pioneer Park featuring dance performances, arts and crafts, and musical performances
 - Dunedin Fine Art Center had their Kiwanis Kids Festival and Car Show.

Recreation:

- **Community Center**
 - The month of September saw the slowdown from Summer Camp but we are now in preparation for our busy season at the Community Center. The center continues to offer a variety of programs and activities. We continue to see growth on a weekly basis with our enrollment numbers.
 - **Rentals**– the center attracted over 630 guests for rentals during the month of September, including a Zumba certification class, seminars and a Girl Scout meeting.
 - **The Homeschool of Pinellas (HOP)** - organization started this month utilizing the Community Center every Wednesday from 9am-4pm. This program gives parents and students the opportunity to learn other lessons in a classroom setting other than their home classroom. The program offers archery, yoga, cooking, computers, arts and a lot more to the 60+ families
 - **Starlight Concert** – this month saw the return of the Starlight Concert Series. Each Friday night saw an average of 500 concert goers with the last night having approximately 1,000 listening to the grooves of High Surf. Each week there was band for everyone’s listening pleasure including our very own Voices of Jazz band.
 - **Community Center Programs** - over 1,100 people attended center programming, i.e. Pickleball, Fencing, and Karate for the month of September.
- **Fitness/Wellness**
 - Fitness Center visits totaled 3,239 and group fitness visits totaled 1,035 for a total of 4,264 visits.
 - YTD Fitness Center Visits – The Fitness Center totaled 37,365 visits during the 2015 fiscal year. That is an average of 3,114 visits per month or 106 visits per day. The month of February was our highest attended month with 4,092 visits for the month.
- **Athletics**
 - Men’s softball - We started back up with 12 teams for the fall season.
 - 50 years & over softball - We started back up with 6 teams for the fall season.
 - Rentals – We accumulated close to \$3,950.00 in rentals in the month of September.
 - Tennis Classes – We had about 82 participants purchase punch passes for September.
 - Cross Country – We have 15 kids participating in our Cross Country program.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - September 17th – Youth Advisory meetings resumed; nine members returning, one position sent to City Commission for appointment approval. Members to vote in new chair, vice chair and secretary during future meeting.

- September 18th – staff hosted the Back to School Bash, 47 youth ages 8-13 years enjoyed a Hawaiian themed night of games, skating, crafts, food, treats and a piñata.
- Regular facility rentals continue with Monday basketball league and athletic team practices with an increase in private parties.
- Staff finalized contract renewal with JWB and Pinellas County School Board regarding Promise Time initiative at Dunedin and San Jose Elementary Schools. Promise Time is a program that extends the school day and offer children free tutoring and enrichment activities in order to boost their academic success.
- Staff focusing on preparing and planning for programming/events including Reel Adventures, TGFH Days/Holiday Camps, Halloween Happenings, Boat Parade and Intergenerational Week.
- Before and After School enrollment:
 - DE – 33
 - GJ – 70
 - SJ - 45
- High School boys' basketball league continues Thursday evenings with 8 teams in league.
- **Hale Activity Center:**
 - HAC held 50 adult classes & programs-- participation of 2232.
 - 3 meetings with an attendance of 33.
 - HAC luncheon was sponsored by Horizon Bay-Brookdale and had an attendance of 50.
 - HAC had 1 rental with an attendance of 125.
 - HAC total attendance for the month of September of 2440.
- **Highlander Pool:**
 - Private lessons are winding down.
 - High School swim team had 2 swim meets where the girl's team is undefeated! GO Falcons!
 - Despite our funbrellas being destroyed by a storm, we are still gaining rentals for the last few weekends the pool is open.
 - Despite the weather, pool revenues are going to finish strong.
 - Alicia taught CPR/AED class to staff that was very successful.
- **Parks:**
 - Refurbish plant beds at the Dunedin Fine Art Center.
 - Continued refurbishment and conversion of Fisher field #6 to a softball field.
 - Prepare all fields for the start of Little League fall baseball and softball season.
 - Clear brush pile at Belcher Fire Station #62.
 - Storm cleanup at Highlander Pool and Community Center.
 - Clean out maintenance shed downtown in preparation for move.
 - Rolled Community Center parking lot to even out loose stones.
 - Completed the development of Douglas Memorial Park including signage, landscaping and parking areas. Conducted ribbon cutting ceremony.
 - Installed new palms along Grant Street through a private donation.
 - Installed new scoreboard at Fisher Little League Field #4.
 - Landscaping cleanup at Community Center and Fire Station 61.
 - Completed exotic removal in Hammock Park.
 - Attended planning meeting for trail resurfacing project at Scotsdale, Hammock and Eagle Scout Parks.
 - Began installation of new shade structure at Weaver Park playground.
 - Provided logistical support for a variety of events including the Starlight Concerts, Edinburgh Cyclocross, and Dunedin Regatta
- **Marina:**
 - Pump-out was completed and ready for business.

- New Fire Hydrant was installed at the end of Main St.
- Attended pre-construction meeting for West Wall refurbishment by Water Division staff.
- Dunedin Cup was another successful event.
- Labor Day was very busy with out of town visitors.

Ramp Revenues:

Resident Ramp 111 = \$555.00
 Non-Resident Ramp 33 = \$495.00
 Transient Slip Rentals 34 = \$2,396.73

DUNEDIN PUBLIC LIBRARY

- Delivered 93 items to 25 users of our Homebound Delivery Service
- Presented 8 computer classes with an attendance of 60 people
- 414 people utilized the Library Study Rooms for the month
- 1259 e-books downloaded for the month
- 380 e-audiobooks downloaded for the month
- 346 seed packets checked out from Seed Library for the month
- Adult volunteers donated 216 hours of their time
- Teen volunteers donated 173.50 hours of their time
- Attended monthly meeting with county Library Directors
- Staff participated in the following webinars: Wildlife Webinar, Baker & Taylor 360, Lyrasis Preservation, Book Talks and Story Teller Workshop.
- Staff presented Adult Summer Reading Essay winner at Commission Meeting
- Staff attended MakerSpace meeting
- Staff working on plan to implement 3-D printing program
- Staff attended webpage editor meeting
- Staff attended opening of Hernando County Retro Lab
- Started Saturday Stories program
- Judged essays for the Literacy Council of Upper Pinellas County and attended Literacy Volunteer Breakfast
- Attended meeting with area school principals
- Participated in State Library area director's meeting
- Displayed murals from the Dunedin Fine Art Center
- Worked with the Friends of the Library on t-shirts, selling at front desk
- Volunteer cleaned 90 DVD's/CD's that are now back in the collection
- Notary service at Library –6 stamps
- Proctored 6 exams

Library Statistics

Visitors	31,642
Transactions	82,062
New Materials Added	1,166
Internet Users (Adult & Youth)	3954
AWE Early Literacy Stations Users	397
Wireless Users	1,779
Adult & Youth Programs	136
Program Attendance	2971
Average Circulation per Hour	187

FINANCE

During the month of September, the Finance Department:

- Established the interest rate to be applied to utility billing deposits
- Developed and presented to Commission a creative financial model as a possible alternative to paid parking. The model would utilize a portion of the BP settlement money over a period of 3 years before switching over to new expected incremental CRA revenue to pay for the City's participation in a P3 that would include the construction of parking structure.
- Obtained approval to contribute funding to Safe Harbor via the PCSO contract as opposed to through the Aid to Private Organization Application Process.

The Budget Division:

- FY 2016 budget and millage rate tentative and final adoption.
- Itemized budgets prepared and distributed for all departments.
- File maintenance of Naviline consolidating object/element codes.
- Managed Utility Billing rate increases for FY 2016

COPY OF PAYMENTS PROCESSED FY2015

DATE	CHECK	CHECK	EFT	EFT	EPAY	EPAY	
<u>PRINTED</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>COUNT</u>	<u>TOTAL</u>	<u>TOTAL</u>
09/03/15	150	\$415,725	14	\$48,450	4	\$9,484	\$473,659
09/04/15	1	\$320	1	\$900	0	\$0	\$1,220
09/10/15	52	\$505,380	4	\$15,518	3	\$10,890	\$531,788
09/17/15	92	\$539,904	14	\$15,931	3	\$5,694	\$561,529
09/22/15	96	\$260,272	1	\$1,125	3	\$8,748	\$270,146
09/24/15	50	\$40,424	3	\$47,394	0	\$0	\$87,818
09/30/15	123	\$811,764	17	\$37,871	4	\$19,690	\$869,325
TOTALS	564	\$2,573,790	54	\$167,188	17	\$54,507	\$2,795,484

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

N/A

UNDER EVALUATION

N/A

ACTIVE ON THE STREET

- Bid 15-1054 is titled "Michigan Blvd. Rehabilitation Project – West of Pinehurst Road. The bid date was moved back two weeks in order to provide additional information to all potential bidders. Bids are due at 2:00pm Tuesday, October 13, 2015.

UNDER DEVELOPMENT

- Lakewood Estates Drainage Improvements
- Green Sand Filter Media Replacement Project
- Equipment Financial Leasing Services

INFORMATION TECHNOLOGY

Service requests for the month of September.

Tickets Created	211
Resolved Tickets	198
Open Tickets	026
Malware Incidents	003

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 – 80% Completed.
- iSeries system updates completed.
- Naviline system updates completed.
- New EMV credit card machines installed.
- Updated copiers installed and configured.
- Replaced 3 CAD workstations.

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 10,000 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 - • 303 subscribers • 67,450 views
- Continue to work with Aqua Marketing on Public Relations Campaign.
- Hosted Huffington Post Writer for dinner and tour of Dunedin.
- Filmed Open Enrollment session and posted online.
- Hosted Web Editor's Meet-up at the Community Center.
- Dunedin TV equipment repairs and maintenance.
- Year-end budget finalization.
- Employee reviews.
- 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 September Spotlight on Dunedin: Honeymoon Island update, Dunedin Library Ukulele Program, Starlight Concert Series, Electronic & Chemical Collection PSA, Humane Society Senior Connection at the Library.
- 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.
- Follow-up of Web Editor's Meeting – change/update requests.
- 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

- Projects:
 - *Eco Village Townhomes* – Construction has begun at this site of townhomes at Lorraine Leland Street, MLK Jr. and Douglas Avenue.
 - *375 Patricia Avenue* – Approval was granted at a September City Commission meeting to enter into a Preliminary Development Agreement with Primerica Developments, Inc. This project will be brought to the Local Planning Agency on October 14th.
 - *Douglas/Skinner Entryway* – Unveiling celebration of these two sculptures with colorful glass blocks was held September 10th.
 - *Gateway* – The Pizzuti Companies received City Commission approval on September 17th for an amendment to a previously approved Development Agreement, with a Determination of Minor Change to the Site Plan. This project is expected to break ground by the end of 2015, and will feature apartments and retail space.
 - *Broadway Arch* design has been finalized; vendor selection will be going out to bid in October.
- Staff presented an Alternative Parking Management System to the City Commission on its meeting of September 17th. Possible plans include a public-private partnership, a new parking garage, and paid parking in Downtown Dunedin.
- Aqua Marketing & Communications distributed two media pitches in September. The regional pitch promoted Dunedin as a short-drive destination for culinary “*Eating Around the World*”, featuring our many restaurants serving a variety of tastes (French, Mexican, English, Cajun, Italian, and more). They also submitted a long-lead pitch to magazine writers for January issues touting what Dunedin offers to help you check off your list of New Year’s Resolutions to “**Stay Fit & Healthy**” – Pinellas Trail, Outdoor sports, Runs and races; “**Enjoy Life to the Fullest**” – Beer trail, Beaches, Walkable City,

Spring Training; **“Family Time”** – Art Trail, Dining, Events; **“Learn Something New”** – Arts, Little Free Libraries. Also during September, we hosted travel editors from Huffington Post Voces and the Florida Gulf Coast Magazine.

- Downtown events in September included the 2nd Friday Art/Wine Walk and Dunedin Cup Regatta at the Dunedin Marina.

PLANNING AND DEVELOPMENT DEPARTMENT

- During the month of September, 703 total permits were issued, valuation \$14,643,429; 3 new single family residences, valuation \$1,026,510; 0 new multi-family residences; 0 new commercial structure; 27 additions and remodeling, valuation \$10,184,439; 673 miscellaneous permits, valuation \$3,432,480.
- Inspections made during the month are as follows: 858 inspections (building, electrical, plumbing, mechanical, gas, roofing); and 218 code enforcement inspections. A total of 743 Business Tax Licenses were issued during September for an amount of \$54,908.

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the month of September: Parks Service Worker II, Park Maintenance Crew Leader, and Lifeguard I & II.
 - The Director of Finance position is pending interviews of finalists;
 - Fire Inspector and Recreation Leader III are closed, pending interviews and final selection.
 - Employees Hired during September:
 - Keith Fogarty, Public Works & Utilities Inspector, September 14;
 - Marcello Tavernari, Section Engineer, September 14;
 - Michelle Giuliani, Project Engineer, September 21;
 - Brian Smith, Solid Waste Driver/Loader, September 28.
 - Promotions in September:
 - Brian Elliott to Park Service Worker III, September 9.
- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for September were \$142,649.93, which is 35% less than the August claims total. The average weekly claims for September were \$35,662.48.
 - Director and Payroll/Benefits Coordinator had a phone conference with CareATC and conducted weekly phone conferences with Cigna Onsite to discuss the transition of administration at the Health Center. The Health Center is expected to open under Cigna Onsite Administration on November 2, 2015.
- Classification and Compensation Study Update:
 - The Final report was delivered by the Consultant in September and distributed to Commission, City Manager, Department Heads and Board of Finance members.
 - Director continues to work with Consultant and departments to finalize job descriptions and position titles.
 - The 2015-16 Pay Plan was approved by Commission on September 3, 2015.
 - Director and Payroll Benefits Coordinator worked on finalizing 2015-16 Pay Plan and changes approved by Commission.

- DROP (Deferred Retirement Option Program):
 - Number of Employees in DROP: 18.
 - 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 submitted to HR in September.
- Employment Separations:
 - Number of Separations from employment: 2.
 - Retirements During the Month of August: 0:
- Risk Management:
 - Workers' Compensation:
 - Number of new workers' compensation claims: 2; one has returned to full-duty.
 - Total current open workers' compensation claims: 4; one employee remains on light duty;
 - Total loss of time in September = 2 days.
 - Property/Liability Claims:
 - New Property/Liability Claims: 1; total open cases = 8.
 - Moving Vehicle Accidents: 1; total open cases = 1.
- Family Medical Leave Act (FMLA):
 - Number of Employees with approved/pending FMLA: 6 - (Regular - 3, Intermittent - 3).
 - Number of new requests in September: 2.
- 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
 - A Meeting between the City and the Dunedin Firefighters Association, IAFF, Local 2327, was held on September 10, 2015 at the Community Center. The next meeting date is To Be Determined.

Government Calendar



October 2015 - Government Calendar **First Revision**

Last edit 10/07/2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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
4	5 6:30 PM Dunedin Library Youth Volunteers Meeting @ Dunedin Library	6 2:00 PM Code Enforcement Board @ City Hall 6:30 PM Stormwater Advisory Committee @ Water Plant	7	8 7:30 AM Public Relations Advisory Action Committee @ City Hall	9	10
11	12 6:30 PM Hammock Advisory Committee @ Community Center	13 8 AM Causeway & Coastal Waterway Advisory Committee @ Community Center 10:30 AM Mobile Home Park Committee @ Planning Conf. Room 4:00 PM Stadium Advisory Committee @ Dunedin Stadium	14 4:00 PM Board of Finance @ Water Plant 6:30 PM Local Planning Agency @ City Hall	15 10:00 AM Public Safety Comm. @ Fire Admin. 6:30 PM Youth Advisory Committee @ MLK 6:30 PM Commission Meeting @ City Hall	16	17
18	19 5:15 PM Marina Advisory Committee @ Harbormaster's Office	20 3:45 P.M. Dunedin Housing Authority @ City Hall 5:30 PM Social Service Committee @ MLK, Jr. Center	21 4:00 PM Parks & Recreation Committee @ Parks Dept. Jones Bldg.	22	23 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room	24
25	26 9:00 AM Committee on Aging @ Hale Center 6:00 PM Library Advisory Committee @ Dunedin Library	27 7:30 AM Committee on Environmental Quality @ Water Plant 9:00 AM City Commission Workshop @ City Hall	28 2:30 PM Fire Pension Board @ City Hall 6:00 PM Friends of the Library @ Library	29 8:00 AM Edgewater Drive Committee @ Planning Conf. Room	30 11:00 AM Disability Advisory Committee @ Hale Center	31

No meetings for Community Redevelopment Agency Advisory Committee or Fire Pension Board.

Development Project Update 10-5-15

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	√	√	√	√	No
Glenn Moor	1289 Michigan Blvd.	23 SF homes/ zoning/LUP change	<i>beginning model home</i>			√	Yes
Highland Ave Townhomes	Highland/Howard	48 Townhomes	√	√	√	√	No
Leuken's Liquors	1410 Main St	2-story liquor store	√	√	√	√	No
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
Angelillis	600 San Christopher	demo quonset hut; replace with industrial use building	No
Big Frog	533 Main St	building expansion to accommodate comp growth (eng. did courtesy review)	Yes
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	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>purchased new modular, sept 2015, awaiting delivery</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
520/530 Skinner Blvd	520/530 Skinner Blvd	Bed & Breakfast w/small retail
Stirling Glen Townhomes	1680 Union St	33 Townhome development or affordable apts/TH mix

Potential Future Projects - Staff Only Review Only		Comments
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