

# City Manager's <sup>Up</sup>date

June 8, 2020

This <sup>Up</sup>date will refer to the events since the date of the last <sup>Up</sup>date of May 8, 2020.

## **CRA/ECONOMIC & HOUSING DEVELOPMENT**

### **COVID-19 Work**

- Staff has been spending considerable time communicating resources to assist businesses regrading grant and loans programs.
- Staff has initiated and collaborated with Dunedin Chamber, DDMA, and Florida Business Incubator Inc., on weekly webinars providing information and guidance on applying for business assistance aid through the county, state and federal government.
- Formed a Business Recovery Team with a plan and strategies to address ongoing issues with the business community.
- Formed a subset of the Business Recovery Marketing Team to focus on marketing to reignite the Dunedin business economy and create community spirit.
- Economic Development staff has been engaging with Pinellas County Economic Staff.

### **The following information is a summary of the last month:**

- Webinars hosted – 8
- Webinar attendees – 140
- Zoom Rooms hosted – 5 / Attendees – 9
- 1:1 Meeting Scheduled
  - Initial meeting and action plans sent – 18
  - Follow-up meeting – 9
  - Follow-up emails/phone calls – 38/24
- Individual Companies Served – 18
- Resources provided:
  - E-Book
  - Checklist
  - Cheat sheets
  - FAQ's and resources pages
  - Individual action plans

### **Patricia Corridor**

- Staff continues its work with the Patricia Corridor Business Alliance (PCBA) on identifying areas of need as well as recruiting for membership. Staff is working on a sketch to create a median entryway feature off on SR 580 onto Patricia. Possible art features are also being explored.

### **DEEP Project**

- **Gateway** – Staff has been working to develop a unified site plan.
  - Official legal notice has been advertised for the property disposition. Only one proposal has been received.
  - Updated Appraisals have been received.
  - A workshop has been scheduled for July 14<sup>th</sup> to review the Gateway proposal.

- **City Hall Downtown Parking** – staff has been working on a review and summary of downtown parking needs and parking needs for the new City Hall property.

### **Affordable/Workforce Housing**

- Staff presented a summary of the recommendations for an Action Plan to address incentivizing Affordable Housing at the March 17<sup>th</sup> Commission Workshop. Staff will begin the process to formalize incentives at a City Commission meeting.
- Staff continues to work to assemble the resources and partners for an affordable/workforce housing project. We are currently reviewing the feasibility of two potential Senior Affordable housing project.

### **Skinner Blvd Road Project**

- The Grant request to Forward Pinellas for a \$1,000,000 Complete Streets infrastructure Grant for Skinner Blvd. was approved in March. A \$500,000 Safety Grant is also in the final review by FDOT. Next step is a Lane Elimination Study with is needed for FDOT before sending out the RFQ for design of the Complete Street project.

### **Downtown**

- Staff is working with Cardno to discuss several Downtown enhancement projects: Pioneer Park enhancements, SDG have been retained to prepare architectural elevation for bathrooms on the east end of Main Street and a proposal for Downtown Master Landscaping Plan.
- The Artistic Bus Stop on Main Street has been completed.
- A Call To Artists has been initiated for the downtown Artistic Benches project. The Arts and Cultural Committee is taking the lead on this project.
- Staff continues working on enhancements for downtown including, benches, lighting, pavers, parking lot upgrades as well as renewal of parking lot leases.
- Staff is working to update and refresh the brick entryway signs in several places with metal lettering. Three (3) entry signs have been completed to date.

### **Douglas Avenue**

- Staff has been working with all the parties who represent the Art Incubator to discuss renewal of the lease located on Douglas Avenue.
- Staff is moving forward with construction of the pedestrian friendly raised crosswalks. This project is a measure to enhance walkability on Douglas Avenue near the Artisan and parking Garage. Work is scheduled to begin Summer or Fall 2020.

### **Business Recruitment and Retention**

- Staff continues to work with the Dunedin Downtown Merchants Association (DDMA) and attend their monthly meetings.
- Staff continues to work closely with Pinellas County Economic Development (PCED) and attend the monthly Economic Development Partners meetings with leadership from the surrounding municipalities.
- The Florida Business Incubator Inc., prepared a quarterly progress report for City Commissions.
- Staff continues to respond and to assist businesses find available space in the business community

### **Wayfinding**

- Installation of the new Wayfinding signs has been completed. Next steps is to review the wayfinding signage with FDOT on state roadways and submitting for a trademark on the signs.

## **DUNEDIN PUBLIC LIBRARY** (Library closed 3/19/20 due to COVID-19)

- Staff returned to work May 11, 2020
- Curbside pick-up started May 18, 2020
- Curbside pick-up statistics for 2 weeks (May 18 -22, 26-29) – 409 people
- Prepared building with new COVID 19 social distancing and safety procedures
- Library reopened to the public with limited hours, limited capacity and limited services on June 1, 2020
- 1159 WIFI sessions - patrons could access in outside courtyard during closure
- Notary Service at Library –10 stamps
- Responded to 34 prison reference letters
- Hosted Friends of the Library Meeting on Zoom
- Hosted Socrates Café on Zoom – 6
- COVID 19 virtual library cards – 26
- Submitted grant to EBSCO for solar panels
- New equipment from Spectrum installed
- Assisted with decorations and power point for Dunedin High School graduation celebration
- Distributed Mayor's Top Apple School Awards to Dunedin schools
- 94 DVDs/CDs cleaned and put back into circulation
- Library Director selected as Vice-President/President-Elect of the Florida Library Association
- Webinars: Library Staff completed 188 online trainings and webinars
- Staff attended the following virtual meetings: Commission Meetings and Work Sessions, Weekly City Department Head Meeting, Weekly Library Management Team meetings, Friends of the Library, Weekly staff meetings, Dunedin Council of Organizations, Dunedin Chamber Education Foundation, Budget Workshop, COVID 19 meetings, Return to Work Task Force, American Library Association, Florida Library Association, Public Library Directors Meeting and Youth Services Special Interest Group.

### Library Patrons Online Usage

- E-books checked out – 3668
- E-audiobooks checked out – 1581
- Kanopy – streaming videos/courses usage – 400 plays
- Dunedin Times – 93 sessions
- Florida Electronic Library – 122 sessions
- Lynda.com – 395 sessions with 6734 videos viewed

## **COMMUNICATIONS**

Community Relations Department continues to work with all City Departments in an effort to keep citizens engaged and informed via Web, Television, Social Media and Print:

- Staff Liaison for Public Relations Action Advisory Committee
- Community relations assistance with visitors to City Hall
- Social Media Archiving management.
- City website follow-up and troubleshooting



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

- Good Morning Dunedin- A NEW 30 minute weekly LIVE television “talk show” that discusses some good news in Dunedin.
- Produced/Filmed/Posted to social media outlets and DunedinTV

- Spotlight on Dunedin Features: Phase 1, Fire Dept. COVID Sanitizing
- Produced video content for Dunedin TV, City website, Facebook and YouTube.
- Upload and maintenance of Granicus (video on demand).
- Coverage of City Commission meetings, Collective Agenda Review
- Dunedin TV Scheduling and Bulletin Board Maintenance.
- Maintained DTV Broadcast systems/Chamber and edit suites.
- Assisted with Virtual Meeting Set-up for City Commission.
- Created new graphics for Commission meetings.



City Webmaster continues to support all departments Citywide:

- COVID page, daily updates
- New "Employee" page for HR
- New Public Service page for HR
- New EMS appreciation week page
- New Citizen's Academy application, new FAQ page, new image and updates
- COVID updates
- New re-opening page and updates
- New widget "Recover Dunedin"
- Posted New commission images
- Zoom and GTM info in calendars for commission meetings
- ED webinars
- Aid to Organizations page/news
- Updated Hot Topics page
- Embedded Re-opening vid on Hot Topics and Reopening page.
- Troubleshooting Zoom video to site

Social Media Contractor has worked to manage the City's image on Social Media

- Social Media – Daily Posting for Facebook, Instagram, Twitter
- Social Media – Replying to Inbox
- Social Media – Replying to Comments
- Social Media – Inviting people to like city page
- Facebook Live – Weekly COVID updates

## **FINANCE**

- Worked on preparations to close the last of the Bank of America accounts, specifically identified document retention requirements and securing access to electronic check imaging.
- Compiled the supporting documentation for the submission to Pinellas County for reimbursement of costs totaling \$2.117 million relating to the Stadium/Spring Training Facility project.

## **CURRENT BID & RFP STATUS LIST**

### **RECENTLY AWARDED**

**May 5, 2020**

- RFP #20-1146 titled "Hammock Park Pre-Fabricated Modular Framed Boardwalk."
- Bid #20-1153 titled "Installation of a Pre-Fabricated Modular Boardwalk."

### **SCHEDULED FOR CITY COMMISSION DISCUSSION**

- Bid #20-1157 titled "Alt US 19/SR 595 at Florida Ave & Orangewood Dr Pedestrian Crosswalk (RRFB) Project is scheduled for discussion at the June 2 City Commission meeting."

- RFQ #20-1150 titled “Construction Cost Estimating Services” is scheduled for discussion at the June 16 City Commission meeting.

**UNDER EVALUATION**

- RFQ #20-1151 titled “Call to Artists - Curlew Road Water Tower Project.” Submittals were accepted until 2:00 pm Friday, April 17, 2020. The Selection Committee has chosen four semi-finalist artists for further consideration.
- RFQ #20-1152 titled “Call to Artists – Government Center Public Art Project.” Submittals were accepted until 2:00 pm Wednesday, May 6, 2020
- RFP #20-1154 titled “City Attorney Services.” Submittals were accepted until 2:00 pm Tuesday, April 21, 2020.
- RFP #20-1155 titled “Employee Benefits Insurance.” Submittals were accepted until 5:00 pm Friday, May 8, 2020.

**ACTIVE ON THE STREET**

- RFP #20-1156 titled “Disaster Recovery Consultant Services.” Submittals are due at 2:00 pm Tuesday, June 2, 2020.

**UNDER DEVELOPMENT**

- Broker of Record Services – Risk Consultant for Property/Casualty Insurance
- Furnish and Install Security Cameras at Multiple City Facilities

**BUDGET**

- Continued to refine data for the FY21 Business Plan and Proposed Budget.
- Reconciled changes in the General Fund and Penny Fund.
- Hosted the FY21 Budget Workshop #1 and covered the following topics:
  - Mid-year Update on FY 2020 Business Plan Initiatives and Capital Improvement Projects
  - FY21 General Fund Projections
  - FY21 Penny Fund Projections
  - New Business Initiative Requests for FY21
- Hurricane Irma update:
  - Reimbursements received in May 2020: \$0.
  - Total reimbursements received to date: \$1,879,039.

**April & May 2020 CRF:**

**April**

2 Payoffs totaling \$2,371.90  
 0 Paid at install  
 3 New loans totaling \$5,486.91

**May**

1 Payoff totaling \$1,472.35  
 0 Paid at install  
 0 New loans

**PARKS & RECREATION**

**Parks & Recreation Administration:**

- Attended the first Budget Workshop for the FY21 Budget.
- Continued evaluation and modification of the FY 20 and FY 21 Department Budgets and Business Plan Initiatives in response to the COVID-19 pandemic.

- Continued to develop transition and reopening plans for staff, programming, and the general public. Online reservation systems were created for both the Highlander Pool and Dunedin Community Center Fitness Room. Attended various local and state-wide online meetings to discuss regional approaches and best practices.
- Began demolition and installation of the replacement picnic shelters at Hammock Park.
- Held a meeting to discuss landscape options for the cart barn at the Dunedin Golf Club.
- Revised materials and schedule for the 2020 Dunedin Citizen's Academy.
- The installation of a pre-fabricated, modular boardwalk for Fern Trail in Hammock Park was approved by the City Commission on May 5, 2020.
- The dredge of the Marina was approved by the City Commission on April 14, 2020 with work to begin on June 1, 2020. Preparations continue including logistical plans, site preparations, vessel relocations and regular communications with the slip renters and community.
- The replacement playground equipment for Amberlea Park was awarded by the City Commission and the equipment has been ordered. Staff will begin site preparations soon.
- Attended the ADA kick-off meeting to develop the City's ADA Transition Plan.

### **Marketing:**

- Continued communication, meetings and coordination with Parks & Rec Staff and the Communications Team with information, news and updates related to COVID-19 and parks and recreation operations.
- Created and published news stories, prepared social media announcements, maintained and updated city website, COVID-19 webpages and Department webpages with parks and recreation closures, operations, summer camps, Marina and the reopening of the Fitness Center, Highlander Pool, Playgrounds and Kiwanis Sprayground.
- Created a digital version of the Parks & Recreation Magazine to be published online once completed. Staff is currently reviewing the first draft and preparing to finalize and publish.
- Coordinated with staff and designed banners, postcard, bus stop ads and flyer for the 'Community Celebration of High School Grads.' Also promoted on city website, through email and on social media platforms.
- Created new signage for Stirling Park & Driving Range, as well as flyer and webpage for summer golf camp.
- Attended committee meeting and assisting city staff with the Marketing Task Force.
- Assisting staff and preparing a presentation for celebrating July Parks & Recreation Month.
- Attended various webinars hosted by Florida Recreation & Parks Association, BayCare Health and City of Dunedin.

### **Special Events:**

- Held a City-wide celebration of the Dunedin High School Seniors and 2020 Graduates. The following organizations, businesses, and City Departments helped contribute: Random Acts of Flowers, Dunedin Youth Guild, DDMA, Dunedin Refrigeration, Jack's Signs, Alpha & Omega Signs, JB Edwards, The Ukuele Tribe, Parks & Recreation, CRA, Library, Public Services, and DunedinTV.
- Assisted with the conversion of on-street parking into temporary outdoor seating for Downtown restaurants.

### **Recreation:**

- **Community Center:**
  - Staff is answering all phone calls for the Community Center, Parks & Recreation Admin and Highlander Pool; for the month of May we averaged 15-20 calls daily Monday – Friday. Calls mainly received were about park openings, where to launch kayaks, utility bill payments, etc.

- Staff have been working at home working on webinars, FEMA/NIMS trainings and distance learning. Also researching best practices on reopening the Community Center.
- Once summer camp numbers were calculated using CDC recommendations, staff communicated with all previous registered parents about their summer camp registrations. Parents had the opportunity to keep their enrollments, cancel without penalty or transfer their cancelled camp into either Pre-K, Kids, Golf and/or Teen Camp. When numbers were adjusted based off parent needs registration was then open to the public for online only enrollments on May 8<sup>th</sup>. Staff fielded multiple calls throughout this day creating accounts for parents and walking them through the registration process.
- Based on recommendations, staff have been preparing to reopen the center, researching products to help aid in the increased cleaning and sanitation needed to provide a safe facility.
- Held multiple summer camp trainings welcoming a mostly new staff, introducing them to the policies and procedures of the Parks & Recreation Department.
- **Fitness Center:**
  - Reopened the Fitness Center on May 26<sup>th</sup> for limited hours and capacity.
- **Athletics:**
  - Continued renovations of the Stirling Driving Range Clubhouse.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
  - Supervisory Staff completed hiring and background screenings for 2020 Summer Camps.
  - Dunedin For Youth Scholarship Fund actively awarded to Summer Camp participants.
  - Summer camp registration resumed. Registration staff worked with families of displaced campers due to camp restrictions and then worked with City of Dunedin employees to meet their camp needs.
  - All MLK and Youth Services staff reported back to work full time.
  - Supervisory Staff conducted Summer In-Service Trainings for leaders/staff on topics including Covid-19, team building, manual policy review, RAVE, behavior, supervision and discipline, safety and work ethic as well as certification in CPR/First-Aid.
- **Hale Activity Center:**
  - Staff has been teleworking and completing educational courses online.
  - Staff has been sending emails to senior visitors touching base and providing information that may be of interest.
  - Staff has also been making phone calls to Hale Center volunteers touching base and making phone calls to various group leaders keeping in touch.
  - Cleaning out all hard files and deleting.
  - Preparing to open when it comes time by acquiring supplies and creating procedures.
- **Highlander Pool**
  - Staff prepped and trained for the pool opening.
  - Highlander Pool opened on May 18<sup>th</sup> with limited capacity lap swimming. The average daily amount of swimmers has been around 18-20.
  - Beginning May 23<sup>rd</sup>, limited open swim was offered for weekends only. 82 people participated the first weekend (Saturday, Sunday, and Memorial Day) and 76 participated the following weekend.
  - Staff are researching potentials of postponing new pool and cost associated with extending the life of current pool. Held 2 conference calls with Aquatic Consultants and hope to have a company selected and results by July.

#### **Parks:**

- Contracted Athletic Field Services to cut out and remove 72,250 sq. ft. of Bermuda sod from field 3 at Jerry Lake. They also laser graded and prepped the field for the new sod installation.

- Contracted Sunbelt Sod and Grading to deliver and install 72,250 sq. ft. of new Bermuda sod.
- Removed and lowered the existing infields at Fisher fields 1 & 2.
- Monitored all City parks during Covid-19 closure
- Re-opened beach access at the Causeway and water-side parks
- Added additional trash receptacles to the Causeway to accommodate higher traffic
- All oleanders, palms, and sea grapes along the Causeway were trimmed.
- Causeway Blvd islands were cleaned and landscaping trimmed.
- Trimmed all bushes Downtown.
- Built a raised curb around new bus stop at Main St. and Douglas Ave.
- Trimmed trees away from Café Alfresco building.
- Assisted Public Works with placing barricades during conversion of on-street parking into temporary outdoor seating for Downtown restaurants.
- Disinfected all City playgrounds in preparation of re-opening.
- Continued conversion of Stirling Park, including installing new paths and trimming trees.
- Assisted with the decoration of outside the Community Center in honor of the 2020 graduates.
- Repaired the seawall at Dunedin Youth Guild Park.
- Shelled the Good Shepherd parking lot.
- Assisted with Summer Camp preparations at the Community Center and Nature Center.
- Completed monthly safety checks of parks, playgrounds, and parking lots.
- **City Arborist:**
  - Managed the palm pruning contractor that completed the annual palm tree trimming contract. All palms have been pruned and completed.
  - Completed the i-Tree Canopy Study for the City. These calculations will give a baseline that can be used in the City's environmental management efforts and planning.
  - Continued to do a study of neighboring cities to obtain their canopy data for comparison purposes.
  - Continued to do a study of Tree Bank funds to obtain an average annual intake.
  - Working on implementing the "Community Canopy" tree planting program, which will allow residents to go online and have up to (2) small shade trees sent to their house for them to plant. The program is completely managed by the Arbor Day Foundation and all City funding is matched by the Florida Forest Service.
  - Worked with the Toronto Blue Jays to collaborate with the Clearwater Audubon Society to monitor two osprey nests at the Stadium. The new light towers will be installed shortly and may require nest relocation and/or platforms.
  - Installed tree barricade protection for the trees near the new shelter installations at Hammock Park. Provided daily monitoring of this site to assist with contractor questions and to provide updates to management.
  - Completed widening of Fern Trail in Hammock Park to accommodate for the installation of the new elevated walkway.
  - Provided updated material for the DRC Handbook.
  - Acquired two shade trees that were donated and will plant both within the Downtown core area.

#### **Marina:**

- The boat ramp was closed to the general public on May 8th to assist slip renters to prepare for the dredging of the marina.
- Updates with important information regarding the dredge project were sent to all of the slip renters every Friday.

- Temporary fencing was installed around the Church of the Good Shepard lot. Approximately 8 boat owners reserved a space to put their vessel at the lot for storage.
- 145 vessels vacated slips by the May 29th deadline, leaving 35 vessels that will remain in the basin during the dredge.
- Lumber has been delivered to the marina for the replacement of the dock boards on Dock A, which is currently awaiting inspection.
- Quotes have been obtained for new pedestals for Dock A and the request for a purchase order has been submitted.

**INFORMATION TECHNOLOGY SERVICES DEPARTMENT**

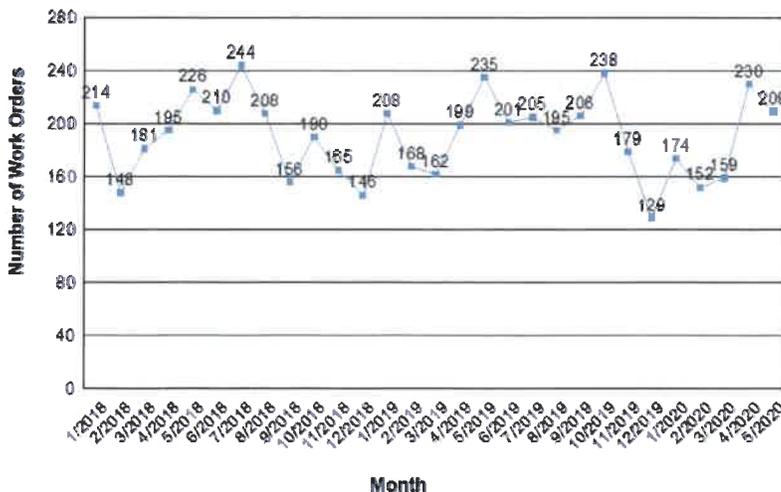
- The Information Technology Services Department (*a.k.a. "IT"*) assists all City departments (*our customers*) in responding to the needs of the citizens by enabling City employees to quickly access vital information through the use of technology and technical devices such as computers and mobile tablets. The IT Services Department is dedicated to providing the highest quality of service using the latest technology to create business partnerships, and in the development of team and individual strengths.
- During the month of May 2020, while mainly teleworking during the COVID-19 pandemic, the IT Services Department received 209 new on-line help desk support tickets from their internal customers. That is an increase of 71% more tickets than when they were working in the office during the month of March. They also resolved 233 tickets – an increase of 89% over the month of March. IT Services is averaging approximately 185 system generated help desk tickets per month and the department receives an additional 200 or more phone calls and emails each month for IT-support. The need for teleworking by employees has proven to have placed an additional burden on the IT resources, who are operating with one less staff position due to a recent vacancy.

***IT Services Help Desk Requests for the Month of May 2020:***

<i>Monthly Ticket Counts</i>	
Tickets Created	209
Resolved Tickets	233
Open Tickets	133
Malware Tickets	0

<i>Tickets by Priority</i>	
Critical Tickets	0
High Priority Tickets	16
Low Priority Tickets	192
Project Tickets	1

***IT Services Help Desk Requests YTD for 2018-2020:***



## On-Going IT Projects:

- **Recruiting for IT Technician II position** – The IT Department is currently recruiting for a position primary responsible for assisting on the City’s IT Help Desk and to provide online and on premise support on all desktop computer hardware and software, mobile devices and telecom issues. The first round of the recruitment for this position expired on March 5, 2020. Applications are currently being reviewed for initial phone-call interviews. Due to the COVID-19 pandemic, these interviews will occur in June 2020.
- **ERP (Enterprise Resource Program)** – This capital improvement project is replacing the City’s current Financial, HR, Payroll, Recruiting, Timekeeping, Permitting and Code Enforcement systems. Eventually it will also include modules to replace Utility Billing and Work Order systems.
  - In July of 2017 the City Commission approved the purchase of the new ERP solution from Tyler Technologies. This solution included their Munis financials/payroll packages, ExecuTime for time keeping and EnerGov for permitting, cashiering and a citizen self-service portal. The proposed time line for all phases of this forty-eight month project will be as follows:

ERP MODULES IMPLEMENTATION TIME LINE	KICK OFF	LIVE DATE
Phase 1 - MUNIS Financials, Procurement, Reports and Document Mgt.	November, 2017	April, 2019
Phase 2 - ExecuTime Time & Attendance	November, 2017	August, 2018
Phase 3 - EnerGov (Permits/Buildings/Citizen) and A/R & Collections	June, 2018	July, 2020
Phase 4 - MUNIS Payroll/HR (Migrate from HTE/NavilLine)	January, 2019	July, 2020
Phase 5 - MUNIS Utility Billing	October 1, 2020	October, 2021
Phase 6 - MUNIS Enterprise Resource Management (EAM)	March, 2021	October, 2021
Estimated ERP Project Completion Date	October, 2021	

- **Phase 1** of the ERP solution started in November of 2017 that included all of the City’s Financials, Purchasing and Inventory processes. Although the City has been live on this phase of the project as of April 2019, the Finance and Purchasing Departments are continuing to review data and documents from the legacy system that they may wish to convert into the new Munis ERP solution before that legacy system is sunsetted.
- **Phase 2** of the ERP solution started in November of 2017 that included the ExecuTime Time & Attendance module for employees to clock in and out. Although the City has been live on this phase of the project as of August 2018, the Human Resources Department is continuing to review data and documents from the legacy system that they may wish to convert into the new Munis ERP solution before that legacy system is sunsetted.
- **Phase 3** of the ERP solution includes the community development and infrastructure system, referred to as EnerGov. This phase is currently being implemented and will include the building, code enforcement, permitting, inspections and citizen self-service portal. The EnerGov module will be integrated with the county GIS mappings and Pinellas County property tax database. The EnerGov module will utilize mobile devices such as iPads for remote field work. Staff can access and update the City’s live data while working in the field. Due to the COVID-19 pandemic, the ERP Phase 3 expected to go-live date is moved to July of 2020.
- **Phase 4** of the ERP solution includes the Human Resources, Payroll and Applicant Recruiting/Tracking modules. The official kick-off of this event was held on January 22, 2019. This module will incorporate an Employee Self-Service aspect that allows City staff to remotely access their personnel records, make changes to deductions, and update their personal information, as well as accessing and printing all pay statements

and forms via the online portal. The Applicant Recruiting/Tracking module will allow candidates to apply online for City jobs and track their progress. The HR, Payroll and Employee Self Services modules within the ERP Phase 4 are expected to go-live in mid-July of 2020. The final module for this phase is the Applicant Tracking and Recruiting. It is expected to start implementation in August and go-live by October 2020.

- **Software Licensing Compliancy** – IT Services is continuing an internal review of all software applications installed on City-owned computers, laptops, tablets and mobile devices. The goal of this project is to have accountability of all software licenses purchased and to be in compliance with all applicable laws.
- **Intranet Website**– In collaboration with various other departments, the IT Department is working on a secure Intranet website for employees to access outside of the City's network. An intranet is a private network accessible only to City staff. Generally a wide range of information and services from the City's internal IT systems are available that would not be available to the public from the Internet. This Intranet site will allow City staff to access employment-related information from any internet browser that is traditionally only available while logged into a City computer. There are 5 essential purposes of a City Intranet:
  1. *Deliver employee content*
  2. *Be a key communication tool*
  3. *Enable collaboration amongst City staff and departments*
  4. *Support the culture of the City*
  5. *Create efficiencies through supporting business activities*
- **Font/Size and Signatures in City Email Accounts** – The IT Department will be implementing a group policy where all City email accounts use the official character font of Arial and the font size of 12 in all email correspondence. In addition, all staff will be provided with instructions on how to create signature lines in their email accounts that follow a standard business practice. The IT section of this City Manager Update document is using the “Arial 12” font and size.
- **IT Policies and Procedures** – The IT Department is currently updating all of the computer usage policies and procedures to coincide with the current software versions and changes in technology. Items such as internet usage, computer file storage, email usage and USB device connectivity will be included in the updated documents. Employees will be required to sign a document that they have read and understand the policies.
- **Data Backup & Disaster Recovery System** – The City has purchased a new system for backing up computer data, storing it in a secure governmental cloud location and having the ability to recover and restore the network infrastructure and/or data from a secure encrypted site that is immune to ransomware. Installation of this new system is expected to occur in June of 2020.

**Fiber Cabling Project for EOC Building** – The IT Department working in conjunction with the Fire Administration and Public Works Department on the installation of new fiber optics cabling from the City's current Data Center to the location of the new Emergency Operations Center (EOC) Building that will be constructed next to the Fire Station #62 on Belcher Road. This fiber cable project will include connectivity to several other City sites that include: the future Parks & Recreation Maintenance Building to be located in the Englebert Sports Complex site located off Solon Avenue, the Water Tanks on Belcher Road and connection to Fire Station #62 on Belcher Road. This cabling project will also allow for future fiber cable installations that will allow for redundant network connectivity to the existing City facilities around the Dunedin Community Center on Pinehurst Road and Fire Station #61 on Michigan Blvd. This project will also allow for a redundant network connectivity for all of the City facilities located on Virginia Street that include the Water Tanks at Jerry Lake, the Fleet and Solid Waste Buildings as well as Fire Station #60 and the Fire Admin Building.

- **Fiber Cabling Project for New City Hall Building** – The IT Department is working on various scenarios for the installation and relocation of the City's fiber optics cabling for the upcoming construction of the new Dunedin City Hall Building. This new building will be located on the existing site of the City's Municipal Services and Technical Services Buildings at 737 Loudon Avenue. The New City Hall will house a secondary Data Center for redundancy purposes and the fiber cabling project will include three points of entry for the City's fiber optics cabling as opposed to the single point of entry that now exists at the old Technical Services Building.
- **IT Hardware Equipment Replacements** – The City has adopted a five year cyclical replacement for its desktop computers, laptops and network devices. IT Services staff are currently working on the schedule for the computer equipment replacements for this fiscal year.
- **Security Camera System Upgrades** – When successfully deployed, security camera systems enhance overall campus safety and security, deter crime, and otherwise support the protection of people and property. IT Services staff are in the planning stages to upgrade the existing security camera surveillance systems located in the Dunedin Library, the Fleet Services, which will include the exterior of the Sheriffs Garage Compound, the Dunedin Solid Waste Admin Building and the Hale Senior Activity Center. New security camera systems have already been installed or upgraded at the City Clerk's Office, Planning & Development, Engineering, MLK Rec Center and the Dunedin Community Center. All camera systems will include motion-sensors, extreme high-definition video quality, night-vision, as well as alerting authorities during after-hours events.
- **Telecommunications Services Review** – The IT Department is currently reviewing all of the City's telecommunications invoices determine where reductions can be made to save on monthly costs for phone services. The goal is to save the City 50% in monthly telephone expenses.
- **Paymentus Credit Card Processing** – The IT staff is in the process of implementing a new credit card processing service that will work with both the legacy financial system and the new ERP Munis and EnerGov modules. The Paymentus system is the only service that integrates with both the legacy and new ERP systems. This project started in December of 2019 and is expected to go live in June of 2020.
- **IT Services during COVID-19 Pandemic** – The IT Department has implemented several new services and equipment for virtual meetings and for employees that will be teleworking during the pandemic. These services include:
  - **Telework Laptops** – The IT staff ordered, received and deployed over 50 pieces of computer equipment for teleworkers to take home for remote access.
  - **Virtual Meetings** – The IT Department has implemented Zoom Meetings and Webinars for virtual meetings, such as the Commission Meetings during the COVID-19 pandemic. These apps require additional headset/microphones, rehearsals and testing with Commission member and City staff. The City Commission and several City Committee Boards have successfully used Zoom for their virtual meetings.
  - **Twinning of Cell Phones** – Several departments have internal call patterns and menu selections on their main lines for the public. While these departments are teleworking, their incoming calls are "twinned" onto their City cell phones so that they can answer public calls while away from the office. This twinning basically rings the same internal call pattern on the City office phones onto the appropriate cell phones. This is not just forwarding an office phone to an external cell phone. This project requires complex programming of the City Phone



System to allow an incoming call to ring for example on three external cell phones and then after three rings if no one answers, the call will then ring on three other external cell phones, etc.

- **Network Switch Replacement** – The IT Network Team had to replace the main network switch in the 1415 Pinehurst Road building that houses the City Clerk, Engineering, Economic Development and Community Development departments. The new network switch allows for faster and more reliable traffic control for the staff that are teleworking.
- **Hale Center Electrical Surge** – The IT staff had to replace network equipment, several phones, desktop computers and UPS devices at the Hale Senior Center after an electrical surge during a storm caused damage to the equipment.
- **Dropbox for Business** – The IT staff are researching the Dropbox file hosting service operated by the American company Dropbox, Inc., headquartered in San Francisco, California. This program offers cloud storage, file synchronization, personal cloud, and client software. Dropbox will be helpful to share large documents such as construction plans for the new Emergency Operations Center and the New City Hall buildings, as well as other large and secure file sharing.
- **New City Hall Design** – IT Services involved in the design of the technology needs for the new Dunedin City Hall. IT staff have been researching technology for CCTV, SCS, AV, CATV, door card access, security cameras, fiber optics cabling, training room AV and equipment needs, data center and network closet needs, UPS/battery backup requirements, data cabling requirements and color coding, wiring raceways, wireless technologies, data center AC requirements and public Kiosks.
- **HOAX and SPAM emails** – IT Services continues to thwart off hoax and spam emails threats. Internal training to employees to recognize these fake emails has led to zero threat attacks. Although hoax and spam emails will probably never go away, the City will continue to train staff and implement services to protect the integrity of the network and email systems, as well as protecting public access to information.



### **Future IT Projects:**

- **ERP Project Phases 5 and 6** – The City Commission has approved the purchase of the additional Tyler Technologies' ERP modules for work orders, assets and utility billing. The IT Services Department is working on the pre-planning stages for those two additional ERP phases. Due to the need to implement the Utility Billing modules before the Asset Management modules, the phase "numbers 5 and 6" are swapped for the two phases. The ERP Phase 5 is now the *Utility Billing* module and has been scheduled to start implementation in October of 2021 and expected to go-live in October of 2021. The ERP Phase 6 is now the *Enterprise Asset Management (EAM)* system and has been scheduled to start implementation in March of 2021 and expected to go-live in October of 2021. The implementation and training of each ERP Phase requires the cooperation and collaboration of staff from every City department.
- **MS Office 2019** – The City has purchased the Microsoft Office 2019 software licenses to replace the aging version 2010 that will no longer be supported after October 12, 2020. MS Office is used for the City's word processing, email, spreadsheets, and presentation materials. The IT Department will be searching for a vendor to provide hands-on training to employees on using the new version 2019.
- **Cyber Security Training** – The IT Department will be developing a curriculum to provide required hands-on training for all City employees to help them understand the issues with ransomware, cyberattacks, hacking and other computer-related threats. This training will provide instruction on how to recognize threats, how to handle them and how to avoid exposure to protect the City's information technology assets. To help prepare for the training

sessions, the City IT staff have been attending bi-weekly cyber security training seminars being held by the Florida Local Government Information Systems Association (FLGISA). The City network team has also been attending an onsite cyber security training symposiums held locally and via webinars.

- **Fiber Cable Audit** – The City’s has over 12 miles of its privately-owned fiber optics cabling that was installed at various stages over the past 20 years. The IT Department will be seeking vendor support to perform a physical inspection of the City’s entire fiber infrastructure to help determine the condition and location of the fiber cabling for future projects.

**COMMUNITY DEVELOPMENT DEPARTMENT  
Building Division**

Monthly statistics for May are as follows.

<b>PERMITS</b>		
Total Permits Issued		<b>490</b>
Total Permit Fees Collected		<b>\$122,491.50</b>
Total Valuation of Construction		<b>\$6,683,395.00</b>
Permits by Group:		
	NUMBER	VALUATION
Building Permit	249	\$5,413,360.00
Electrical Permit	49	\$38,473.00
Fence Permit	39	\$117,177.00
Gas Permit	1	\$2,301.00
Mechanical Permit	97	\$637,402.00
Plumbing Permit	53	\$125,922.00
Sign Permit	2	\$2,500.00
Tent Permit	0	\$0.00
New Construction by Building Type:		
	NUMBER	VALUATION
New Single Family Residences	2	\$1,885,404.00
New Two-Family Residences	0	\$0.00
New Multi-Family Residential Buildings	0	\$0.00
New Mobile Homes	0	\$0.00
New Commercial Buildings	0	\$0.00
New Mixed-Use Buildings (Commercial & Residential)	0	\$0.00

<b>BUILDING INSPECTIONS</b>	
Building, Electrical, Gas, Mechanical, Plumbing:	NUMBER
<b>TOTAL</b>	<b>998</b>

<b>LOCAL BUSINESS TAX RECEIPTS</b>		
	NUMBER	TAXES
New Business Tax Receipts	4	\$454.50
Renewed Business Tax Receipts	76	\$1,446.88

## Code Enforcement Division

- Code enforcement staff performed 28 inspections, responded to 8 public records requests, opened 17 new cases and closed 14 existing cases in May.
- The May 5, 2020 Code Enforcement Board Meeting was cancelled.
- The Code Enforcement Board held a Special Meeting on May 20, 2020 to discuss recommended changes to the code enforcement process.
- Other Activity:
  - Unpaid code enforcement fines and fees collected: \$15,656.46
  - Code enforcement liens released: 3

## Planning Division

- The May 13, 2020 Local Planning Agency Meeting was cancelled.
- The May 20, 2020 Board of Adjustment and Appeal Meeting was cancelled.

## Zoning Division

- Zoning staff responded to the following requests for information in May.
  - Zoning & Land Use Inquiries: 222
  - Short-Term Vacation Rental / Transient Use Inquiries: 18
  - Zoning Verification Letters: 0
  - Address Changes: 4

## PUBLIC WORKS AND UTILITIES DEPARTMENT

### Engineering Division:

#### Utilities Section

- **Water Treatment Plant – Design Build –**
  - The Water Treatment Plant (WTP) Refurbishment Project will rehabilitate / replace the existing 9.5 MGD treatment plant and ensure the ongoing production of high-quality potable water to the City of Dunedin's residents and customers.
  - In May 2020, construction continued on the water treatment plant.
  - Installation of final piping, supports, conduit, etc. for the bleach area was completed. Final testing to be completed and system to be brought online in June, 2020.
  - RO Motor Control Center termination completed and system energized.
  - Final installation piping installation, terminations, and prep work completed for the Carbon filters. Final testing scheduled for June, 2020; with System then brought online.
  - Sludge tank completed and put into service. Floating decanter for the filter backwash basin installed and put into service.
  - Temporary piping for the RO system completed and system prepped for hydro testing.
  - Sample panels installed.
  - Exterior and interior coatings of building wall surfaces continued.





- **SR-580 Water Main Tie-Ins**
  - The City is replacing an existing 24" water main that was installed in 1984. The main is oversized, difficult to get to, and has no interconnections. Due to these factors, the City will replace the existing piping with an appropriately sized main and establish interconnections to other mains in the area to improve hydraulics and water quality.
  - The 60% design review meeting was completed. 100% design is underway, with bidding expected to be in July, 2020.
- **Lift Station #20 & #32 Rebuild Project –**
  - Both lift stations are undersized, prone to overflow during heavy rain events, and located adjacent to a waterway. The rebuild of these lift stations will be appropriately sized, provide emergency backup pumping, and reduce impacts on public waterways.
  - The 60% design review meeting was completed. 100% design is underway.
- **Wastewater Treatment Plant SCADA System Upgrades –**
  - This project consists of upgrades to the City's existing PLC's and 'InTouch' application in the Advanced Wastewater Treatment Facility (AWWTF) and Collections system. The work includes: materials, installation, testing, and commissioning of existing Local and Remote Telemetry Units, PLC's, network equipment, power supplies, terminal blocks, wire, wire ways, surge suppression, cellular communication modems, mounting hardware, and computers.
  - Final design and completion of panel construction drawings and specification compilation was awarded to McKim & Creed. The design portion began in January and is 100% complete. The project is currently on hold for potential planning of a State Revolving Loan to fund the project.
- **Wastewater Lift Station #20 Force Main Replacement**
  - This project will replace the aged force main from Lift Station #20, which is constructed from a thin-walled PVC pipe that is prone to breakage. A portion of the forcemain is located adjacent outside of CR-1 roadway surface, which is currently being resurfaced by Pinellas County. Parallel to the forcemain replacement, the City will install a Fiber Optic line to the new Emergency Operations Center, which will reuse portions of the existing forcemain as a conduit for the new Fiber line in order to reduce overall costs.
  - Permitting for LS#20 forcemain has been submitted. Bidding expected in July, 2020.
- **Wastewater Treatment Plant (WWTP) – Electrical System Upgrades**
  - The City intends to replace the Motor Control Centers (MCC's), switchgears, breakers, add localized generators and related electrical equipment at its WWTP, and the electrical equipment, starters, etc., at our 44 Lift Stations. The electrical equipment at the WWTP and lift stations has reached the end of their useful life and maintenance has become difficult to perform, with parts a challenge to acquire. Installation of this new equipment increases safety measures for operational and maintenance staff.
  - Staff met to review the consultants 60% WWTP design plans; final design is underway.

- **Wastewater Treatment Plant – Aeration Basin Rehabilitation**

- The City is replacing the fine bubble diffusion system, all related piping, gaskets, valves, instruments, etc., required for the proper operation of the aeration basins at the WWTP. This system has reached the end of useful life and requires replacement. Installation of this new equipment increases reliability and operability of the aeration system.
- The 1<sup>st</sup> - 16" Header has been coated.
- Removal of sand, grit, and debris from Basin #4 was completed.
- Failing pressure relief valves in Basin#4 were capped.
- Basin #4 coating completed and stainless piping, valves, and flow meters were installed. Basin prepped for distributor layout.



- **Wastewater – Beltrees Street & Eagle Lane Sanitary Sewer Extension**

- This project extended the sanitary sewer service on Beltrees Street, between 2<sup>nd</sup> Avenue and 3<sup>rd</sup> Avenue, and on Eagle Lane, between Birdie Lane and Curlew Road. These extensions add customers and allow for abandonment of existing septic systems.
- All work and restoration is complete on Beltrees and Eagle. Final thermoplastic pavement markings on Beltrees will be installed following the required cure time of the newly installed asphalt.

- **Wastewater – Friendly Lane Water & Sewer Extension**

- This project extended potable water and sanitary sewer service on Friendly Lane north of SR-580. These extensions add customers and allow for the abandonment of existing septic systems and private wells.
- All work on Friendly is complete. The potable water line has been cleared by FDEP for connection. The sanitary sewer clearance is underway.

### **Roadway Section**

- **Milling & Overlay** – The 2019 annual paving contract was awarded to Gator Grading & Paving LLC, (Gator Paving) on October 15<sup>th</sup>, for \$823,217. That work was completed in May.



Typical Milling Operation

- **FY20 Pavement Management Program** – Staff is in the design stage of implementing the Fiscal Year 2020 brick, crack seal, micro surface, and FDR plan pavement program.
  - **Milling & Paving:** In order expedite the FY20 Milling & Overlay contract work before summer, and in recognition of the challenges of initiating work during the COVID-19 pandemic, a Change Order to the FY19 Milling & Overlay contract with Gator Paving, in the amount of \$599,817.75, was approved by the Commission during their May 5<sup>th</sup> Work Session meeting. Work began on May 11<sup>th</sup> at the Library (now completed), with remaining streets to begin in June. It is anticipated that work will be completed in July.
  - **Brick Streets:** A section of Santa Barbara, south of the intersection with San Salvador, has been prioritized for brick street restoration. Geotechnical testing has been completed and indicated underlying clay soils and a degraded lime rock base, causing pot holes and depressions. Survey to provide elevations and utility locations to assess the extent of gutter replacement and driveway impacts is complete. Staff has met with the City of Tarpon Springs for information on their recent brick street restoration experience and costs. A road design consultant has provided an alternative to full removal of unsuitable soils, which would remove portions of unsuitable soils and install a geotextile membrane and backfill with clean material. This alternative has a very high cost per unit area as compared to other pavement rehabilitation options. As such, the decision has been made to make repairs to the failed portions of the street by removal, stabilization, and resetting of bricks.
  - **San Salvador:** San Salvador, between Patricia Ave and Bass Blvd, has been identified for milling and paving, and full depth reclamation (FDR). Inspection of gutters and inlets is complete. Public Services has requested replacement of cross pipes as part of the street restoration and will be included in the design, which is underway. Surveying is complete. Geotechnical testing has concluded and identified several areas of poor underlying soils, similar to Santa Barbara. Plan development began in May and expected to be completed in July. As FDR cannot be done in wet conditions, it is anticipated the bid will be let in August with a start of construction in October or November.
  - **St. Catherine Dr.:** Portions of St. Catherine Drive are failing due to subsidence and cracking. Measures to repair the street were previously made, however, the street failure continues. Geotechnical testing has revealed significant clays and peat underlying portions of the street. Staff is exploring options for full or partial removal of unsuitable soils, or an alternative method of partial removal with membrane stabilization. Additional geotechnical testing has been completed. Design will be done concurrently with San Salvador, as these roads intersect. St. Catherine will be part of the San Salvador bid.

- **Rejuvenation:** The FY20 contract for rejuvenation of streets paved in FY19 was completed in November 2019. The bid for FY21 is anticipated in August 2020.
- **Crack Seal & Micro Paving:** FY20 street selection for crack seal and micro paving is underway utilizing our Agile Assets software to prioritize streets. The target release of the bid is in August.

**Drainage / Interdepartmental Support**

- **Marina Sediment Removal Project** – Wood Environmental was contracted by the City to prepare plans, bid docs, and provide construction administration assistance. The project was advertised in January, with a Bid Opening on February 27, 2020. The low, qualified bidder, Waterfront Property Services, LLC, (d.b.a Gator Dredging) was awarded a contract by the Commission at its April 14, 2020 meeting. Dredging activities in the Marina commenced on June 1, 2020.



- **Brady Drive:** The City assigned DRMP, Inc., (one of the City’s GEC firms) a task to provide a Preliminary Engineering Report (PER) to investigate elevating Brady Drive and conveyance alternatives where Jerry Branch passes under the road. DRMP has completed the PER including a preliminary design and cost estimate to improve the level of service (LOS) for Brady Dr. Staff reviewed the findings and selected a 10 yr. LOS for design. As the design and permitting is expected to exceed \$50k, a ‘Request For Qualifications’ (RFQ) is being developed to advertise to our GEC approved consultants; expected for release in June.
- **Community Center Parking Lot:** The Parks Department has requested the Engineering Division to investigate expanding the number of parking spaces at the Community Center, and address paving of the existing gravel parking areas. A scope of work is being developed with one of the City’s GEC firms to provide options, design, and permitting services. Design efforts will proceed at this time, however, due to the COVID-19 pandemic, advertisement for construction of the project is on hold as Parks is considering postponement until FY 2022.
- **Golf Cart Barn**
  - Construction is underway on the Cart Barn building, with project completion anticipated in late July.
  - Erection of the building shell is complete, and internal buildout is underway.



## **Development**

- **Site Infrastructure / Development Review Participation:**  
Projects discussed / researched as part of DRC meetings – (1)  
Site / Infrastructure plan sets reviewed – (1)

## **Public Services Division:**

### **Streets Section**

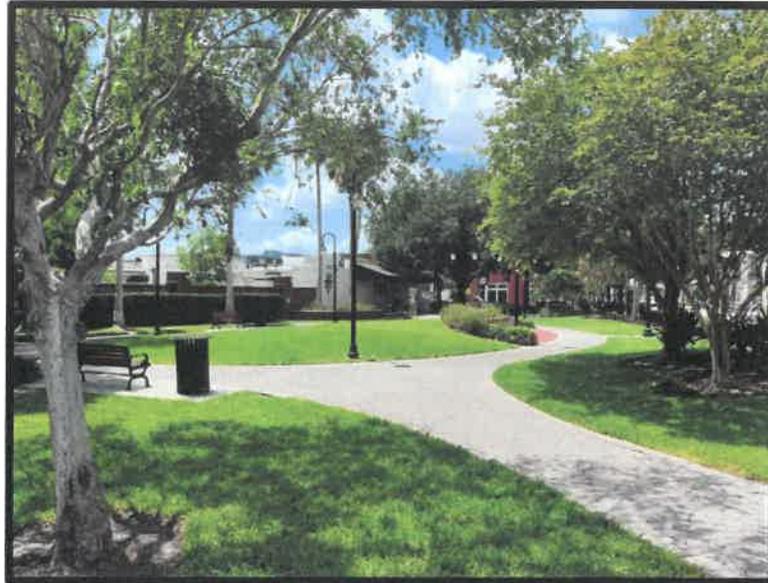
- Continued new installations and repair of concrete sidewalks (2250 SF).
- Continued sidewalk replacement in the Countrywoods Subdivision.
- Removed/replaced military and event banners.
- Re-graded Mann Court
- Set up 310 LF of barrier wall for Downtown outside dining
- Staff completed right-of-way tree trimming in Ravenwood and Ranchwood subdivisions, and continues in Amberlea and Pipers Glen subdivisions.
  - Trimmed and hauled tree canopies for roadway clearance Citywide
  - Trimmed hardwood trees and palms (31.9 tons hauled).



- Continued Traffic Sign & Post maintenance Citywide:
  - Manufactured (17) new signs, and replaced (42).
- Repaired utility cuts for the Water and Wastewater Divisions (18 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (77.8 tons hauled).
- Continued hauling road base material into street yard (50.2 tons)
- Continue working on Dunedin Pines stormwater curb and sidewalk project.

### **Facilities Section**

- Performed FDEP Aboveground Storage Tank (AST) diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- Replaced approximately 400 HVAC filters Citywide in City facilities on a monthly cycle.
- Continue HVAC apprenticeship and internship programs with Pinellas Technical College
- Repaired City Hall water fountain
- Renovated Old Fire Station 61 for reuse during COVID-19 pandemic
- Removed power from Hammock Park pavilions in preparation for demo
- Repaired A/C unit for Wellness Center storage area
- Repaired lighting throughout Purple Heart Park



- Replaced A/C unit in the office at St. Andrews Links
- Repaired broken potable water line under Public Services parking lot



- Repaired lighting in the Community Center Administration area
- Installed COVID-19 hand sanitizer stations throughout the Community Center
- Installed new drinking fountain on Causeway restroom exterior
- Pressure washed Hammock Park and Community Center outdoor restrooms
- Repaired pump motor for Jerry Lake soccer irrigation
- Repaired lighting for letters atop the Community Center
- Installed a new dishwasher at Old Fire Station 61
- Repaired A/C unit for sign shop at Public Services
- Met with local business owner for NPWW recognition at Public Services



- Fogged interior of City Hall for flying pests
- Repaired fire alarm at Fire Station 61
- Repaired MLK computer classroom A/C unit
- Replaced faucet at St Andrews Links
- Replaced A/C units at Weaver Park Blatchley House
- Repaired tower lighting at Wastewater
- Installed personnel shields at Public Services
- Removed damaged light bollard at Community Center
- Responded to maintenance requests Citywide, as needed

### **Stormwater Section**

- Continued slope ditch mowing
- Continued ROW mowing
- Continued residential street sweeping activities
- Continued catch basin repairs Citywide (3).
- Cleaned catch basins during rain events
- Continued residential street sweeping activities:
  - Hauled 24.3 tons / 50 cubic yards of street sweeping debris to the County landfill.
- Continued ditch maintenance Citywide.
- 1570 Brae Moor Lane - 18" diameter storm pipe repair
- 1261 Michigan Blvd - reinstalled 60 LF of underdrain, and repaired 12" diameter storm pipe
- Continued working on Dunedin Pines stormwater curb and sidewalk project
- Continued stormwater pipe maintenance and repairs Citywide.

### **Environmental Manager**

- Mangrove Trimming contract was awarded to Boen's Tree Service; targeting six areas throughout the City to trim mangroves according to permit and State required conditions.
- The Stormwater Master Plan Update draft was received by staff and thoroughly reviewed. All comments to the Report, Appendices, and draft PowerPoint presentation were sent back to the consultant for incorporation.
- The Stormwater Master Plan Update draft CRS section has been sent to the CRS Consultant for proper review. After incorporation of suggested edits, the report will be sent to ISO for a courtesy review to ensure that the report receives maximum potential credit.
- Aided in final edits of the Coastal Management Element of the Comprehensive Plan.
- Aided newly hired PW & Utilities Inspector in necessary documentation for MS4 reporting, as well as getting signed up for necessary training courses.
- The draft Stormwater Enforcement Ordinance has been updated per Staff and City Attorney recommendations, and is currently being reviewed by City Attorney's office.

- The draft Resolution for the adoption of the Pinellas County LMS Plan was approved by the City Attorney and will go before the City Commission on June 18<sup>th</sup>.
- Attended kick-off meeting for the Curlew Creek Nutrient Source Tracking Study. Data requests were made by the consultant, and are currently being compiled.
- Attended the TBRPC quarterly Stormwater Management webinar.
- Attended the FSA Smart Resiliency Planning for Stormwater webinar.
- Attended the City of Dunedin Reduce, Reuse, Recycle webinar.
- Reviewed one project for DRC concerning stormwater permitting through FDEP and the SWFWMD; provided information regarding the need for proper BMP's during construction.
- Reviewed one project for Infrastructure Review to notify the developer of potential site contamination, permit requirements through FDEP and/or the SWFWMD, and proper BMP's.

### **Solid Waste & Recycling Division:**

- Commercial & Multi-Family recycling:
  - Staff continues to assist multi-family and commercial customers who are contracted for recycling collections with Private Haulers to resolve service concerns, and assist in program implementation.
  - Staff is also forwarding service inquiries from nearby unincorporated residents to Pinellas County Solid Waste: <http://www.pinellascounty.org/solidwaste/garbage-collection.htm>
- Pinellas County reopened their [Household Electronics and Chemical Collection](#) program on June 1<sup>st</sup>, 2020. The drop off is located at 2855 109<sup>th</sup> Ave N, St. Petersburg, FL; hours of operation are Monday – Saturday, 7:00 AM – 5:00 PM. Pinellas County will also be hosting a Mobile Collection Event on Saturday, June 27<sup>th</sup> from 9:00 AM – 2:00 PM at Countryside High School, 3000 State Road 580, Clearwater, FL 33761. [Click here for the schedule.](#)



- Currently resuming business services as they come partially back online in response to the Governor's implementation of Phase 1 of Safe, Smart, Step-by-Step plan.
- Continue to maintaining daily contact with our recycling vendors, temporary labor agency, County landfill, and contract hauler (Waste Pro) as the situation is fluid.
- Staff is maintaining "regular operations" throughout the COVID-19 pandemic.
- Staff has implemented CDC guidelines for slowing the spread and flattening the curve by implementing the following routines:
  - All drivers are disinfecting and wiping down the interior of the trucks, the radios, and keys before and after their daily routes.
  - Using a shuttle van to get temps to and from the routes to create social distancing in the vehicles. Thank you to the Parks & Recreation Department for the van.
  - Additional picnic tables have been placed outside the building rear door to allow for social distancing at break and lunch times. Thank you again to Parks & Recreation for the tables.
  - First thing each morning, and throughout the day, workspaces, tables, chairs, light-switches, faucets, doors, vending machines, & other surfaces are disinfected / wiped down.

## **Sustainability Program Coordinator:**

- The City's Sustainability Speaker Series is being revamped! Virtual presentations are being scheduled; a detailed calendar and more information can be found by visiting: [www.DunedinGov.Com/GreenScene](http://www.DunedinGov.Com/GreenScene), or by calling.: 727-298-3215, ext. #1324



**BACKYARD COMPOSTING  
IN THE CITY WEBINAR**



[Watch the last webinar on Reduce, Reuse, Recycle](#)



Next webinar will be on Home Composting. Thursday, June 11<sup>th</sup>, from 12:00 PM – 1:00 PM. [Register Here!](#)

- Dunedin's Resilient Environmental Action Master Plan (DREAM) is intended to be a detailed plan providing a guideline for sustainable initiatives and goals. The plan will bring cohesiveness to the various sustainable initiatives, and offer a roadmap to assist the City in reaching its environmental goals. This initiative will incorporate discussions and plans for the City's 'Ready for 100' commitment. Keep an eye on the City's [Environmental Calendar](#) to view details about the next public meeting. The next meeting will be happening virtually on Tuesday, June 9<sup>th</sup> from 1:00 PM – 2:00 PM. You can dial in using your phone [+1 (872) 240-3212], or use the link. Click here for the link: <https://global.gotomeeting.com/join/285992829>. Access Code: 285-992-829
- Know of a business, community member, student, or friend who goes above and beyond for the environment? Nominate them for the Environmental Advocate Award; for more information and how to submit, visit the [Green Business](#) page on the City's website.
- Have an idea to protect and save the Gulf Coast of Florida? All Pinellas County students are encouraged to share their ideas with Blue-Green Connections, a local non-profit that works to educate and responsibly protect the land and water. The [Florida Gulf Coast waters have recently been declared a "Hope Spot"](#) and the City of Dunedin is the "Home City!" *Hope for the Future* applications are now available; visit the [Sustainable Schools](#) page on the City's website.
- Outreach events: (*Refer to the Environmental Calendar*).
  - Backyard Composting in the City – Virtual Webinar
    - Thursday, June 11<sup>th</sup>, from 12:00 PM – 1:00 PM. Join the City and the Pinellas Community Compost for an educational webinar on correct home composting:
    - Register here: <https://attendee.gotowebinar.com/register/3115701899673555728>



## **Wastewater Division:**

### **Plant Summary**

- **Wastewater Treatment flows:**
  - Influent Average Daily Flow: 3.909 Million Gallons
  - Influent Monthly Total Flow: 121.184 Million Gallons
  - Reclaimed Water Average Daily Flow: 3.966 Million Gallons
  - Reclaimed Water Monthly Total Flow: 122.955 Million Gallons
  - Final Effluent Average Daily Flow: .147 Million Gallons
  - Final Effluent Monthly Total Flow: 4.559 Million Gallons
- **Maintenance and Repairs:**
  - Plant operators are conducting annual painting of all above ground piping at the Wastewater Treatment Plant (WTPP).

- Contractor – WPC (Water Processing Contractors) is rehabilitating Aeration Tank #4. WPC has started installation of new aeration headers and brackets, stainless steel air drops, and stainless steel valves.
- Contractor – Hales Air Conditioning completed installation of a 5-ton AC unit at Facility #4 (Headworks Building).
- Contractor – C&T Construction is onsite replacing damaged sidewalks at the WWTP.



Aeration Tank #4 Rehab

- **Compliance:**
  - Wastewater received our new Florida Department of Environmental Protection (FDEP) WWTP permit, issued on April 29, 2020, effective through April 28, 2025.
  - March 2020 Discharge Monitoring Report submitted to FDEP via EZDMR; [No Issues].

### Collections Summary

- **New Construction:**
  - Gravity line installed on Friendly Ln - 316 LF, 8 laterals, (1) 6" clean out, & (1) manhole.
- **Scheduled repairs:**
  - Tap installs: (0).
  - Lateral and main line repairs: (1) – 222 Buena Vista Drive South.
  - Lateral liners installed: (0).
  - Responded to citizen blockage calls (14), and continued with PM inspections.
  - Sunshine 811 locate tickets (362).



Friendly Lane Gravity Sewer Main



Lateral Line Repair at 222 Buena Vista Drive South

- **Vac / Cleaner Truck:**

- Cleaned Grids: (7) – NW 35 Marjon Avenue / Patricia Avenue M/H #13, 12, SW 26 Patricia Avenue / Michigan Drive R/E M/H #100, 52, 51, SW 26 Michigan Drive East M/H #9, 10, NE 34 New York Avenue / Lyndhurst Street M/H #30 to M/H #153, SW 27 Douglas Avenue M/H #5, 6, 7, 8, 10, 11, 12, NE 25 Dinnerbell Lane South M/H #47, 27, 26, 28, SW 35 Willowood Lane M/H #63.
- Followed-up by applying Root X (root killer) in TV'd mains found to have root blockages.
- Cleaned Wet Wells at Lift Stations (LS) #s 16.
- Total cleaned: 3,574 linear feet (LF) and applied ROOTX in 854 LF of sewer mains.
- Continued to perform routine maintenance Citywide.

- **TV Truck:**

- Received new TV Truck, transferred equipment and set up.
- Inspected new lines: (2) – NW 14 Eagle Lane and NE 26 Friendly Lane.
- Installed new lateral: (1) – 441 Chicago Avenue.
- Manhole repairs: (8) removed scale from rings and covers – NW 34 Douglas Avenue M/H #1, 2, 3, 4, SE 27 Douglas Avenue M/H #5, 6, 8, 12.
- TV / Clean and supplied parts to contractor at 1315 Bayshore Boulevard.
- Total televised: 704 LF, with 4 set ups.
- Continue to perform routine maintenance Citywide.



New TV Truck!

- **Lift Stations:**

- Cleaned wet wells at LS #16.
- Cleaned dry side at LS's #4, #5, and #11.
- Installed new pumps at LS #16 – (1) pump and LS #22 – (2) pumps.
- Replaced carbon odor control at LS #15.

- Performed draw down test at LS #16.
- Repaired sump pump at LS #20.
- Cleared rags and stuck pumps at LS's #27, #20, and #19.
- Installed new transducer and contacts at LS #27.
- Checked back-up pumps at LS's #8 and #15.
- Continued checking telemetry on computer and printed reports daily.
- Continued preventative maintenance Citywide:



Lift station #22 Completed



Ragged Pump



Replaced Carbon Odor Control LS #15

## **Water Division:**

### **Water Production**

- **Production Numbers:**

- |   |                        |
|---|------------------------|
| ○ Average Daily Potable Water Production: | 3.84 Million Gallons   |
| ○ Monthly Potable Water Production:       | 118.93 Million Gallons |
| ○ Annual YTD Potable Water Production:    | 572.03 Million Gallons |
| ○ Annual YTD Rainfall:                    | 9.29 Inches            |
| ○ Monthly Rainfall Total:                 | 1.36 Inches            |

- **Maintenance:**

Operators continued normal preventative maintenance program on Plant equipment.

- **Noteworthy Events:**

- Overland Contracting, Inc. (OCI) / Wharton-Smith continued construction activities at the Water Treatment Plant.
- Plant operators are following CDC guidelines for prevention of the COVID-19 Virus.

### **Water Distribution**

- **Maintenance and Repair** – The annual backflow testing program is 54% complete, with approximately 4,594 backflows tested for the calendar year. The large meter program is 100% complete, with 79 large meters tested for the calendar year. This year, the Hydrant Program

has installed 0 new hydrants, repaired 13, replaced 3, painted 223, and flow tested 73. During this time period, the Valve Program exercised 446 valves. For the year; the Valve Program has installed 1 new, replaced 4, repaired 3, and exercised 1,425 potable and 0 reclaimed distribution valves.

### **Wellfield**

- Ardurra (*formerly King Engineering*) is currently developing the engineering drawings for the design and refurbishment of Well #1; including a new pump/motor, piping, & electrical features.
- The City is accepting bids for modification work to raise the well elevation at Well #86.
- A new pump has been received for Well #84. We anticipate the new pump and motor will be installed in order to return Well #84 back into operation in June 2020.

## **HUMAN RESOURCES**

- **Recruitment & Selection:**
  - Total applications received: 515
  - Ongoing Positions Posted:
    - Lifeguard I positions are seasonal and open until filled.
    - Recreation positions are seasonal and open until filled.
    - Head Lifeguard positions are seasonal and open until filled.
  - Existing Vacant Positions
    - Mechanic
    - Budget/ Financial Analyst
    - Technical Support Assistant
    - Sr. IT Tech
    - Public Works & Utilities Inspector
    - Recreation Leader II
    - Code Enforcement Supervisor
  - New Positions Posted:
    - Wastewater Collection Technician
    - Firefighter / Paramedic
    - Sr. Public Works Designer
  - Employees Transferred / Rehired
    - Roland Romero - Wastewater Plant Trainee - 5/18/2020
    - Lance Parris - Public Works/ Utilities Inspector - 5/1/2020
    - Melinda Brock - VOD Recreation Leader - 5/21/2020
    - Clark Fidler - VOD Park Attendant - 5/26/2020
    - Harold Jacobs - VOD Park Attendant - 5/26/2020
  - Employees hired during May:
    - Catherine Flocken - VOD Recreation Leader - 5/21/2020
    - Timothy Perry-Mills - VOD Recreation Leader - 5/21/2020
    - Eloise Bell - VOD Recreation Leader - 5/21/2020
    - Brittany Malone - VOD Recreation Leader - 5/21/2020
    - Sarah Contreras - VOD Recreation Leader - 5/21/2020
    - Johnathan Cantlon - VOD Park Attendant - 5/26/2020
    - Kelly Edwards - VOD Park Attendant - 5/26/2020
    - Norman Israel - VOD Park Attendant - 5/26/2020
    - Henry Negron - VOD Park Attendant - 5/26/2020
    - David LaBrecque - VOD Park Attendant - 5/26/2020
    - Justin Fresh - VOD Park Attendant - 5/26/2020
    - Mary Boswell - VOD Recreation Leader – 5/27/2020

- Jaykaa Andrews - VOD Recreation Leader – 5/27/2020
  - Alleyah Williams - VOD Recreation Leader – 5/27/2020
  - Steven Rice - VOD Park Attendant - 5/28/2020
  - Employee Resignations / Terminations
    - Ethan Viera – Firefighter/ Paramedic – 5/14/2020
  - Employee Retirements
    - Pamela Crawford – Recreation Leader III – 5/1/2020
- Thank you for 31 years of service!

• **Employee Benefits:**

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for May was \$259,588.46 which is 13.18% higher than April's totals. The average weekly claims for May were \$ 51,917.69.
- Humana GO365 Wellness Program: Number and % Status of Participants, with Blue as the Starter level and Platinum as Highest level:

Humana Vitality Status as of 5/30/2020

	<u>Employee Count</u>	<u>Participation Level %</u>
<b>Platinum</b>	63	21%
<b>Gold</b>	36	12%
<b>Silver</b>	48	16%
<b>Bronze</b>	71	26%
<b>Blue</b>	84	28%
<b>Total Eligible Employees</b>	303	100%

• **Family Medical Leave Act (FMLA):**

- Number of Employees with approved/pending FMLA: 21 - (Regular - 12, Intermittent – 9, Pending - 0). Number of new requests in May: 6

• **Other (Non-WC, Modified Duty)**

- Number of employees currently working on a modified schedule (some restrictions) – 3

• **Records Requests: 2**

• **DROP (Deferred Retirement Option Program):**

- Number of Employees in DROP: 17
- Employees who entered DROP during May: 0

• **Performance Management:**

- Number of Disciplinary Actions: 2

• **Employment Separations (Regular Full- and/or Part-Time):**

- Number of Separations from Employment: 0

• **Risk Management:**

- Workers' Compensation:
  - ✓ Number of new workers' compensation claims: 3
  - ✓ Total current open workers' compensation claims (2020): 4
  - ✓ Employees on light duty: 1
  - ✓ Employees out of work: 0
- Property/Liability/Motor Vehicle Claims:
  - ✓ New Property/Liability Claims: 3; total open cases = 6
  - ✓ New Moving Vehicle Accidents: 0; total open cases = 0

- Cases Closed During the Month:
  - ✓ Worker's Compensation Claims: 1
  - ✓ Property/Liability Claims: 0
  - ✓ Moving Vehicle Accidents: 0
- Subrogation Recovery by The City: (the process by which the City collects money from the party at fault (or their insurance company) in order to **recover** funds that have already been paid) = \$ 250.00.
- **Safety:**
  - 201 Online safety training courses were completed by 99 employees during the month of May.
- **Meetings/ Training Facilitated by HR:**
  - Live Virtual Assembly for COD Employees - 5/4/2020
  - BayCare series "Finding My Positive Thoughts in a Negative World" - 5/4/2020
  - Transition into Medicare Webinar - 5/12/2020

# Notes of Encouragement To City Staff

**From:** Bramley, Jennifer  
**Sent:** Friday, May 15, 2020 3:17 PM  
**To:** Smith, Donna  
**Cc:** Quintas, Jorge; Fogarty, Keith  
**Subject:** FW: [EXTERNAL EMAIL] Tree danger

Please include in the next Update. Public Services beats out the FD in response time. Good job!

**From:** DJ [mailto:]  
**Sent:** Friday, May 15, 2020 3:12 PM  
**To:** Bramley, Jennifer  
**Subject:** Re: [EXTERNAL EMAIL] Tree danger

Wow, that was amazing, he is here and taking care of the situation right now. We are impressed and grateful. Thanks to Dunedin workers!!

On Fri, May 15, 2020, 2:41 PM Bramley, Jennifer <[JBramley@dunedinfl.net](mailto:JBramley@dunedinfl.net)> wrote:

Hello Donna – Thank you for letting us know. I forwarded your e-mail to our Public Services Division to address and they are on the way. Stay safe!

Jennifer K. Bramley  
City Manager  
Dunedin City Hall  
542 Main Street  
PO Box 1348  
Dunedin, FL. 34697-1348  
727-298-3003 (O)  
727-298-3012 (F)

**From:** DJ [mailto:[@gmail.com](mailto:@gmail.com)]  
**Sent:** Friday, May 15, 2020 2:05 PM  
**To:** Bramley, Jennifer  
**Subject:** [EXTERNAL EMAIL] Tree danger

Hello Jennifer,

Under normal times I would just stop by but not today, so I am not sure if u are the person to assist. We have a large oak tree that extends over the side walk and street. It has a dead branch, my husband calls it a widow maker. Hanging straight down very dangerous. With so many folks out walking due to virus we are concerned it will fall with the winds we had this week and now heading into hurricane season. Is it possible for the city to fix that?

Thanks u and the city for keeping us operational during this time and for your assistance.

Donna Walsh

13 May 2020

Dear Children's Room!

Having received my \$1,200 Coronavirus grant, I feel it necessary to share this money.

Therefore, I am enclosing my personal check in the amount of \$100 to be used for the purchase of Children's books for your collection.

I have been volunteering in nursery/day care for over 12 years, doing story/music/game times, and have drawn heavily on your collection to do so.

So, this is a small 'Thank you' for all your services to the children of the community.

God bless you all for your sterling work!

Warmly,

Pat Manning



-----Original Message-----

From: Diane G [\[mailto: \]](mailto:)

Sent: Tuesday, May 19, 2020 1:57 PM

To: Gorshe, Phyllis; Phyllis Gorshe

Subject: [EXTERNAL EMAIL] Tuesday thank you

Thank you for curbside pickup— after getting an e mail from dan this morning, I just picked up 5 books—I hope this is not too difficult for your employees—what a great idea—

Have a great day

Sent from my iPad

**From:** Kirby, Will  
**Sent:** Wednesday, May 20, 2020 6:54 PM  
**To:** Fogarty, Keith; Quintas, Jorge; Hutchens, Doug; Bramley, Jennifer; Gorshe, Phyllis  
**Subject:** today's thank you for NPWW

Good evening everyone,

Today at Public Services, Peter Cintron, local business owner of The Perfect Nutrition in Clearwater stopped in to say thank you to the public works first responders in Dunedin during National Public Works Week. He has a campaign going currently called Pay it Forward, in which his business donates their high energy nutritional teas to first responders throughout the county and he posts his thanks on his social media platforms. He has recognized agencies such as Clearwater PD, PCSO, Palm Harbor Fire, and numerous local businesses such as Publix, for their service during the Covid-19 pandemic. Today was our turn. I would like to see if this would be allowed to be put on the City's Facebook page to allow others to see the well deserved recognition that was given today to our public works first responders.

I zipped the pictures to reduce the file size. Let me know if you have any problem opening the attachment.

Thank you  
Will Kirby  
Public Services Supervisor  
City of Dunedin, FL.  
(727) 298-3234



**From:** Ruth [<mailto:@juno.com>]  
**Sent:** Friday, May 22, 2020 9:15 AM  
**To:** Bujalski, Julie  
**Cc:** Stanek, Paul; Schlichter, Rebecca; Steurnagel, LeAnne; Miller, Janice  
**Subject:** Re: [EXTERNAL EMAIL] Dunedin Utility Question

Followed up with Dan adjusting the irrigation and educated me to all things about it, the watering policy, etc. Great guy. Thanks again. Ruth Angle

**From:** Parks, Jeff  
**Sent:** Thursday, May 28, 2020 11:08 AM  
**To:** Nazzaro, Andrea; Smith, Donna  
**Subject:** Your Service to Gladys Beth Anderson at XXX Sandpiper Ct

This was E60B  
Crew was Acting Lt. Ulloa, FF/P Ascherman, FF/P Mortenson, and FF/P Cunningham. Clearwater E51 also assisted.

**From:** Donovan, Andrea [mailto:]  
**Sent:** Wednesday, May 27, 2020 8:34 PM  
**To:** Parks, Jeff  
**Subject:** Your Service to Gladys Beth Anderson at 1007 Sandpiper Ct

Dear Chief Parks,

I want to thank you on behalf of my family for your response to my mom's home on Saturday, May 2. It meant a lot to us to know that so many different crews went there to help. Do you have a fund set up for possible donations from her friends and family? I've been communicating with Deputy Duran about this, too. In light of the current crisis that we all face, supporting first responders would be better than receiving flowers, etc.

Thank you for your service,  
Andrea Donovan



On Jun 3, 2020, at 11:12 AM, Bill Brummett < > wrote:

Thank you so much for sending Mr. Fogarty to assess and solve our tree problem. He was personable, courteous, and professional. The staff will contract with a tree service to remove the tree.

We are happy with this resolution as we prepare for hurricane season. In these chaotic times, Peg and I both get comfort from knowing Dunedin Gov and staff have our backs.

Again, thank you  
Bill Brummett  
Peg DeLargy

**From:** Fawn Germer [mailto: ]  
**Sent:** Wednesday, June 3, 2020 3:19 PM  
**To:** Bramley, Jennifer; Bujalski, Julie  
**Subject:** [EXTERNAL EMAIL] Unbelievable gratitude to my little town...

I want thank you for all you have done in the last few months. Our city did everything possible to protect us and I am so grateful we made it through the worst of the lockdown.

Here is the best thing has happened to me lately: Highlander Pool opened. I am writing this so you might pass on my gratitude to all of the hard-working staff at the pool. They have their drill DOWN. They are taking care of us and liberating us to do our lap swims as if, for a few minutes a day, the world were normal like before. The management is on top of everything and the lifeguards are really doing a great job. I know it must be tough to have so few people in the pool, but this has absolutely been a life-changer for me.

Thank you so much for all you have done for our community.

Fawn



**From:** Grissom, Patricia A [mailto: ]  
**Sent:** Monday, June 1, 2020 4:10 PM  
**To:** Thiemann, Erich  
**Subject:** Drive by Birthday

Hello Chief Thiemann,

WOW! What a successful parade. Your department made this event extra special and memorable! We truly surprised and honored this amazing centenarian in a very special way that filled her heart with pure joy! She was speechless and teary. So was everyone that attended. Your fire truck arrived early, started the parade right on time and perfectly lead 20 cars and 7 sheriff vehicles to the home of the birthday girl! I will follow up with some pictures soon.

Everyone remarked on how meaningful and thoughtful it was for your department to take the time to make this event happen in such a touching way! We are so proud of you and your team to honor this very special community member. THANK YOU does not seem enough of a sentiment for the good you did for us.

Please know grateful we are to you.  
From the heart,  
Patty

On May 31, 2020, at 5:09 PM,

Mayor Julie:.....On Friday, May 29, 2020, I experienced an accident with my vehicle. One of your employees, "ISMAEL", driving a City van, witnessed it and was first on the scene. He asked about my condition and called 911. He stayed on the scene comforting me until the paramedics, ambulance and sheriff deputies arrived and informed them of what had happened. I want to commend Ismael for helping me as he did. He is a great representative of the City of Dunedin.

Also, the fire department's para medics were very professional and compassionate. They knew what they were doing and one accompanied me to the hospital, monitoring my condition all the way. I want to say thank you to him as well.

You should be proud to be leader of a great work force. I know your many years of oversight and direction has a lot to do with it. Thank you.....Richard Howarth



# Tampa Bay Times

# **BEST OF THE BEST**

PEOPLE'S  CHOICE

## Annual Peoples' Choice Awards 2020 Winners

Best Bagels	Dunedin Bagels
Best Bakery	The Scone Age Bakery and Café
Best Boat Ride	Caladesi Island Ferry
Best Book Store	Back in the day Books
Best Cajun Food	Happy's Bayou Bites
Best Cookies	Kookie Krums
Best Florida-Style Cuisine	Hog Island Fish Camp
Best Gastro Pub	Clear Sky Draught Haus
Best Gourmet Pizza	Pan y Vino Brick Oven Pizza & Wine Bar
Best History Museum	Dunedin History Museum
Best Homestyle Italian Dining	Julian's Little Italy
Best Ice Cream	Strachan's Homemade Ice Cream
Best Mexican Restaurant	Casa Tina
Best Outdoor Dining	The Terrace Café at Bon Appetit
Best Restaurant on the Pinellas Trail	Café Alfresco
Best Sandwiches	Marguerite's Café and Catering
Best Waterfront Restaurant	Bon Appetit Restaurant
Best Wieners	Hot Dogs on Main
Best Casual Seafood	Old Bay Café
Best Dry Cleaner	Dunedin's Dry Cleaners
Best Grouper Sandwich	Frenchy's
Best Leather Repair	J & M Shoe Repair
Best Outdoor Art Show	Art Harvest
Best Wedding Venue	Historical Andrews Memorial Chapel
Best Health Program	Dr. Cesar Lara
Best Art center Dining	Palm Café
Best Art Classes	Dunedin Fine Art Center
Best Breakfast	Our Place

**Development Project Update 6-5-20**

<b>Current Projects - City Commission Review</b>			<b>LPA</b>	<b>CC 1st</b>	<b>CC 2nd</b>	<b>under const</b>	<b>% comp</b>
Beyond the Wall B&B	520 Skinner Blvd	adding 3 add units	√	√	√	No	0%
Courtyard on Main- <i>amende</i>	Main/Douglas/Monroe	18 condos; retail; parking gar	<i>infra. cond. app.; 1 permit approved</i>			Yes	5%
Dunedin Causeway Hotel	491 Causeway	51-room hotel	TBD	TBD	TBD		
Gramercy Ct Ph II	Howard Ave	18 townhomes - phase II	<i>new developer &amp; contractor</i>			Yes	25%
Grant St B&B	418 Grant St	22-unit vacation rentals	√	<i>will be submitting soon</i>		No	0%
Highland Crossing THs	968 Highland Ave	15 2-story townhomes	3/11/20	7/16/20	8/6/20		
Mira Vista	1413 Bayshore Blvd	7 townhomes replacing <i>bung</i>	<i>infra. structure under review; demo comp.</i>			Yes	90%
Mira Vista - PH II	1405 Bayshore Blvd	8 townhomes replacing apts	TBD	TBD	TBD		
Oak Bend Townhomes	801 Main St	32 townhomes	√	√	√	Yes	5%
Sea Palms - <i>amended</i>	2624 Paula Dr N	9 townhomes	√	√	√	Yes	75%

<b>Current Projects - Staff Review Only</b>			<b>Comments</b>	<b>under const</b>	<b>% comp</b>
630-643 Athens St	630-643 Athens St	4 single-family homes with shared drive		Yes	70%
1523 Bayshore Blvd	1523 Bayshore Blvd	add 4 tiny homes for vacation rentals - TP	<i>infrastructure under review</i>	No	3%
Beach Brewery	2058 Bayshore Blvd	Nano-brewery in existing bldg	<i>permit under review</i>	Yes	5%
Blue Jays player complex & training facility		rennovations, etc		Yes	90%
Carriage House	1040 Broadway	convert to event venue	<i>new permit under review</i>	No	80%
Causeway at Woodette EOC	Causeway at Woodette	4 townhomes	<i>infrastructure under review</i>		
526 Frances St	526 Frances St	demo existing home; build 4 THs		Yes	20%
Government Center	737 Louden Ave	holding meetings w/committees & public	<i>permit issued</i>	No	0%
227 & 229 Hancock St	227 & 229 Hancock St	keep SF home and add duplex	<i>Bldg demo'ed</i>	No	1%
962 Highland Ave	962 Highland Ave	4-unit apt building/vacation rental	<i>permit app'd; not issued</i>	Yes	90%
1385 Lady Marion Ln	1385 Lady Marion Ln	Warehouse/shop	<i>permit under review; infrastructure cond. approval</i>	No	0%
Retail strip center	1440 Main St	demo bldg, replace w/retail bldg (pizza & urgent care)	<i>permit issued</i>	Yes	7%
San Ruffino TH	1340 Bayshore Blvd	finish 7 townhomes previously approved, but never built	<i>Site work begun</i>	No	15%
Spalding Warehouse	1375 Spalding Rd	Warehouse on vacant land	<i>infrastructure cond. approval</i>	No	0%
TüKrö Coffee	472 Wood St	previous tatoo parlor to be converted to coffee shop	<i>permit issued</i>	No	0%
Whiskey Cartel	1600 Main St	change order submitted May 2020		Comp.	95%

<b>Potential Future Projects - City Commission Review</b>			<b>Comments</b>
1040/1046 Bass Blvd	1040/1046 Bass Blvd	10 condos	
Douglas & Lyndhurst	Douglas & Lyndhurst	4 Airbnb units over 4 commercial units	
521 Howell St	521 Howell St	5 condos	

<b>Potential Future Projects - Staff Review Only</b>			<b>Comments</b>
Bayshore Townhomes	1540 Pasadena Dr	17 townhomes	
929 Broadway	929 Broadway	current HOB - condos; 4-story mixed use residential over commercial	
Ceiliah	990 Broadway	indoor market (see Armature Works)	
The Foundry	351 Albert St	6 short-term (container) rental units	
Funtastic Creamery	2602 Bayshore Blvd	ice cream kiosk in Causeway Plaza, west of Sandbar Grill	
971 Howard	971 Howard	4 residential units	
Meranova	458 Virginia Lane	construct outdoor dining and HC restroom	
504 Skinner Blvd	504 Skinner Blvd	demo Hair Factor, build commercial with 3 Airbnb units above	

**To:** Jennifer Bramley, City Manager  
**Thru:** Doug Hutchens, Deputy City Manager  
**From:** Jeffrey Parks, Fire Chief  
**Date:** June 2, 2020  
**Re:** Monthly Report for May 2020

**Fire Prevention Division:**

Fire prevention personnel have continued to take on additional support roles such as being the liaison from the operations division to the fleet division and coordinating all preventative maintenance and repairs on department vehicles. Fire prevention also has continually been in contact throughout the month with the assisted living facilities, nursing homes and group homes to keep them updated on new COVID-19 operating procedures. For the foreseeable future fire prevention personnel will check in twice a week with each facility to obtain a status report for the facility. Fire Inspectors have taken on the task of disinfecting response vehicles twice a week.

Fire inspections at construction projects and fire inspections to open new businesses continue to occur when fire inspectors are able to utilize social distancing.

Projects completed:

- No major projects completed

Current projects:

- Dunedin Commons Apt. – 375 Patricia – Commercial Units
- Arcadia Luxury Condo – 265 Causeway Blvd
- Gramercy Court Townhomes – Highland Ave
- The Courtyard on Main – Main St – New mixed use project
- Mira Vista Townhomes – 1413 Bayshore Blvd
- Blue Jays Player Development Center – Solon Ave – New Construction
- Crown & Bull – Outdoor Renovation – 319 Main St.
- Dunedin EOC – New Construction – Belcher Rd
- San Ruffino Building 3 & 5 – New Construction – 1340 Bayshore Blvd
- City Municipal Building – New Construction – 737 Loudon Ave.
- Pfeifer Warehouse – New Construction - 1385 Lady Marion Ln

- Vacation Villas – New Constuction – 1523 Bayshore Blvd
- Spalding Warehouse – New Construction – 1375 Spalding
- Pizza Restaurant – Renovation – Broadway
- Hotel – New Construction – 491 Causeway Blvd
- Townhomes – New Construction – 1405 Bayshore Blvd
- The Blur – Interior Renovation – 325 Main St

Fire Prevention Staff Activities:

Inspections – 15	Fire Investigations – 1
Re-inspections - 2	Event Inspections – 0
Fire extinguisher training – 0	Fire Safety presentations – 0
Plans Reviewed – 14	Station Tours – 0
Construction Inspections – 9	Pub. Ed Contacts (Total) – 0
Final Inspections/BTR - 9	Hurricane Awareness presentation - 0
Meetings / Consultations – 16	Home Safety Checks/Smoke Alarm Install - 0
Referrals / Complaints - 1	

**Training and Safety Division:**

- Monthly station inspection forms completed in Check It
- Attended Pinellas County Training Chiefs meeting via Zoom
- Updated Target Solutions Bulletin board
- Updated Target Solutions with ever changing EMS updates and Protocols
- Completed monthly EMS on Target Solutions.
- UV-C decon of all equipment twice a week
- Ordered decon and disinfection supplies
- Assisted with purchase of PPE
- Continued research, reports and studies on COVID 19 PPE, disinfection and sanitizing
- Assigned BLS CPR renewal through Target Solutions
- Continued training through Target Solutions
- Provided assistance with training trailer to Pinellas County Sunstar Ambulance provider for UV-C Disinfection of stretchers. Assisted by Chief Zipeto.
- Maintenance of Dunedin Firestrong
- Administered Acting D/C Test to Lt. Leon
- Administered Boat Deckhand test to FF/P DeShong
- Responded to calls with crews for assistance when available
- Daily and weekly meetings for department operations via Zoom for both department and county functions.
- Conducted company training drills at Clearwater FD Station 48

- Completed training reports for all shifts for the month of May 2020
  - A Shift completed 390 Hours
  - B Shift completed 544 Hours
  - C Shift completed 542 Hours

Department total of 1476 hours (April 2020)

### **Operations:**

- Construction of the EOC/Fire Training Center continues. Construction started on the roof in May. The project is still on schedule for a completion in late October, 2020.
- The new fire apparatus to replace Engine 60 is still in the process and the new expected delivery will be in December.
- The Fire Department is working with Pinellas County EMS regarding the COVID-19 virus response.
  - On May 6th, the City returned to Condition Yellow. A Local State of Emergency remains in effect.
  - The Department responded to 104 Respiratory Isolation Calls during the month. This is down 17 calls from last month.
  - Truck 60's crew and apparatus was relocated to Public Services, then to old FS61 to separate the engine and truck crews from station 60.
- The department continues to have two members off on extended medical leave.
- FF/P Ethan Viera resigned to take a firefighter position in Manatee County.

<u>Type of Incident</u>	<u>Month of May</u>	<u>Year to Date</u>	<u>Emer Resp by Unit</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	457	2541	<b>EMS</b>		
Rescue Incident Response	35	197	<u>Station 60's Area</u>		
Fire Alarm	29	163	E60	132	4:44
Fire Incident Response	11	86	E62	10	6:36
Structure Fire Response	6	71	E61	7	6:47
Special	2	26	E51 (CFD)	3	5:41
Cardiac Arrest Response	9	45	E66 (PHFD)	1	5:14
Water Rescue Response	6	42	E48 (CFD)	1	4:38
Major Incident Response	7	25	R48 (CFD)	1	7:22
Support incident (Fire)	2	10	E50 (CFD)	1	8:46
Unconfirmed Structure Fire	4	13	<u>Station 61's Area</u>		
Fire Incident Response Special	2	29	E61	79	5:54
Pandemic Site Visit	3	18	E60	5	7:25
Air Transport Incident	1	3	E66 (PHFD)	4	6:07
Trauma Alert	7	33	E62	1	7:30
Support Incident (DC)	4	10	<u>Station 62's Area</u>		
Medical Incident Special	2	7	E62	75	5:27
Support Incident (Medical)	5	22	E50 (CFD)	8	5:06
HazMat Invest	1	1	E60	2	6:23
Moveup - Coverage	0	4	E65 (PHFD)	2	3:56
Special Event	0	0	E51 (CFD)	1	9:32
Hospital Landing Zone	0	4	<b>FIRE</b>		
MVC Possible Extrication	1	6	<u>Station 60's Area</u>		
Brush Fire Incident Response	0	0	T60	7	7:32
Extrication	1	1	E60	2	5:09
Non-Emergency Evacuation	1	1	E48 (CFD)	1	6:27
Rescue Incident Special	0	0	<u>Station 61's Area</u>		
Rescue (Technical/Confined)	0	0	E61	4	6:47
Support Incident (Truck)	0	0	E66 (PHFD)	1	6:08
Rescue (High Angle/Below)	0	0	<u>Station 62's Area</u>		
Auto Crash	0	0	E62	8	6:34
Extrication (Vehicle)	0	0	E65 (PHFD)	1	5:34
Code H	0	0	T60	1	7:42
Totals	596	3358			

28 (5.8%) of the 481 calls within the DFD District were handled by units other than DFD.

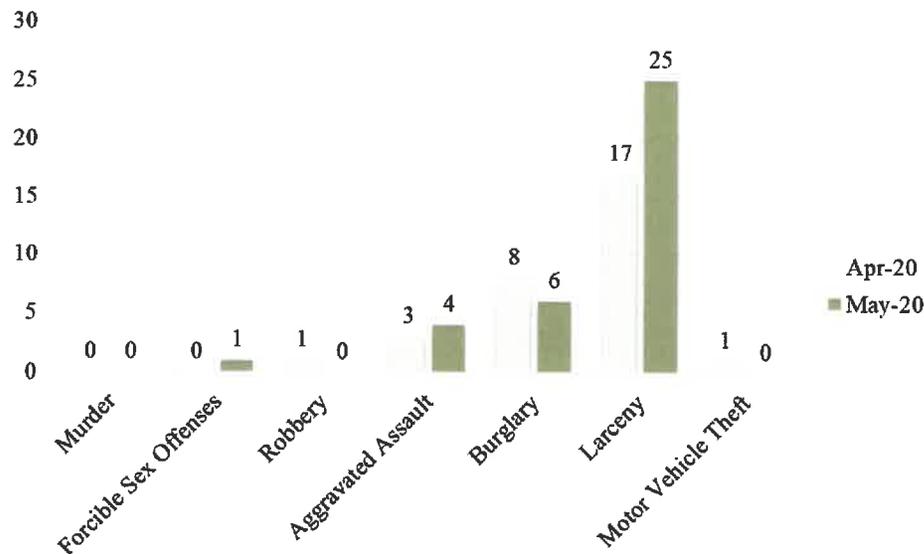


STRATEGIC PLANNING BUREAU  
DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

May 2020

UCR Part I Crime Category	April 2020	May 2020	May 2019 YTD	May 2020 YTD
Murder	0	0	0	0
Forcible Sex Offenses	0	1	5	3
Robbery	1	0	3	3
Aggravated Assault	3	4	12	11
Burglary	8	6	27	36
Larceny	17	25	165	120
Motor Vehicle Theft	1	0	11	4
GRAND TOTAL	30	36	223	177



## Arrests

### May 2020

There were a total of **49** people arrested in the City of Dunedin during the month of May resulting in the following charges:

ARREST TYPE AND DESCRIPTION	TOTAL
<b>Felony</b>	<b>20</b>
Aggravated Assault-Domestic Related	1
Aggravated Battery-Domestic Related	1
Battery On LEO	1
Burglary-Commercial	1
Burglary-Conveyance	3
Child Abuse	1
Child Endangerment/Abuse	1
Criminal Use Personal ID	1
Domestic Battery By Strangulation	1
False Verification Of Ownership	1
Felony Battery-Prior Convictions	4
Fraudulent Use Of Credit Card	1
Grand Theft-Other	1
Possession Of Controlled Substance	2
<b>Misdemeanor</b>	<b>32</b>
Battery	3
Battery-Domestic Related	4
BUI	1
Criminal Mischief	2
Disorderly Conduct/Breach Peace	2
Disorderly Intoxication	5
False Report-Law Enforcement Agency	1
Misuse 911 Or E911 System	1
Petit Theft-Other Larceny	1
Petit Theft-Shoplifting	1
Resist/Obstruct LEO Without Violence	8
Trespass After Warning	2
Unlawful Possession Of Personal Identification	1
<b>Other</b>	<b>8</b>
Violation Of Probation/Community Control-Adult	1
Warrant Arrest	7
<b>Traffic Felony</b>	<b>1</b>
Driver's License Suspended/Revoked	1
<b>Traffic Misdemeanor</b>	<b>15</b>
Driver's License Suspended/Revoked	1

Prepared by: Casey Taylor

Data Source: ACISS: UCR Offenses with Occurred Address, Arrested Subjects, Citation City Report  
 CAD: Crime Analysis Views, Crime Analysis Incident History (Dispo- 7)

Driving Under The Influence	11
Leave Scene (With Damage)	2
Leave Scene With Unattended Vehicle/Property/Damage	1
<b>Grand Total</b>	<b>76</b>

\*Information provided reflects the number of arrests (persons arrested) as well as the total charges associated with those arrests.

## Deputy Activity

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There were a total of **2,152** events in the City of Dunedin during the month of May resulting in **4,289** units responding.

The table below reflects the top twenty-five events to include both self-initiated and dispatched calls in the City of Dunedin for the month of May.  
*\*CAD data is filtered by problem type.*

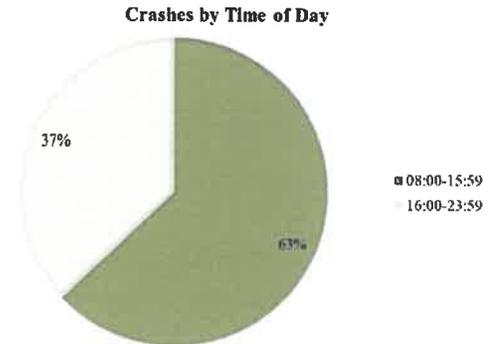
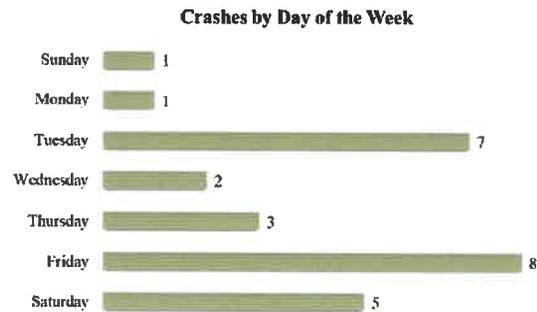
### May 2020

DEPUTY ACTIVITY	TOTAL
Traffic Stop	473
Directed Patrol	226
House Check	121
Assist Citizen	103
Contact	91
Suspicious Person	85
Special Detail	63
Vehicle Abandoned/Illegally Parked	59
Information/Other	57
Trespass	47
Supplement	45
Alarm	41
Suspicious Vehicle	40
Noise	39
Surveillance	36
Traffic Violation	36
Transport Prisoner	36
Domestic-In Progress	34
Fraud/Forgery-Not In Progress	32
Lost/Found/Abandoned Property	29
Accident	26
Assist Other Agency	24
Operation Medicine Cabinet	21
Assist Motorist	20
Theft-Not In Progress	19

## Crash & Citation Analysis

There were a total of 27 crashes in the City of Dunedin during May 2020.\*Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

TOP 10 CRASH LOCATIONS	TOTAL
62 Causeway Blvd	3
Alt 19/Michigan Blvd	1
Virginia St/Lake Haven Rd	1
Overcash Drive/Main St	1
1491 Main St	1
905 Patricia Ave	1
1750 Curlew Rd	1
Country Woods Ln/CR 1	1
1750 Main St	1
Park Ln/Belcher Rd	1



There were a total of 483 citations and warnings issued in the City of Dunedin during May 2020.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
62 Causeway Blvd	18
Bayshore Blvd & Curlew Rd	8
Broadway & Skinner Blvd	5
County Road 1 & Burnham Ln	3
Belcher Rd & Main St	3
Causeway Blvd & N Paula Drive	2
Main St & Overcash Drive	2
Causeway Blvd & S Paula Drive	2
481 Main St	2
Causeway Blvd & Bayshore Blvd	2

