

# *Interim Manager's <sup>Up</sup>date*

## *Administrative*

February 18, 2016

This <sup>Up</sup>date will refer to the events since the date of the last <sup>Up</sup>date of January 11<sup>th</sup>, 2016.

## **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 by the City Attorney. The installation of above ground piping and fencing at Well #50 (Patricia Ave.) and Well #95 (Jackson St.) has been completed. The electrical panels at these two locations are installed and it is anticipated that Duke Energy will be upgrading the electrical services in February. Well #2 (at City Hall) will begin in March. 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 to work out the details of monitoring and control will be held on February 8<sup>th</sup>.
  - City Staff excavated a trench for geotechnical engineering investigations, and a report is expected by the end of February.
  - 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 for replacing this tank, submitted biddable plans and specifications to the City. A bid opening is scheduled for February 16<sup>th</sup>.
- **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** – Bid opening for this project was in January and will be presented to City Commission on February 18<sup>th</sup> or early March. The City’s existing 16-inch water main valves within CR 1 right-of-way are no longer operable and need replacement. 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** – Replacement of the existing water line is being incorporated into the Lakewood Estates Drainage Improvements Project.

### **Stormwater Section**

- **Lakewood Estates Drainage Improvements Project** – 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, and a SWFWMD CFI Grant. The previously approved SWFWMD grant agreement and funding commitment of \$968,000 towards construction related expenses remains in effect. The Construction Plans and Specifications are being prepared for bidding, which is anticipated to occur 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.

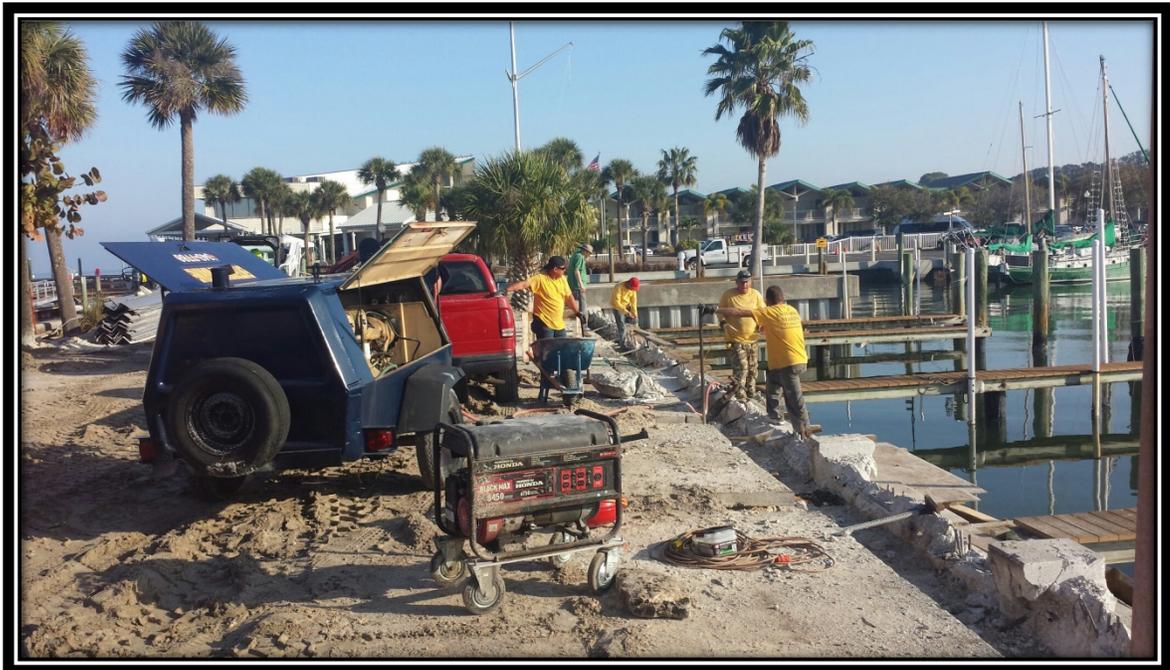
### **Roadway Section**

- **Michigan Boulevard Reclamation Project West of Pinehurst Road** – Construction of roadway improvements to Michigan Boulevard, from east of Bayshore Boulevard to west of Pinehurst Road, are underway. The roadway is being reconstructed using a Full-Depth Reclamation (FDR) process. A majority of the curbing, driveways, and FDR have been installed thus far. The project will be completed by mid-March, prior to the Highlander Games. The section of Michigan Boulevard east of Pinehurst Road to CR 1 is currently in design with construction planned for next year.
- **FY15 Annual Street Resurfacing** – The resurfacing of neighborhood streets, Fine Art Center and 3 city parks is completed. The Marina Area Parking Lot Improvements (via Change Order for additional work) has been completed, including the new Boardwalk located on the north side of the Marina. The reinstallation of streetlights in the Marina parking area, north of the Commercial Docks, is in design for LED lighting.



**Miscellaneous**

- **West Wall Construction** – The Engineering Division 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 along the Intra-Coastal portion of the project is anticipated to be complete during the month of February.

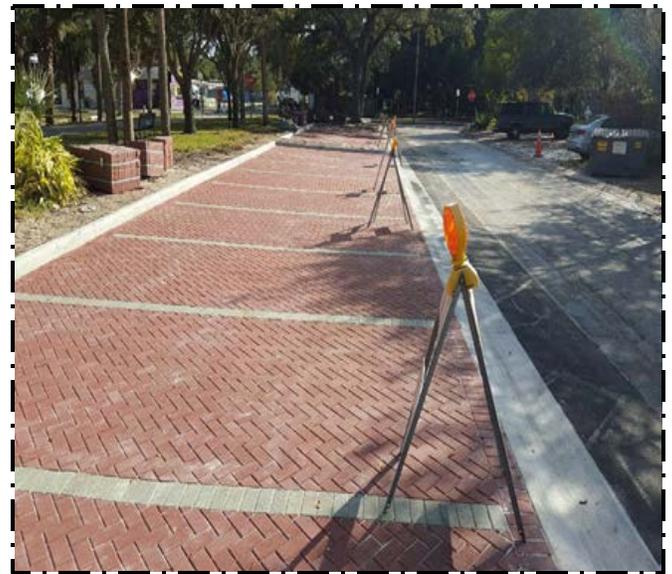
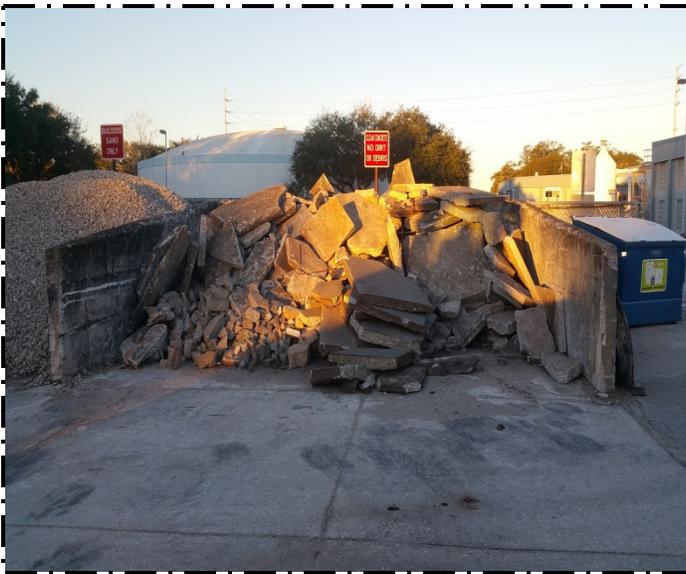


- **Dunedin Historical Society Trailside Bookstore Project** – New concrete pavers were installed for the parking area over the newly constructed underground stormwater system (see photos further below).
- **Causeway Boulevard Improvements Near Public Restrooms** – The new artistic bicycle rack will be dedicated on February 19. The center driveway at Sail Honeymoon will be removed and guardrails will be installed by the end of March.
- **Engineering Site Infrastructure / Development Review Participation:**  
Projects discussed / researched as part of DRC meetings – (2)  
Site / Infrastructure plan sets reviewed – (4)  
Reviews performed within the recommended time frame – (4)

## **Public Services Division:**

### **Streets Section**

- Contractor re-installed paver parking at Trailside Bookstore (3 days to complete).
- Installed bike rack at Trailside Bookstore.
- Continued repair of concrete sidewalks (700 SF) and curbs (277 LF).
- Continued pothole and asphalt repairs (11 tons installed).
- Staff continues right-of-way tree trimming citywide. Trimmed and hauled tree canopies for roadway clearance in Stirling Heights (53 tons) & Countrywoods. Trimmed 53 tons and hauled 55 tons of debris.
- Continued Traffic Sign & Post maintenance citywide as needed. Manufactured 75 new signs.
- Repaired utility cuts for Water and Wastewater (6 Repairs).
- Traffic staff attending Signs and Markings II Class for certification.
- Set up and removal of message boards, barricades, and cones for Arts & Crafts (110 devices) and Mardi Gras (400 devices) Events.
- Continued hauling concrete and asphalt to recycling plant as needed (88 tons hauled).



### **Stormwater Section**

- Completed pipe lining for FY15, Citywide. (4,800 LF lined).
- Arm ditch mowing (approximately 8,000 linear feet) west of CR1.
- Continued residential street sweeping activities. Hauled 19 tons of sweeping debris to County landfill.



- Continued conducting permit required sampling of street sweeping and stormwater sediment materials.
- Contracted cleaning of Sky Loch retention pond, scheduled for the end of February.
- Continued right-of-way and drainage ditch mowing Citywide (40,000 LF City forces, 230,000 SF contracted).
- Continued storm drain cleaning activities with Vac-Truck in Area II.
- Continued inspecting and cleaning of stormwater treatment systems citywide.

### **Facilities Section**

- Installed temporary electrical service for the Trailside Bookstore project. Currently coordinating with Dunedin H.S. architecture program on construction of facility.
- Satisfactorily passed County DEP compliance inspection for AST diesel storage at M.L.K, Fleet, and Public Services facilities.
- Completed FCC narrow-banding requirements for 3 City radio channels and renewed FCC radio broadcast licenses for each.
- Completed pressure cleaning of 40,000 SF. Library facility / repaired interior and exterior lights throughout as well.
- Coordinated with Parks and Recreation Department to facilitate annual repair / maintenance needs at Stadium facility in preparation for upcoming Spring Training season.
- Completed kitchen remodel at Blue Jays Solon Avenue training complex.
- Repaired potable water lines beneath Stadium, South seating section. Assisted in replacement of failed 2” reclaim water valve in parking lot by groundskeeper shed.
- Completed electrical needs for installation of new fire alarm system at Boat Club / Pram Shed facility.
- Replaced electrical service and upgraded lighting, and ventilation systems for remodel project at the Artist Incubator building (968 Douglas Avenue).



- Completed interior remodel of Little League concession facility on Harvard Avenue. Coordinated with contractors for replacement of roof, installation of new HVAC system and gutter system as well.
- Completed demolition and replacement of restroom facility at Elizabeth Skinner Jackson Park.



- Repaired shower, interior and exterior lights, and replaced water heater at Fire Station #60.
- Completed replacement of rooftop air conditioning unit for City Clerk area in Municipal Services facility.
- Coordinated contract replacement of \$40,000 chiller compressor for Community Center chilled water HVAC system.
- Currently coordinating with Streets Section for bridge (2) painting project in Harborview neighborhood (Harborview and Palm Blvd).



- Repaired sink in Men's restroom at City Hall. Ordered baby changer tables for City Hall restrooms.
- Set up and worked the Celtic Fest event.
- Set up and worked Old Fashion Christmas / Holiday and Boat parade events.
- Set up and work Mardi Gras event.
- Continued addressing Code / Safety Inspections Citywide.
- Approximately 400 HVAC filter replacements continue Citywide throughout our 31 buildings on a monthly cycle.
- Upgraded plumbing in Women's restroom at M.S.B. building.

- Painted Harvard restroom floors and around the trash can areas of the Wastewater building.
- Repaired Weaver Park restroom door.
- Serviced all ice machines at all City locations.
- Attend Supervisory training through Pinellas County Consortium.

**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.
- The Sustainability Coordinator is assisting the local chapter of the American Water Works Association (AWWA) for their upcoming Water Festival Event that will be held in April/May 2016. Christina will be the festivals exhibit coordinator.
- The Sustainability Coordinator was in attendance for the January 7th Commission Meeting to announce the winners of the America Recycles Day “Read for Recycling Campaign”. The six individual winners were chosen at random, and the class winner was selected by the total amount of reading logs submitted from a class. Over 100 reading logs were submitted and the winning class submitted 19. The following are the individual and class winner(s):



Discovery Academy of Science: Skyler Williams 3<sup>rd</sup> Grade  
 Discovery Academy of Science: Hunter Bruce 5<sup>th</sup> Grade  
 Garrison-Jones Elementary: Madison Bates 2<sup>nd</sup> Grade  
 Garrison-Jones Elementary: Jazmin Armenta 2<sup>nd</sup> Grade  
 Our Lady of Lourdes: Gabrielle Warga 2<sup>nd</sup> Grade  
 Discovery Academy of Science: James Newton 2<sup>nd</sup> Grade  
 Mrs. Flannigan’s 2<sup>nd</sup> Grade class at Discovery Academy of Science

- A “Friendly Landscaping” workshop was held on Tuesday January 12<sup>th</sup> from 6:30-8pm at the Community Center. This workshop discussed the 9 Principles of Florida Friendly Landscaping that will assist patrons in achieving a Florida Friendly Landscape for their home. A total of 26 participants were in attendance. This workshop was held in conjunction with maintaining our FGBC certification.



- All of Solid Waste staff attended the training initiated by Human Resources pertaining to harassment within the workplace. While at this meeting, staff learned about different forms of harassment, bullying, and uncivil conduct within the workplace.
- Staff placed sandwich board posters with the curbside holiday collection schedule at the following City facilities: Library, Community Center, Utility Billing and every week at the Green Market.
- The Sustainability Coordinator was a representative of Dunedin at the Pinellas County Extension Services Local Government Advisory Committee on January 19th. This advisory committee is a startup of the previous committee that disbanded in 2012. While at this meeting, representatives from other municipalities held a brainstorming discussion of environmental projects at each municipality, and current hot topics.
- Staff attended a quarterly brainstorming session with the City's Communication Department to discuss the City's website.
- The Sustainability Coordinator attended the Senior Awareness Fair at the Dunedin Hale Center on Friday January 22nd. While there, she spoke to residents and passed out information pertaining to disposal of hazardous waste/chemicals, medicines, needles, and cigarette butt disposal. Approximately 330 residents were in attendance.



## **Wastewater Division:**

### **Plant Summary**

- **Wastewater Treatment flows:**
  - Influent Average Daily Flow: 4.258 Million Gallons
  - Influent Monthly Total Flow: 132.002 Million Gallons
  - Reclaimed Water Average Daily Flow: 2.048 Million Gallons
  - Reclaimed Water Monthly Total Flow: 63.483 Million Gallons
- **Maintenance and Repairs:**
  - Maintenance emptied Curlew elevated reclaim tank for inspection by outside contractor Utility Services.
  - Maintenance replaced 200 hp blower motor at Fac#13 blower room. Regional Engineering was on site for laser alignment of blower to motor.
  - Maintenance installed two non-clog anaerobic mixers at Fac#5.
  - Maintenance pulled mix liquor pumps #2 and #4 from Fac#6 aeration tanks and cleaned pumps.
  - Maintenance pulled reuse pump #1 from Fac#16 master reuse station motor sent out to Mader Electric for cleaning, hot dip and bake of windings and new bearings.
  - Maintenance replaced existing reliance VFD on#1 methanol pump. Installed new VFD on #1 methanol pump.
  - Maintenance installed new stainless steel air header on Fac#8 filter #4.

### **Collections Summary**

- Scheduled repairs:
  - New lateral install for 962 Highland Ave. (relocated house)
  - Lateral repairs on Amberlea Ct., Orangewood Dr., President St., San Jose Dr., and Fairway Dr. Follow up lateral mini-scout inspections.
  - R/W clean out installs (11 – Jones Dr. (7), Fairway Dr. (2), Dinnerbell Ln E. (1), Greenwood Dr. (1)
  - Install lateral liners (3) on Highland Ave., Amberlea Ct., and San Charles Dr.
  - Prep work for liner demo with Permaliner (training video) on Pasadena Dr.
- Unscheduled repairs / blockages:
  - Continued to respond to citizen blockage calls (29); and daily utility field locates of sewer / fiber optics.
- Cleaner Crew:
  - Continue cleaning main lines (5,053 LF).
  - Monthly cleaning out of backwash basin at Water Plant.
  - Assisted Reclaimed staff by cleaning / blowing-out 3 reclaimed service line connections.
  - Haul debris from main line cleaning to landfill
- TV Truck:
  - Cleaning all sanitary sewer lines at Florida Auto Exchange Stadium.
  - Clean rear easement of Citrus Ave. (following main line blockage).
  - Work on cleaning / setting up new Concrete Building, at Highland – set up new ACME pumps (4) inside.
  - Install sectional liner repair on Greenwood Dr. (cut out depression and compact).
  - Work on locating / verifying existing sewer lines around “Gateway Project”.
  - Televis Storm line at Milwaukee / Scotland, due to depression in roadway, and mains around Lake / Lakewood.
  - 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:
  - Finish work on E-ONE stations at Marina Bath House and Boat Club.
  - Rebuild 2 – E-ONE pumps for back up.
  - Major by pass pumping set up to isolate wet well at LS # 3 (Weaver Park) for contractor to rehab wet well walls.
  - Repair Maintenance Shop air compressor.
  - Put together run time reports for proposed force main replacements (CIP).
  - Respond to SCADA alarms (after hour / power outages) and continue preventative maintenance, exercise valves, clean out check valves, clean wet wells, pulling / de-ragging pumps, grounds keeping, small equipment repairs, etc.

**Water Division:**

**Water Production**

- **Production Numbers:**
  - Average Daily Potable Water Production: 3.61 Million Gallons
  - Monthly Potable Water Production: 112.05 Million Gallons
  - Annual YTD Potable Water Production: 112.05 Million Gallons
  - Annual YTD Rainfall: 5.81 Inches
  - Monthly Rainfall Total: 5.81 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 has been reinstalled.
  - New telemetry antenna and 2 sections added for additional height.
  - Operators continue normal PM program on plant equipment.

**Water Distribution**

- **Maintenance and Repair** – The annual backflow testing program is 5% complete, with approximately 665 backflows tested for the calendar year. The large meter program is 100% complete, with 67 large meters tested for the fiscal year. Thus far this year, the Hydrant Program has installed 0 new hydrants, repaired 5, and replaced 1. During this time period, the Valve Program exercised 204 valves. For the year, the Valve Program has installed 0 new, replaced 1, repaired 0, and exercised 1,521 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:**
  - Began preparations for the FY2017 budget, including the submission of the CIP projects.
  - Attended the first reading of the revisions to the Commercial Activity Ordinance for the Dunedin Causeway.
  - Completed the Department's Sponsorship Packet.
- **Marketing:**
  - Completed a first draft of the Summer Camp Magazine and preparing for final copy and print.
  - Staff attended the Website Editors meeting to provide feedback and input to webpage design and content.
  - Met with marketing staff from surrounding cities to discuss effective marketing plans & management, software programs and website maintenance.
  - The Parks & Recreation Marketing Committee met to discuss various ideas to help bring awareness to the City's electronic notification system and created a poster distribution schedule.
  - Continued work on the development of an Employee Handbook for the Department.
  - Designed various print materials to help advertise recreation programs and events.
- **Special Events:**
  - Academia DaVinci hosted their annual 5K Run for the Arts in Hammock/Highlander Park; they had a total of 107 participants.
- **Recreation:**
  - **Community Center**
    - The Community Center had a total of 27 rentals, all from birthday parties, baby showers, Dunedin Little League registration, tax-aide trainings, business meetings, City meetings/trainings, Zumba training, School Awards Ceremony, and the Dunedin Masonic Lodge Celebration, all bringing in a total of over 1,400 patrons in attendance.
    - The Dunedin Concert Band put on an animal-themed concert for children. Families got to enjoy balloon animals, face painting, a caricature artist, storytelling, and if they came dressed as their favorite animal, they won a prize. The concert brought in a total of 100 guests.
    - The Fencing Program has added a class for beginners on Tuesdays. Now, unexperienced fencers can get better training and practice with a one-on-one instructor. After the New Year, everyone's resolutions have developed. The Center saw an increased number of guests signing up for gym and fitness class memberships. The Center has received many phone calls and walk-in patrons inquiring about our programs and activities daily.
    - Pickleball has become quite the popular morning activity. There have been over 40 patrons each day that come to play the fun game. It's become so popular that we have extended the days that we offer the program—four days instead of two.
    - Staff has been busy planning all upcoming events that will take place in the next few months.
  - **Fitness/Wellness**
    - Fitness Center visits totaled 3,945 and group fitness visits totaled 1,871 for a total of 5,816 visits. The facility was closed for the 1/1/16 and 1/18/16 holidays.
    - Fitness Center attendance was up an average of 25 visits/day for the month compared to December 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 ten (10) teams participating.
- Six (6) teams participated in the 50 Years & Over Softball League.
- Forty-five (45) athletic rentals were held in January.
- Seventy (70) participants registered for tennis classes in January.
- A new Men's Flag Football League started on Monday nights with eight (8) teams participating.
- Forty-eight (48) kids are registered in the North City Track Program.
- Sixty-eight (68) kids are registered for Youth Flag Football (10 more than last year at this time).

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

- January 4 – TGFH, 18 children participated in specially-themed activities, including games, crafts, and special snacks.
- January 16 – Diversity Breakfast and March - 200 participants enjoyed breakfast with Pastor Clem Bell and keynote speaker, William Davis, hallmarking the work of Dr. Martin Luther King, Jr. and the importance of acceptance and diversity. Five essay contest winners from local schools read essays on how their generation can make Dr. Martin Luther King, Jr.'s "Dream On" march. Diversity artwork from students at San Jose, Dunedin and Garrison Jones Elementary After School Programs and African American history in Dunedin from the Historical Museum, were on display. The event culminated with a march to Pioneer Park and entertainment from local church choirs, including Shiloh Baptist Church and the Dunedin High School Steppers.
- Staff is working on planning and preparing for the "New Chefs On the Go" program to begin in February.
- January 22 – Staff hosted a New Year's Extravaganza for youth ages 8-13 years old. Twenty (20) participants enjoyed games, contests, photo booth and props, snacks, piñata and a balloon drop to celebrate the New Year.
- January 27-28 – Staff attended Human Resources' training on harassment.
- January 28 – Summer Camp Supervisory Staff attended round table discussion with local Parks & Recreation Departments to share ideas, connect with other professionals and learn from one another. Discussion topics included field trips, fun ways to incorporate academics, motivating staff/incentive, staff training, technology policies and dealing with controversial issues.
- Staff continued working on future projects, including Summer Camp planning, marketing, Midnite Madness, Flashlight Easter Egg Hunt, Big Top Bash, Spring Fling Camp and TGFH Days.

#### **Hale Activity Center:**

- Fifty-three (53) adult classes and programs were held this month with a total participation of 3,307.
- The Center hosted three outside group meetings with an attendance of 32.
- The Highland Luncheon was sponsored by Belleair Towers with an attendance of 80 participants.
- The 3 O'Clock Band held a concert with 82 in attendance.
- The Senior Awareness Fair had a participation of 425 with over 55 vendors and was sponsored by Papa John's, Mease Manor, St. Mark Village and Humana.
- The Center was host to "A Tribute to Ella Fitzgerald" Concert sponsored by the Dunedin Library with 180 in attendance.
- A trip to Fletcher's Dinner Theater had an attendance of 28 participants.
- The Center hosted two rentals with an attendance of 240 participants.
- Total Center attendance for the month of January was 4,194 participants.

#### **Highlander Pool:**

- Staff is working with the Sheriff's Youth Ranch to create an outreach swim lesson program. The program just obtained funding. Dates are tentatively set for Tuesdays and Thursdays, May 10-26, 5-6 PM.
- Staff is planning and preparing for the annual Every Child A Swimmer Program. There will be two sessions each with a separate registration date. Session I registration date is April 7, 4-7 PM and classes begin Monday, Tuesday and Wednesday, April 11-20, 4:30 PM, 5 PM and 5:30 PM. Session

II registration date is April 21, 4-7 PM. Classes will be held on Monday, Tuesday and Wednesday, April 25-May 4, 4:30 PM, 5 PM and 5:30 PM.

- Staff is finalizing plans for the annual Splash Bash at Highlander Pool on May 7, 11 AM-3 PM. There will be games, DJ, races, raffles, inflatable and a picnic lunch—all free.
- Maintenance is finishing up at the Kiwanis Sprayground. The mushroom feature received a fresh coat of paint, as did the slide. Two features were replaced with a new cracked barrel feature that sprays up, down and sideways. We also have a new daisy feature which sprays down and adds the fun feeling to the sprayground. The sprayground will open on March 19 at 9 AM.
- Highlander Pool will open on April 2 with spring hours of Monday-Thursday, 3-7 PM, closed on Fridays and open Saturdays and Sundays from 10 AM-5 PM. Bookings for birthday parties and swim lessons will begin soon, and 2016 lifeguard staff is beginning to be hired with spring in-service training beginning on March 11.

- **Parks:**

- Installed new interpretive signs at Hammock Park through a cooperative partnership with the Friends of the Hammock.
- Conducted the annual membership meeting of the Friends of the Hammock, including an update on the Management Plan and the unveiling of a new volunteer and adoption program, as well as fundraising efforts to construct a boardwalk on Fern Trail (presently closed).
- Started design for a new Tree Removal informational brochure.
- Removed holiday decorations, including the large Christmas tree at Edgewater Park.
- Moved the downtown storage shed to the new Artisan's Incubator.
- Installed replacement funbrellas at Highlander Pool.
- Completed conversion of Fisher Field 7 to a baseball field.
- Created new staff parking area behind Community Center.
- Performed various maintenance at the Stadium in preparation for Spring Training.
- Provided logistical support for a variety of events, including Arts & Crafts Festival, Senior Awareness Fair, and Library Book Sale.

- **Marina:**

- The west wall refurbishment project is about a month behind schedule, and there are still more delays foreseen.
- The pedestrian boardwalk is complete and visitors are utilizing it extensively.
- Ospreys have relocated to another location successfully from a slip renter's boat, where they were very persistent in building their nest. Thanks to the combined efforts of Marina Staff and Public Works for their bucket truck, they were able to place nesting materials in a tree in Edgewater Park that was collected from the boat.
- Marina staff performed annual maintenance of scraping of pilings from oyster build up.
- Resident Boat Ramp Use - 38
- Non-Resident Ramp Use -14
- Resident Annual Ramp Decals (45)

## **DUNEDIN PUBLIC LIBRARY**

- Presented 8 computer classes with an attendance of 50 people
- Notary Service at Library – 7 stamps
- Delivered 117 items to 26 users of our Homebound Delivery Service
- 451 seed packets checked out
- Dunedin Youth Volunteers donated 205.25 hours of their time
- Adult Volunteers donated 276.5 hours of their time
- 334 patrons utilized the study rooms

- Staff attended monthly staff meeting
- Staff attended city Respect & Harassment Awareness Training
- Continued training and set-up of new countywide library online catalog, SIRSI-Dynix
- Staff attended 7 training sessions on SIRSI-Dynix
- Webinars: SIRSI webinar and Continuing Education webinar
- Staff attended the following meetings: Web Editor Meeting, FLA Legislative Committee, Ebooks Countywide Selection, TBLC Leadership Summit
- Director was keynote speaker at Literacy Council Summit – Annual Meeting
- Reference Librarians presented technology component at Literacy Council Summit
- Oversaw MLK Jr. Essay contest, winners announced at Commission meeting
- Library Director and Friends member attend Library Day in Tallahassee
- Historical Museum and Library finalized planning for digitization of Dunedin Times
- Staff started portfolio setup with SIRSI/Dynix - new countywide ILS system
- Staff attended grand opening of Dunedin Cares
- Staff visited University of Tampa Incubator Space
- Met monthly with Library Directors countywide
- Planning and assisting with set-up of Friends of the Library Annual Book Sale
- Volunteer cleaned 416 DVDs/CDs that are now back in the collection
- 2 exams proctored
- Held concert at Hale Center – 175 people in attendance
- 1248 E-books downloaded
- 363 audiobooks downloaded
- Hosted blood drive - OneBlood

## **STATISTICS**

Door Count	41,044
Total Transactions	85,794
Average Circulation per Hour	203
Adult and Youth Programs	89
Program Attendance	2436
New Materials Added	785
Internet Usage (Adult & Youth)	2787
Wireless Usage	2646
AWE Early Literacy Station Users	349

## **FINANCE**

Update on Board of Finance Activities:

- The Budget Subcommittee will be meeting with Gehring Group at their February meeting and are looking to meet with Water/Wastewater, Solid Waste, CRA, Parks & Recreation, Streets, Planning & Development, and Fleet during the months of April, May, and June.
- Dave, Vice-Chair, from the Budget Subcommittee will be requesting clarification from Commission on how they would like to receive the Boards report on the budget.
- The Board acknowledged 2 recent applicants for the Board of Finance and would like to interview both in hopes of filling a vacant alternate position.

The Finance Department:

- Welcomed our new Finance Director to the team, Joseph Ciurro.

The Accounting Division:

- Accounting continues with fiscal year end closing, audit and completion of the 2015 CAFR

The Budget Division:

- Completed audit of active projects in Naviline. Inactivated 81 projects, reducing active projects by nearly 25%.
- Reconciled FY 2015 project budgets to reflect FY 2016 carry-forward amounts.
- Adoption and processing of Budget Amendment 16-03 (FY 2015 carry-forward)
- Adoption and processing of Budget Amendment 16-04 (FY 2016 Q1 BA)
- Completed monthly Investment Report
- Completed monthly CRF reconciliation
- Distributed Comparison of FY 2016 Estimated Fund Balance to Reserve Policy based on FY 2015 Unaudited Actuals
- Assisted in providing auditors with required information
- FY15 Budget Amendment Year End Reconciliation

**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>	COUNT	<u>TOTAL</u>	<u>TOTAL</u>
1/7/2015	113	\$ 564,696	18	\$ 15,084	0	\$ -	\$ 579,779
1/14/2016	61	\$ 290,280	5	\$ 20,873	4	\$ 26,550	\$ 337,702
1/21/2016	99	\$ 344,440	6	\$ 13,161	3	\$ 4,130	\$ 361,732
1/28/2016	77	\$ 202,576	4	\$ 26,176	6	\$ 18,467	\$ 247,218
<b>TOTALS</b>	<b>350</b>	<b>\$ 1,401,992</b>	<b>33</b>	<b>\$ 75,293</b>	<b>13</b>	<b>\$ 49,147</b>	<b>\$ 1,526,432</b>

**PURCHASING**

**CURRENT BID & RFP STATUS LIST**

**RECENTLY AWARDED**

- Bid 15-1056 is titled “Broadway Arch Replacement.” The bid was awarded to Stamper Construction at the January 7, 2016 City Commission meeting.

**UNDER EVALUATION**

- Bid 15-1057 is titled “CR1 Valve Replacement Project.” Bids were accepted until 2:00pm Tuesday, January 12, 2016. Currently, staff is reviewing the bids.
- Bid 16-1058 is titled “Furnish & Install Palm Trees (41 each).” Bids were accepted until 2:00 pm Tuesday, January 19, 2016. Staff intends to place this item on the February 18, 2016 City Commission agenda.

**ACTIVE ON THE STREET**

- Bid 16-1059 is titled “WWTP Chemical Handling Facility #14 Methanol Storage Tank.” Bids are due at 2:00 pm Tuesday, February 9, 2016.

**UNDER DEVELOPMENT**

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

## **INFORMATION TECHNOLOGY**

*Service requests for the month of January.*

Tickets Created	157
Resolved Tickets	149
Open Tickets	041
Malware Incidents	001

***Important Information Technology Services events and status.***

- Exported and forwarded monthly permits to county.
- Finished external PEN test.
- Completing End of Year Procedures.
- Configuring storage device with servers.
- Implementing new Exchange Server with vendors.
- Increased data center switching capacity and layout.
- Organized data center wiring for easier troubleshooting.

## **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 11,160 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 - 366 subscribers • 81,487 views
- Continue to work with Aqua Marketing on Public Relations Campaign.
- Hosted new account representative Aqua Michelle Tomao for a Dunedin familiarization tour.
- Worked with Facebook to install Q&A feature on City Facebook page.
- Social media archiving research and planning.
- Hosted quarterly City website editor's meetup.
- Parking team meetings.
- Hosted PSTA Communications team for a tour of DTV/Communications Dept.
- Budget planning.
- Planning/scheduling of DTV productions.
- 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: Dunedin 2016 look ahead featuring the Library, Fine Art Center and Honeymoon Island, Dunedin Cares Grand Opening, S.T.E.M Statewide Competition, Dunedin Heritage Pro/Am, MLK Day and Mardi Gras promotion.
- Produced all content for Dunedin TV, City website, Facebook and YouTube.
- Upload and maintenance of Granicus (video on demand)
- Coverage of the City Commission, Workshop and LPA meetings (15 hours).
- Inventory of current functionality of current equipment and technology.
- 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**



### **Downtown Parking Update**

The following items were accomplished with the implementation of the Downtown Parking Management System:

- City Commission approved:
- a map showing hybrid paid and complimentary parking areas,
- allocation of all available BP funds towards elements of the Parking Management System, and
- preparation of a draft Request for Proposal (RFP) for a Pay Station vendor.
- City Commission also approved a Lease Agreement with Justice Plaza, Inc. for 228 Main Street that will result in 39 additional parking spaces.
- The 195-space parking garage at 940 & 966 Douglas Avenue has also received approval from the Local Planning Agency and the City Commission will be reviewing this item in February.
- Staff has met with parking vendors to learn about pay station capabilities.
- Work has also begun to prepare the draft RFP to go out for pay stations.
- The City has hired a consultant to assist with the various elements of parking implementation.
- Staff has met with a consultant and is moving forward with scope for Wayfinding Plan.
- Marketing materials for public outreach are being prepared.

- Staff has a weekly meeting on parking to discuss action items and progress.
- Communication Department is working with Webmaster on parking outreach efforts.
- Projects:
  - *Dunedin Bed & Breakfast*: On January 7, 2016, a request for Preliminary Conceptual Review for an 11-unit Bed and Breakfast at 520 & 530 Skinner Boulevard was approved. This property will generate approximately \$15,678 in ad valorem taxes to the CRA Fund.
  - *Eco-Village Townhomes*: Construction is in progress on the first of five townhome buildings. These are some of the very first Net Zero Energy Ecomagination homes in the world. Project investment estimated at \$4 million.
  - *Artisan Apartment Homes*: On January 13, 2016 the LPA approved a request for Development Agreement for the property located at 940 & 966 Douglas Avenue. This is a mixed-use project to include 65 residential apartments, and approximately 11,750 square feet of retail with a parking garage.
  - *Broadway Arch*: The contract to furnish and install a new arch at Broadway Avenue and Main Street was awarded to Stamper Construction Company of Tarpon Springs, FL.
  - *Broadway Improvements*: Staff is currently working on improving Broadway (Scotland Street to Main Street) with landscaping, decorative lights and tree grates.
- *Aqua Marketing & Communications*, the City's Public Relations firm, has pitched newsworthy segments from Intergenerational travel and peaceful Valentine's Day escapes to highlighting Dunedin as a go-to destination for boating with its welcoming marinas. The Aqua team visited Dunedin to introduce new team member Michelle Tomao. Their pieces on Dunedin have caught the eye of the Boston Globe and Bay News 9's Florida on a Tankful resulting in several planned visits over the next few months.
- Downtown events in **January** included the Dunedin Downtown Market, Sunset Stroll on Victoria Drive, 2<sup>nd</sup> Friday on the Town, Art & Craft Festival and Creative Artists Guild.
- The Taoist Tai Chi Society held their annual Chinese New Year Banquet on January 16<sup>th</sup>. This event welcomed in the Year of the Monkey, an animal known for being smart, quick-witted, and having an adventurous nature.

## **PLANNING AND DEVELOPMENT DEPARTMENT**

- During the month of **January**, 334 total permits were issued, valuation \$85,559.53; 2 new single family residences, valuation \$609,512; 0 new multi-family residences; 0 new commercial structures; 43 additions and alterations, valuation \$1,644,749; 289 miscellaneous permits, valuation \$3,083,309.
- Inspections made during the month are as follows: 954 inspections (building, electrical, plumbing, mechanical, gas, roofing); and 131 code enforcement inspections. A total of 124 Business Tax Licenses were issued during **January** for an amount of \$2,301.15.

## **HUMAN RESOURCES**

- Recruitment & Selection:
  - Positions posted during the month of January: Field Service Representative (Water)-Internal Posting.
  - Mechanic remains open until filled.
  - Utility Billing Technician, Section Engineer, Solid Waste Driver/Loader and Project Engineer are closed, pending department action.
  - Employees hired during January:
    - Joseph Ciurro, Director of Finance, January 10, 2016.

- Employee Benefits:
  - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for January were \$166,531.71, which is 28% less than the December claims total. The average weekly claims for January were \$33,306.34.
  - Director and Payroll/Benefits Coordinator continue to have bi-weekly phone conferences with Cigna Onsite to discuss the progress of the transition of administration at the Health Center.
  - A new permanent physician began employment at the Health Center on January 25, 2016.
  - Director and Payroll/Benefits Coordinator met with the Gehring Group to discuss the annual compliance review for insurance benefits.
- 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: 3;
  - Retirements During the Month of January: 1
    - Public Services Maintenance Technician I Mike White retired from the on January City after ten years of service.
- Risk Management:
  - Workers' Compensation:
    - Number of new workers' compensation claims: 0.
    - Total current open workers' compensation claims: 3; two employees are on light duty; 1 is out of work.
    - Total loss of time in January = 0 days.
- Property/Liability Claims:
  - New Property/Liability Claims: 0; total open cases = 7.
  - Moving Vehicle Accidents: 0; total open cases = 1.
- Family Medical Leave Act (FMLA):
  - Number of Employees with approved/pending FMLA: 7 - (Regular - 2, Intermittent - 5).
  - Number of new requests in January: 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: 1.
- Other:
  - HR/Risk Manager attended monthly Social Services Committee Meeting on January 19, 2016.
  - Human Resources facilitated annual mandatory employee Respectful Workplace Harassment training on January 27 & 28.
  - Human Resources coordinated the nomination and selection process for employee representatives of the Personnel Review Board.

# Government Calendar



February 2016 - Government Calendar First Revision

Last edit 1/28/2016

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 6:30 PM Dunedin Library Youth volunteers meeting @ Dunedin Library	2 2:00 PM Code Enforcement Board @ City Hall	3 6:30 PM Local Planning Agency @ City Hall	4 6:30 PM Commission Meeting @ City Hall	5	6
7	8 6:30 PM Hammock Advisory Committee @ Community Center	9 8:00 AM Causeway Committee @ Community Center  9:00 AM <del>City Commission Workshop @ City Hall</del> CANCELLED  10:30 AM Mobile Home Park Committee @ Planning Conf. Room  4:00 PM Stadium Advisory Committee @ Dunedin Stadium  Main Library closes at 4	10 4:00 PM Board of Finance Interview Process @ Water Plant	11 7:30 AM Public Relations Advisory Action Committee @ City Hall	12	13
14	15 5:15 PM Marina Advisory Committee @ Harbormaster's Office  Main and Branch Library will be closed.	16 5:30 PM Social Services Committee @ MLK, Jr. Rec. Center	17 2:30 PM Fire Pension Board @ City Hall  3:00 PM Board of Finance Budget Sub-Committee @ Water Plant  4:00 PM Board of Finance @ Water Plant  4:00 PM Parks & Rec Advisory @ Community Center	18 10:00 AM Public Safety Comm. @ Fire Admin.  6:30 PM Youth Advisory Committee @ MLK  6:30 PM Commission Meeting @ City Hall	19	20
21	22 9:00 AM Committee on Aging @ Hale Center  6:00 PM Library Advisory Committee @ Dunedin Library	23 7:30 AM Environmental Quality @ Water Plant	24 6:00 PM Friends of Library @ Dunedin Library	25	26 8:00 AM Arts & Culture Advisory Committee @ Planning Conf. Room  11:00 AM Disability Advisory @ Planning Conf. Room	27 9:00 AM - 2:00 PM Electronics & Chemical Mobile Collection @ Pinellas County Government Center
28	29	1 2:00 PM Code Enforcement @ City Hall	2	4 6:30 PM Commission Meeting @ City Hall	5	6

No meeting for CRA Advisory, Dunedin Housing, Edgewater Drive or Stormwater Advisory.