

Manager's Update

Administrative

January 11, 2016

This Update will refer to the events since the date of the last Update of December 15th, 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. Duke Energy's request for an easement over the City Hall Well Site has been drafted and is currently under review. The Contractor continues the installation of above ground piping at Well #50 (Patricia Ave.) and Well #95 (Jackson St.). Well #2 (at City Hall) will begin later this month. The Contractor's shop drawings describing remote telemetry equipment to be installed at the wells are being reviewed. A time extension has been accepted for the installation of additional equipment at 25 wells.



- **New Reclaimed Water Ground Storage Tank related projects** –
 - A temporary wireless link between the City's Wastewater Treatment Plant and the Coca-Cola Plant is being constructed to monitor reclaimed water delivery until a permanent monitoring station can be constructed by the tank and pump station contractor. A meeting with Coca-Cola is being arranged to work out the details of monitoring and control.
 - City Staff excavated a trench for geotechnical engineering investigations, and a report is expected by the end of January.
 - The driveway connection will be completed by the end of February.
 - Tetra Tech, Inc. continues to prepare construction plans and specifications for bidding the new 2M gallon RCW tank and booster pump station project. Preliminary drawings by Tetra Tech

have been prepared and reviewed by City staff. An application for exemption from stormwater permitting has been approved by FDEP, the agency with jurisdiction over the site acquired from Coca-Cola.

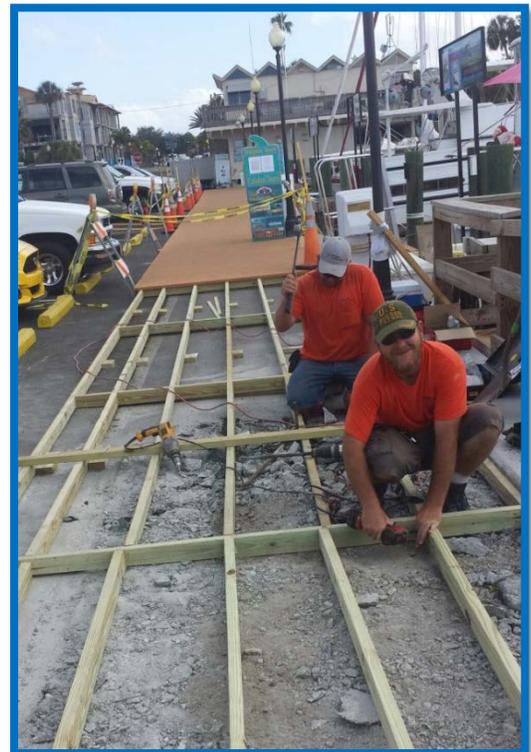
- SWFWMD approved the City's additional \$202,910 grant funding project request at its July meeting of their full Board. The City awaits SWFWMD's Amendment to the existing Grant Agreement to add these funds. These amended grant funds are in addition to the \$880,000 previously awarded by SWFWMD; totaling a multi-year grant award of \$1,082,910.
- **Water Plant Greensand Filter Media Replacement** – Preparation of plans is complete. Development of 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, has submitted biddable plans and specifications to the City. Bidding/advertising of the project is expected to occur mid-January.
- **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 finalizing construction plans and specifications. The City has reviewed and provided comments to an earlier submittal of plans and specs.
- **County Road 1 Valve Replacement** – The Pinellas County sidewalk project has recently commenced construction, starting at Main Street and working northward. 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 City project is out to bid, with a bid opening date of January 12th. The ASH Group, the City's consultant, prepared plans and specifications and the project has received permit approvals from Pinellas County, FDEP and FDOT.
- **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.
- **Groewood Water Main** – Plans for a replacement water line are being prepared. A permit to FDEP will be submitted in mid-January. Construction is planned for City Staff prior to the Lakewood Estates Drainage Improvements Project.

Stormwater Section

- **Lakewood Estates Drainage Improvements Project** – To date, all required easements and permits have been acquired. Staff had a follow-up meeting in December to update SWFWMD concerning the grant agreement funding timeline, and our progress in acquiring the necessary easements; the SWFWMD funding agreement is being revised for new bidding dates. 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. The Construction Plans are complete. The Specifications are presently being prepared. The Project is anticipated to start bidding during the month of March, 2016.
- **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. With funding approved, this project has been given a NTP for January 11, 2016. The project will be complete in Mid-March, prior to the Highlander Games. 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** – The work completed to date includes resurfacing of 15 neighborhood streets, repair of damaged curbs and sidewalks and installation of a new underdrain system at one location. Work has also been completed at the Fine Art Center and 3 city parks. Permanent pavement markings will be completed shortly. Work on the Marina Area Parking Lot Improvements (via Change Order for additional work) will soon be completed. The new Boardwalk and reinstallation of lighting are ongoing at the marina. Once these tasks are done, the project will be complete.

Miscellaneous

- **West Wall Construction** – To date, engineering has been overseeing the Contractor, George Solar, during the reconstruction of the west wall. The concrete sheet piling has been installed on the intra-coastal side. The Deadmen and tie-back rods are presently being installed. Once the Contractor is complete on the North section, the work will move southward. The work is anticipated to be complete during the month of February.



- **Dunedin Historical Society Trailside Bookstore Project** – Staff met on 12/8/15 with members from the project Architect team, Dunedin High School Architecture Academy, and the Bookstore Owner to coordinate the erection of the building panels on site. The new underground stormwater system has been constructed. The parking area pavers will be installed by early February.
- **Causeway Boulevard Improvements Near Public Restrooms** – The new artistic bicycle rack will be installed in the beginning of February. The center driveway at Sail Honeymoon will be removed and guardrails will be installed by the end of January.
- **Engineering Site Infrastructure / Development Review Participation:**
 - Projects discussed / researched as part of DRC meetings – (2)
 - Site / Infrastructure plan sets reviewed – (3)
 - Reviews performed within the recommended time frame – (3)

Public Services Division:

Streets Section

- Assisting Pinellas County with Grading of Causeway where needed to re-establish driving area.
- Repaired brick roadway at 1577 Santa Barbara, approximately 200 square feet.
- Repainted handicap parking space at Café Alfresco, downtown.
- Flail mowed and Dixie Chopper mowed (approximately 9,300 linear feet); in Areas I and II.
- Repaired brick sidewalk at 925 Alt-19 and surrounding area (approximately 150 square feet).
- Staff continues right-of-way Tree Trimming Citywide. Trimmed all tree canopies for roadway clearance in Fairway Estates.
- Continue Traffic Sign & Post maintenance Citywide as needed.
- Repaired Utility cuts for Water, Sewer and Wastewater at 599 Shady Groves, Patricia/Lyndhurst and at the Marina.

- Set up and removal of message boards, barricades and cones for Old Fashion Christmas / Holiday Parade event downtown.
- Continued hauling Concrete and Asphalt to recycling plant as needed.

Stormwater Section

- Continuing Pipe lining for FY15, Citywide; working with Layne In-liner to complete as needed.
- Arm Mowed (approximately 5,500 linear feet); in Areas I and II.
- Completed final FDOT street sweeping contract. Continued 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 Area II
- Continued cleaning of Stormwater Treatment Systems Citywide.
- Re-installed 200 feet of curb at the Trailside Bookstore project.

Facilities Section

- Installed temporary electrical service for the Trailside Bookstore project.
- Repaired interior and exterior lights throughout the Library.
- Set up and removal for Old Fashion Christmas / Holiday parade.
- Repaired sink in Men's restroom at City Hall. Ordered baby changer tables for City Hall restrooms.
- Set up, worked and removed MOT for the Celtic Fest event.
- Continued addressing Code / Safety Inspections Citywide.
- HVAC filter replacements continue Citywide throughout our 31 buildings on a monthly cycle.
- Replaced a toilet in Women's restroom at M.S.B. building.
- Upgraded lighting at the Incubator building at 968 Douglas Avenue.
- Painted Harvard restroom floors and around the trash can areas of the Wastewater building.
- Repaired Weaver Park restroom door.
- Serviced all the ice machines at all City locations.
- Repaired shower, interior and exterior lights, and replaced water heater at Fire Station #60.

Solid Waste & Recycling Division:

- Represented Dunedin at the Pinellas County Technical Management Committee (TMC) and Pinellas Partners in Recycling subcommittee.
- SW celebrated their one year anniversary of the launch of once a week garbage collections on January 5th! This milestone is a gratifying experience for staff.
- The Sustainability Coordinator is assisting the local chapter of the American Water Works Association (AWWA) for their upcoming Water Festival Event that would be held in April/May of 2016. Christina Perez will be the festivals exhibit coordinator.
- Staff attended a meeting at the Pinellas County Landfill to discuss the Pinellas County Recycling Grant and view a seminar on Florida's 75% recycling goal by 2020. They discussed the main challenges the Solid Waste/Recycling industry is facing with material contamination, as well as ways to address such challenges through outreach with residents and business.
- Staff partnered with Fleet, Utility Billing, and the Before/After School Kids to decorate a lamppost for downtown. The lamp post shown below won the first place ribbon for the second year in a row within the City Government category.



- The Sustainability Coordinator was in attendance for the December 3rd Commission Meeting to discuss the new sustainability matrix that will be going into effect in 2016. With the matrix passing, it is the first of its kind within Pinellas County, and is an excellent stepping stone for the City and requiring builders to incorporate different environmental elements into their building designs. By incorporating this matrix into the City’s code, it is consistent with the City’s FGBC green certification designation.
- Staff is partnering with the Pinellas County Extension office to host a Florida Friendly Landscaping workshop on Tuesday January 12th from 6:30-8pm at the Community Center. This workshop will discuss the 9 Principles of Florida Friendly Landscaping that will assist patrons in achieving a Florida Friendly Landscape for their home. This workshop is in conjunction with maintaining our FGBC certification.
- Staff repurposed an item no longer being utilized by Planning & Development to create an “Information Center” display for the Lake Haven Recycling site. The “Info Center” was stocked with SW’s top requested disposal inquiries. Just installed in December, the response has been incredible ... the “Center” has already supplied about 500 informational flyers to our residents! Staff is looking at installation of a similar “Info Center” at the Michigan recycling site.

BEFORE



AFTER



- Staff utilized the Utility Billing insert marketing tool and social media to distribute information on curbside holiday collections, as well as the County’s 2016 Electronic and Chemical Collection schedule.

- Staff also placed posters and sandwich boards with the curbside holiday collection schedule at the following City facilities: Library, Community Center, Utility Billing, and every week at the Green Market.

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 3.936 Million Gallons
 - Influent Monthly Total Flow: 122.012 Million Gallons
 - Reclaimed Water Average Daily Flow: 2.877 Million Gallons
 - Reclaimed Water Monthly Total Flow: 89.176 Million Gallons
- **Maintenance and Repairs:**
 - Maintenance replaced diesel fuel tank audible/visual alarm system.
 - Maintenance replaced all supply tubing on both Sodium Aluminate tank feed systems.
 - Maintenance completed rebuild of Belcher reuse pump. Pump #3 is back in service.
 - Maintenance replaced both strobe indicator lights on top of the Curlew reuse tank.
 - Maintenance is installing new conduit/electrical for new electric overhead hoist in the filter building, Fac#8.
- **Compliance:**
 - November Monthly Discharge Monitoring report sent to the Department of Environmental Protection (FDEP); [No Issues].

Collections Summary

- Scheduled repairs:
 - Lateral repairs (2): Vine Ave. and Edgewater Dr.
 - Installed new lateral for 734 Railroad Ave. (new service).
 - Replaced manhole cover at 2600 Bayshore Blvd. (w/ FDOT Project).
 - Installed lateral liner on Monroe St.
 - Utilized new “Picote cutter” for liner repairs on Milwaukee Ave., New York Ave., and Concord Dr. E.
 - R/W clean out installs (5): St. Andrews Dr., Baywood Dr. E., and Watrous Dr.
 - Follow up lateral mini-scout inspections; Caught up on sod restoration list; prepared for new employee; set up/started.
- Emergency Repairs:
 - Lateral at 1200 Orange Ave.
- Unscheduled repairs / blockages:
 - Continued to respond to citizen blockage calls (20); and daily utility field locates of sewer / fiber optics.
- Cleaner Crew:
 - Continue cleaning main lines (11,607 LF).
 - Monthly cleaning out of backwash basin at Water Plant.
 - Assisted Reclaimed staff by cleaning / blowing-out 2 reclaimed service line connections.
- TV Truck:
 - Continued televising mains (5,202 LF w/25 set ups).
 - Replaced manhole ring/covers (3).
 - Repairs to TV Truck camera and cable connector.
 - Met with Property Manager at Tahitian Place and televised sewer mains in area of wash outs.
 - Installed sectional liner on Frances St.
 - Lateral repair on Edgewater Dr. in preparation for main line lining demo with *Permaliner*.

- Work on selection/prep work for future demos with *Permaliner* (Main line lining, MH lining, Lateral liner, Sectional liner, Inner Seal lateral lining).
- Lift Station:
 - LS # 12, replaced pump cord and reinstalled pump.
 - LS # 17, pulled pumps (rags).
 - Finalized items on LS #14 rehab project (Marina).
 - Worked with *Siemens* rep on PLC upgrades.
 - LS # 20, draw down test, pressures, flow info for proposed manhole replacement on CR # 1.
 - 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:	3.66 Million Gallons
○ Monthly Potable Water Production:	113.49 Million Gallons
○ Annual YTD Potable Water Production:	1335.57 Million Gallons
○ Annual YTD Rainfall:	853.99 Inches
○ Monthly Rainfall Total:	0.37 Inches
- Noteworthy Events:
 - Eric Stump, New Water Plant Mechanic start date 11/4/15
 - Autopsy results of filter membranes have been received and are under review.
 - Renewed FCC radio license for Plant telemetry system
- **Maintenance:**
 - Transfer pump 3 will be scheduled for rebuild.
 - Replacement transfer pump motors have been installed.
 - 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 0% complete, with approximately 0 backflows tested for the calendar year (Due to a recent FDEP regulatory change from fiscal year to calendar year for backflow testing, we will now be reporting backflow testing from January 1 through December 31.) The large meter program is 98% complete, with 66 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 0 new hydrants, repaired 7, and replaced 1. During this time period, the Valve Program exercised 517 valves. For the year, the Valve Program has installed 0 new, replaced 1, repaired 0, and exercised 1,317 potable and reclaimed distribution valves.

Wellfield

- The American Water Works Association (AWWA) presented the City a Landmark Award for Well #1. The Landmark Award is given to recognize American, Canadian, and Mexican utility infrastructure that are at least 50 years old and still in service.
- Southeast Drilling Services has completed all work related to the rehabilitation of Well 5 and Well 85. The rehabilitation work was successful in improving both water quality and production from both wells.

For the second phase of the project, Southeast received and installed the pumps and ordered all above ground piping for Well 50 and Well 95. The pump and above ground piping for Well 2 will be installed after the New Year. In addition, electrical and communication equipment for all three wells will be installed after the New Year.

- D'Andrea Electric Inc. was on site to complete various electrical repairs and equipment replacements on Wells 5, 6, 9, 12, 28, 29, 30, 31, 84, 86 and 88. Certain electrical deficiencies were noted during a thermal imaging survey.
- Well 1 is back in operation after a new flow meter replacement.
- Completed and submitted 2015 Annual Reuse Report

PARKS & RECREATION

- **Parks & Recreation Administration:**
 - Completed revisions to the Tree Ordinance which went to the City Commission for approval.
 - The Parks & Recreation Special Event Sponsorship Packages have been printed and will be distributed to local businesses and organizations.
- **Marketing:**
 - Distributed the new Parks & Recreation Magazine (Jan-April edition) and postcards to Dunedin residents.
 - Converted the Summer Camp Magazine to a new software program and preparing the first draft copy.
 - Completed and distributed the new Community Events Calendar (Jan-June edition).
 - Created new lobby ads for the TV's displayed at each Recreation Center.
 - Obtained quotes and preparing the Parks & Recreation Special Event Sponsorship Package for distribution. Continued work on implementing the process for obtaining sponsorships.
- **Special Events:**
 - Operation Twinkle was a success, lighting up the downtown area with lamppost decorations, lights on the museum, Main Street sign and John R. Lawrence Pioneer park stage. This year we were able to add 27 additional lamppost decorations, due to the integration of holiday banners throughout the downtown area.
 - The Holiday Parade had 84 participants this year. Winners included: Best Children's Unit: Dunedin Highland Middle School Band; Most Creative Unit: Discovery Academy of Science Charter School; Overall Best Unit: Just Dance Academy.
 - This year's Suncoast Motorcycle Toy Run on December 20 had well over 3,000 motorcycles participating. Again, the route went through downtown Dunedin bringing out community residents to cheer on and thank the motorcyclists for all they were doing for the children.

Recreation:

- **Community Center**
 - The Community Center had a total of 13 rentals, all from birthday parties, Christmas gatherings, meetings, a basketball hoop shoot, and a school Christmas play, bringing over 500 in attendance.
 - Over 200 people came to eat and take their picture with Santa at the Center's Breakfast with Santa event.
 - Over 10,000 people lined the streets of Dunedin for the annual Holiday Parade and Old Fashioned Christmas event.
 - The Dunedin Community Chorus performed their "Joy to the World" concert to a sold-out crowd of over 500 people at the Community Center.
 - Another Drive-In Movie was held to a sold-out crowd. Over 70 cars with families could listen to the movie "Polar Express" through their car radios. The crowd loved the old time feel of the Drive-In.

- The Dunedin Concert Band held two performances of their “Massive Holiday Concert”, playing all holiday favorites. Total attendance for the two concerts was over 700.
- Pickleball has become quite a popular activity at the Community Center. There have been over 20 patrons each day that come to play the fun game. So popular, in fact, that we allow customers to come on off days to rent out the nets and play on our outside court.
- **Fitness/Wellness**
 - Fitness Center visits totaled 3,067 and group fitness visits totaled 1,617 for a total of 4,684 visits. This is an increase of 389 visits/month compared to November 2015.
 - Fitness Center attendance was up an average of 10 visits/day for the month compared to November 2015.
 - Group Fitness was up 216 visits for the month of December (average of 80 visits/day GEX attendance for December).
- **Athletics**
 - Men’s Softball had 12 teams participating.
 - Six (6) teams participated in the 50 Years & Over Softball League.
 - Forty-five (45) athletic rentals were held in December.
 - Seventy (70) participants registered for tennis classes in December.
 - Winter Baseball Camp had 74 participants and over 30 volunteers come out for the camp this year.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - December 1st–6th -Staff hosted events for Intergenerational Week promoting meaningful connections between generations in the community with chair volleyball, interactive cooking, surveys and mini makeovers.
 - December 5th-Staff hosted the Boat Parade and Tree Lighting Ceremony in conjunction with Dunedin Boat Club and Marker One Marina.
 - December 12th-Staff worked Holiday Parade and Old Fashioned Christmas event; Before/After School Program staff and children walked in the Holiday Parade.
 - December 14th-Staff attended Dunedin Golf Club Children’s annual Christmas Party, acted as liaison to provide names of families in need.
 - December 18th-Staff hosted a Holiday Party for 30 neighborhood kids with stockings, raffle prizes, dinner and treats.
 - December 23rd–December 31st - Staff hosted Jack Frost Camp for school-age children during winter vacation. One hundred children enjoyed winter and holiday-themed crafts, games and sports activities.
 - Before and After School Programs participated in the annual lamppost decorating contest, winning 1st place in the youth category.
 - Staff continued to work on preparations for the upcoming Diversity event.
- **Hale Activity Center:**
 - Fifty (50) adult classes and programs were held this month with a total participation of 2,427.
 - The Center hosted two outside group meetings with an attendance of 16.
 - The Holiday Feast Luncheon was sponsored by The Oaks of Clearwater with an attendance of 63 participants.
 - The trip to Mt. Dora has a participation of 55 attendees
 - The Holiday Light Tour had a participation of 28.
 - Center staff oversaw the Santa’s Calling event with 10 volunteers servicing 175 local children.
 - The Center was host to the Intergenerational Chair Volleyball event with 32 in attendance.
 - The International Chorale Concert was held with 170 in attendance.
 - The Center hosted three rentals with an attendance of 637 participants.
 - Total Center attendance for the month of December was 3,540 participants.

- In addition to working the events, Hale Center staff assisted with the set up and take down of the Old Fashioned Christmas and Holiday Parade events.
- **Highlander Pool:**
 - Highlander Pool had the perimeter fence replaced this month.
 - The sprayground is having several features painted, and a new “Dancing Daisy” feature will be installed early in the new year.
- **Parks:**
 - Awarded Arbor Day sponsorship package from the Florida Forest Service (Florida Department of Agriculture).
 - Put Bayshore Palms Phase III planting project to bid.
 - Completed installation of the new restrooms at Elizabeth Skinner Jackson Park with Facilities.
 - Started conversion of Little League Field #7 from softball to a baseball field.
 - Over-seeded Pioneer Park with winter rye.
 - Installed new water fountain at Hammock Park.
 - Performed annual maintenance of the picnic shelters.
 - Provided logistical support for a variety of events including Boat Parade and Tree Lighting, Old Fashioned Christmas and Holiday Parade, and Drive-in Movie.
- **Marina:**
 - The Holiday Boat Parade was once again a huge success with 25 boats participating.
 - The complex West Seawall Project is progressing satisfactorily.
 - Resident Boat Ramp Daily Permits – 84
 - Resident Ramp Decals Sold - 27
 - Non-Resident Daily Ramp Permits – 4
 - Transient Boaters - 10

DUNEDIN PUBLIC LIBRARY

- Presented 6 computer classes with an attendance of 50 people
- Notary Service at Library – 4 stamps
- Delivered 117 items to 26 users of our Homebound Delivery Service
- 312 seed packets checked out
- Dunedin Youth Volunteers donated 230.5 hours of their time
- For 2015, the Dunedin Youth Volunteers donated 2531.25 hours
- 335 patrons utilized the study rooms
- Staff participated in lamp post decoration, won 2nd place
- Staff and Youth Volunteers participated in Holiday Parade and Old Fashioned Christmas
- Staff attended monthly staff meeting-presentation by Zinio magazines
- Webinars: Wildlife Webinar Extension Service, Tech Soup webinar, SIRSI cataloging webinar and Continuing Education webinar
- Staff attended the following meetings: Cataloging and Integrated Library System joint meeting, Harwood Institute-Community Conversations, FLA Legislative Committee
- Oversaw Scottish Essay contest, winners announced at Commission meeting
- Concrete pad for recycling bins at back entrance
- Historical Museum and Library finalized planning for digitization of Dunedin Times
- Staff started portfolio setup with SIRSI/Dynix - new countywide ILS system
- Met monthly with Library Directors countywide
- Participated in Dunedin Showcase of Schools
- Held fundraiser night at Barnes & Noble with Dunedin Friends of the Library
- Working with Dunedin Cares Inc. for canned food drive for food pantry

- Staff attended 100th anniversary celebration of St. Petersburg Mirror Lake Library
- Volunteer cleaned 270 DVDs/CDs that are now back in the collection
- 1246 E-books downloaded
- 372 audiobooks downloaded

STATISTICS

Adult and Youth Programs	112
Program Attendance	3294
New Materials Added	929
Internet Usage (Adult & Youth)	3485
Wireless Usage	6161
AWE Early Literacy Station Users	312

FINANCE

Update on Board of Finance Activities:

- The BOF cancelled their December meeting and will reconvene January 20, 2016.

The Accounting Division:

- Work on the Comprehensive Annual Financial Report (audit) and 2015 fiscal year-end continues with all staff fully engaged. Auditors are scheduled to return the last week in January.

The Budget Division:

- Published FY 2016 Adopted Budget online
- Delivered FY 2016 Adopted Budget to printer
- Prepared carry-forward budget amendment of FY 2015 project balances and encumbrances into FY 2016 Budget
- Attended Suncoast Chapter FGFOA meeting

COPY OF PAYMENTS PROCESSED FY2016

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>
12/3/2015	93	\$644,651	8	\$58,984	1	\$12,511	\$716,146
12/10/2015	152	\$536,807	22	\$43,597	6	\$38,952	\$619,355
12/11/2015	2	\$428,142	0	\$0	0	\$0	\$428,142
12/17/2015	118	\$496,437	5	\$11,979	3	\$10,736	\$519,152
12/23/2015	29	\$66,490	10	\$9,168	0	\$0	\$75,657
12/31/2015	64	\$256,959	7	\$199,675	4	\$7,795	\$464,429
TOTALS	458	\$2,429,485	52	\$323,402	14	\$69,994	\$2,822,882

PURCHASING

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

- RFP 16-1055 is titled “Equipment Master Leasing Services.” The City Commission awarded this RFP to Banc of America at their meeting on December 17, 2015.

UNDER EVALUATION

- Bid 15-1056 is titled “Broadway Arch Replacement.” Bids were accepted until 2:00pm Tuesday, December 1, 2015. The item is scheduled for City Commission discussion at the January 7, 2016 meeting.

ACTIVE ON THE STREET

- Bid 15-1057 is titled “CR1 Valve Replacement Project.” Bids are due at 2:00 pm Tuesday, January 12, 2016.
- Bid 16-1058 is titled “Furnish & Install Palm Trees (41 each).” Bids are due at 2:00 pm Tuesday, January 19, 2016.

UNDER DEVELOPMENT

- WWTP Methanol Storage Tank Replacement
- Lakewood Estates Drainage Improvements
- Green Sand Filter Media Replacement Project

INFORMATION TECHNOLOGY

Service requests for the month of December.

Tickets Created	170
Resolved Tickets	169
Open Tickets	043
Malware Incidents	002

Important Information Technology Services events and status.

- Exported and forwarded monthly permits to county.
- Finished system security review.
- Completing End of Year Procedures.
- Redesigned server log collection for increase security and change control.
- Implementing new mail archive appliance.
- Procuring new Exchange Server assets for implementation.

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 **10,940 followers**) we are the most liked City in Pinellas County on Facebook!
- Managed Social and Digital Media (Facebook, Twitter, YouTube, Dunedin TV and DunedinGov.com)
- YouTube - **•350 subscribers • 79,103 views**
- Continue to work with Aqua Marketing on Public Relations Campaign.
- Gateway Luxury Apartment groundbreaking.
- Wayfinding Signage team meetings.
- Holiday Parade pre-production and production.
- Dunedin TV equipment repairs and maintenance.
- Coordination of 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 City Liaison.
- Coordinated web updates.
- Assisted media outlets.
- Digital Library maintenance.

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

- New Dunedin Spotlight on Dunedin: Holiday Promo, Food Drive, Library update, Economic Development update, Honeymoon Island update, Gateway groundbreaking, Boat Parade & Tree Lighting and Old Fashioned Christmas.
- Holiday Parade Production.
- 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

- Projects:
 - *Eco-Village Townhomes* – Construction is in progress on the Eco-Village townhomes located at Lorraine Leland Street, MLK Jr. and Douglas Avenue. These are some of the very first Net Zero Energy Ecomagination homes in the world.
 - *Artisan Incubator* – The City Commission previously directed staff to explore the establishment of an Arts/Artisan District on Douglas Avenue. Spearheaded by the City Manager, approval was granted for a (5) year commercial lease with Orthios, LLC to establish an Artisan Incubator campus. Arc Angels, Inc. and the Dunedin Fine Arts Center have approved leases and will be offering classes in early 2016.
 - Dunedin Commons – Primerica obtained approval for 280 apartments, 56 townhomes, and 7,200 square feet of retail space and 44,659 square feet of office space. This overall project is estimated at \$40 to \$50 million and would serve as a catalyst to help revitalize the Patricia Avenue corridor. Property tax revenue to the City is estimated at \$150,000 to \$170,000.
 - *Gateway* – The Gateway is a planned mixed use development located in the downtown (corner of Main Street and Milwaukee Avenue) featuring 128 higher-end apartments and approximately 15,000 square feet of retail space. The groundbreaking for this much-anticipated project was held on December 17, 2015. Project investment estimated at \$15 million.
After completion, the Gateway development will generate \$93,750 in property tax revenue to the CRA (after a 25% Tax Increment Revenue rebate is given to Dunedin Gateway LLC during the first 12 years).
 - *Broadway Arch* – The design was finalized. Stamper Construction won the bid and will commence work in early 2016. This project came in under budget.

- *Causeway Hotel & Restaurant*: All approvals from Dunedin and Pinellas County have been received. This project will feature up to 90 hotel rooms and a 4,000 square foot restaurant.
- *Caledonia Brewing*: The building at 587 Main Street was purchased and is planned to be a brew pub called Caledonia. A Right-of-way Use Agreement was adopted creating 5 parking spaces. This action fosters adaptive-reuse, bringing back the history of the building and stimulates redevelopment in the area. Project investment estimated at \$800,000.
- Aqua Marketing & Communications:
The **December** regional pitch was “Holiday Events”, featuring Dunedin as a Tropical “Winter” Wonderland. The long-lead pitch promoted Dunedin as the “City of Firsts” detailing historic firsts that have taken place in Dunedin. Some of these included:
 - Florida’s oldest craft brewery (Dunedin Brewery)
 - The PGA (Professional Golfers Association) made its first home in Dunedin
 - First Purple Heart City
 - Frozen orange concentrate originated in Dunedin
- Downtown events in **December** included the Dunedin Downtown Market, Sunset Stroll on Victoria Drive, 2nd Friday Wine/Art Walk, Old Fashioned Christmas & Holiday Parade, Creative Artists Guild, Drive-In Movie Night, and Motorcycle Toy Run.

PLANNING AND DEVELOPMENT DEPARTMENT

- During the month of **December**, 359 total permits were issued, valuation \$88,094.50; 5 new single family residences, valuation \$1,631,049; 0 new multi-family residences; 1 new commercial structure, valuation \$750,000; 23 additions and remodeling, valuation \$739,516; 330 miscellaneous permits, valuation \$3,040,180.
- Inspections made during the month are as follows: 885 inspections (building, electrical, plumbing, mechanical, gas, roofing); and 178 code enforcement inspections. A total of 135 Business Tax Licenses were issued during **December** for an amount of \$3,389.15.

HUMAN RESOURCES

- Recruitment & Selection:
 - Positions posted during the month of December: Mechanic, Utility Billing Technician, and Section Engineer.
 - Solid Waste Driver/Loader and Project Engineer remain open.
 - Employees hired during December:
 - ❖ Caleb Collins, Park Maintenance Worker I, December 21.
 - Promotions in December:
 - ❖ Sean Stebor, to Park Maintenance Worker II, October 14;
 - ❖ Mark Eby to Senior Wastewater Worker, December 16.
- Employee Benefits:
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for December were \$231,020.74, which is 20% more than the November claims total. The average weekly claims for December were \$53,815.47.
 - Director and Payroll/Benefits Coordinator conducted weekly phone conferences with Cigna Onsite to discuss progress of the transition of administration at the Health Center.
- DROP (Deferred Retirement Option Program):
 - Number of Employees in DROP: 18.
 - Employees who entered DROP during the month: 0.

- Performance Management:
 - Number of Coaching/Counseling or Other Disciplinary Actions: 2.
- Employment Separations:
 - Number of Separations from employment: 2;
 - Retirements During the Month of December: 0.
- Risk Management:
 - Workers' Compensation:
 - ❖ Number of new workers' compensation claims: 1.
 - ❖ Total current open workers' compensation claims: 6; one employee remains on light duty; 3 others are out of work.
 - ❖ Total loss of time in December = 2 days.
- Property/Liability Claims:
 - New Property/Liability Claims: 1; total open cases = 5.
 - Moving Vehicle Accidents: 0; total open cases = 1.
- Family Medical Leave Act (FMLA):
 - Number of Employees with approved/pending FMLA: 8 - (Regular - 3, Intermittent - 5).
 - Number of new requests in December: 1.
- Other (Non-WC, Modified Duty)
 - Three employees are currently working on a modified schedule (some restrictions);
 - One employee is working on a part-time schedule, no restrictions.
- Records Requests: Number of Records Requests processed: 0.

Government Calendar



January 2016 - Government Calendar Second Revision

Last edit 1/06/2016

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
					Happy New Year! All City facilities and the Dunedin Library are closed.	
3	4	5	6	7	8	9
	6:30 PM Dunedin Library Youth volunteers meeting @ Dunedin Library	6:30 PM Stormwater Advisory Committee @ Water Plant	4:15 PM CRA Advisory Committee @ Planning Conf. Room	6:30 PM Commission Meeting @ City Hall		
10	11	12	13	14	15	16
	5:15 PM Marina Advisory Committee @ Harbormaster's Office 6:30 PM Hammock Advisory Committee @ Community Center	8:00 AM Causeway Committee @ Community Center 9:00 AM City Commission Workshop @ City Hall 10:30 AM Mobile Home Park Committee @ Planning Conf. Room	6:30 PM Local Planning Agency @ City Hall	7:30 AM Public Relations Advisory Action Committee @ City Hall		
17	18	19	20	21	22	23
	All City facilities and the Dunedin Library are closed on Dr. Martin Luther King, Jr. Day.	3:45 PM Dunedin Housing Authority @ City Hall 5:30 PM Social Services Committee @ MLK, Jr. Rec. Center	CANCELLED 3:00 PM Board of Finance Policy & Investment Sub-Committee @ Water Plant 4:00 PM Board of Finance @ Water Plant 4:00 PM Parks & Rec Advisory @ Community Center	10:00 AM Public Safety Comm. @ Fire Admin. 5:30 PM Community Redevelopment Agency @ City Hall 6:30 PM Youth Advisory Committee @ MLK 6:30 PM Commission Meeting @ City Hall	8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room	9:00 AM - 2:00 PM Electronics & Chemical Mobile Collection @ Pinellas County Government Center
24	25	26	27	28	29	30
	9:00 AM Committee on Aging @ Hale Center 6:00 PM Library Advisory Committee @ Dunedin Library	7:30 AM Environmental Quality @ Water Plant	6:00 PM Friends of Library @ Dunedin Library	8:00 AM Edgewater Drive Advisory @ Planning Conf. Room	11:00 AM Disability Advisory @ Hale Center	
31	1	2	3	4	5	6
	6:30 PM Dunedin Library Youth volunteers meeting @ Dunedin Library	2:00 PM Code Enforcement @ City Hall	6:30 PM Local Planning Agency @ City Hall	6:30 PM Commission Meeting @ City Hall		
No meeting for Stadium Advisory Committee.						