

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

July 6, 2020

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

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

### **COVID-19 Work**

- Staff continues to spend considerable time on Business Recovery efforts.
- Staff has a weekly call with Dunedin Chamber and DDMA.
- Weekly webinars are provided information and guidance on applying for business assistance aid through the county, state and federal government.
- One-on-One meetings with expertise to assist with funding programs are offered weekly at the Chamber for local businesses
- Formed a Business Recovery Team with a plan and strategies to address ongoing issues with the business community.
- Staff has been assisting the Business Recovery Marketing Team.

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

- Webinar Participants: **263**
- 1:1 Meetings/Calls/Emails for Assistance: **55**
- Individual Companies Severed: **42**
- Pinellas County CARES ACT Grants: 150 businesses received \$5,000.00 / \$750,000.00 total
- Resources provided:
  - E-Book
  - Checklist
  - Cheat sheets
  - FAQ's and resources pages
  - Individual action plans

### **Budget**

- Staff has been working with Finance to revise the FY2020 Budget and on developing the FY2021 CRA and Economic Development Budgets.

### **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 projects (apartments).

### **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 which is needed for FDOT before sending out the RFQ for design of the Complete Street project.

### **Downtown**

- Staff is working on several Downtown enhancement projects: Pioneer Park enhancements, Downtown Master Landscaping Plan and East End Public Bathrooms.
- The Artistic designs have been selected for the two Downtown Artistic Bench 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 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 are to review the wayfinding signage with FDOT on state roadways and submitting for a trademark on the signs.

### **Pinehurst**

- Staff is working with the owner on the lease extension for the leased office space at Pinehurst.

## **PARKS & RECREATION**

### **Parks & Recreation Administration:**

- Continued evaluation and modification of the FY 20 and FY 21 Department Budgets and Business Plan Initiatives in response to the COVID-19 pandemic.
- Attended a joint meeting of Division Directors to discuss options of a 6th Epic Goal which addresses the employees of the City of Dunedin.

- Staff met at the Hale Senior Activity Center and developed a site plan and associated capacity calculations if the facility were needed for Commission and Advisory Committee meetings to meet in person.
- The installation of the replacement picnic shelters at Hammock Park has been completed. Staff is continuing to work on finalizing site amenities including electrical and sidewalk connections.
- Staff is continuing to work with the developer and installer of a pre-fabricated, modular boardwalk for Fern Trail in Hammock Park including building permits and surveying.
- The dredge of the Marina was approved by the City Commission on April 14, 2020 and work began on June 1, 2020. Continued oversight from staff includes logistical plans, vessel relocations and regular communications with the slip renters and community.
- The replacement playground equipment for Amberlea Park is scheduled for delivery on July 20th. Staff is beginning site preparations.
- Submitted facility information to Committee for the City's ADA Transition Plan.
- Met with a sales representative to discuss design options to expand and improve the shade awnings on the Sindoon stage at the Dunedin Community Center.
- Submitted annual reports to the State of Florida for Florida Communities Trust Grants at Weaver and Hammock Parks.

#### **Marketing:**

- Completed digital version of the Parks & Recreation Magazine (summer edition). Published online and continued maintenance with new updates and re-opening of various facilities and services.
- Signage for the Weaver Park Peace Pole Project was completed and installed.
- Created new signage for Stirling Park and the driving range. Promoted driving range opening on web and social media.
- Created digital photo album and videos of the Marina Dredge Project; posted on Marina webpage.
- Completed video for celebrating July National Parks & Recreation Month and 20 Years of Greatness in Dunedin Parks & Recreation. Video to be presented during City Commission meeting in July.
- Coordinated with staff and designed banners and flyers for upcoming events including Independence Day celebrations and Purple Heart Day. Also promoted on website, through email and social media.
- Taking photos of city parks and playgrounds; using for marketing materials, website purposes and Google contributions.
- Redesigned the webpage for city playgrounds to improve the look and add new information including guidelines, playground descriptions, repaired multiple hyperlinks and added new photos.
- Attended the Marketing Task Force committee meetings and assisted city staff.
- Continued communication with staff and published news stories on city website and social media, and updated Department webpages for all parks and recreation operations related to COVID-19, closures and phased re-openings of facilities, programs and services.

#### **Recreation:**

- **Community Center:**
  - The Community Center remains closed to the public, with the exception of the fitness room and summer camp.
  - We have been fielding numerous refund and registration requests for summer camp, causeway permits, fitness related questions and shelter pavilion rentals.

- Based on CDC recommendations we started camps with 8 groups of nine campers and one leader. When restrictions opened a little, we were able to accommodate four more campers in our oldest five groups, bringing our per week total from 72 to 92 campers overall.
- With the opening of both the fitness room and summer camp, staff has been busy sanitizing throughout the facility. Staff is wiping down high touch surfaces, sanitizing restrooms, etc. to maintain a healthy environment. Staff is also sanitizing the fitness room in between each reservation group during its limited open hours.
- Archery resumed outdoor classes on Saturday, June 27<sup>th</sup>.
- **Fitness Center:**
  - Began offering Outdoor Group Exercise classes on June 15<sup>th</sup>.
- **Athletics:**
  - The Stirling Driving Range opened on June 22<sup>nd</sup>
  - 30 children participated in 3 weeks of Golf Camp.
  - Paul Sylvester has begun offering private lessons at the Stirling Driving Range
  - Dunedin Little League and Stirling Soccer Club submitted return to play procedures including safety and social distancing measures and have resumed field use.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
  - Summer Camp programming began at the Martin Luther King, Jr. Recreation Center. This summer, staff is hosting two Teen Camp groups and two Kids Camp groups to provide youth with a fun summer time experience while focusing on safety guidelines and social distancing.
  - The Martin Luther King, Jr. Recreation Center was closed on June 12<sup>th</sup> due to a staff member testing positive for COVID-19. We are working with the Florida Department of Health to contract out services to fully disinfect and clean the building for re-opening.
  - The Teen Leadership Program resumed on June 15<sup>th</sup> for a small group of returning youth participants. Nine members are currently learning leadership skills and volunteering their time with summer camps at the Dunedin Community Center with four more youth participants set to begin when the Martin Luther King, Jr. Recreation Center re-opens.
- **Hale Activity Center:**
  - Specialty Camps Cooking and Bagpiping were held at the Hale Center.
  - Staff has helped out at MLK & Community Center summer camp programs.
  - 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**
  - The Sprayground opened to public with limited hours and reservation requirements.
  - Capacities at Pool and Sprayground were raised to 40 participants per time block.
  - June 27<sup>th</sup> was the first Float Fit class of the season, with 2 participants. A total of 5 participants are allowed per class (50% capacity).
  - June attendance for the Pool was 2,458 and 2,787 for the Sprayground.

**Parks:**

- Remove, grade and replace infield turf on fields 1 and 2 at Fisher Little League.
- Added clay, roto-tilled and leveled fields 1 and 2 at Fisher Little League.
- Performed chain link fence repairs throughout Fisher Little League complex.

- Prepared available fields for public and league use (practices only).
- Top dressed (for leveling purposes) fields 1 and 2 at Fisher Little League and field 3 at Jerry Lake soccer.
- Top dressed (to aid in repair) fields 1, 2, 3 and 7 at Fisher Little League.
- Begin annual elevation pruning on all trees at Fisher Little League.
- Repaired climbing wall at Boundless Playground at Community Center.
- Acquired all necessary paperwork and submitted building application for new storage shed at Jerry Lake.
- Disinfected all playgrounds per CDC guidelines.
- Continued conversion of Stirling Park, including repairing irrigation, installing split-rail fencing and driving range net, and removing Brazilian pepper trees.
- Prepared Marina for installation of finger docks by removing old PVC poles and cutting and pre-drilling the wood.
- Removed dead palm Downtown and planted a replacement.
- Repaired washouts on Dunedin Causeway
- Completed monthly safety checks of parks, playgrounds, and parking lots.
- **City Arborist:**
  - Updated and modified the palm pruning contract for upcoming bid.
  - Completed the i-Tree Canopy Study PowerPoint presentation for further explanation of the benefits of tree canopy studies. Continuing to research neighboring cities to obtain their data for comparison purposes
  - Continued to do a study of Tree Bank funds to obtain an average annual intake.
  - Continued working on implementing the “Community Canopy” tree planting program, which will allow residents to go online and have up to (2) two 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.
  - Assisted the volunteers of Hammock Park’s Butterfly Garden in identifying plants currently existing in the garden and eliminating any plants that are not native. This will allow for the garden map to be updated with accurate plant information.

**Marina:**

- The marina remains closed for the dredging of the marina. The pier remains open to the public. Priority usage of the Day Docks is available for slip renters who have vacated the marina. This includes the commercial businesses that rent slips.
- The dredging project is moving along very smoothly. Gator Dredging and marina staff are working very well together as a team to avoid any unnecessary delays in the project.
- Updates with important information regarding the dredge project continue to be emailed to all of the slip renters every Friday as well as being made available on our website.
- Photos of the dredging process are available on the website at: <https://www.dunedingov.com/city-departments/parks-recreation/facilities/marina/dredging-project-photos#ad-image-0>
- Videos of the dredging process are available on the website at: [https://www.youtube.com/channel/UckBEQ\\_UXDr0uSFZ6bEjJczA](https://www.youtube.com/channel/UckBEQ_UXDr0uSFZ6bEjJczA)
- Slip renters whose vessels have remained in the marina during the dredging project have been provided multiple opportunities each week to check on their vessels.
- Remaining vessels have been relocated to various slips within the marina as Gator gives notice of the dredging progressing into areas that they were occupying. Many of the remaining vessels have been returned to their home slips.
- The 29 shore power pedestals that were ordered for Dock A and other areas have been delivered.

- Marina staff is installing finger dock boards in every slip. These are replacing all of the PVC pipes that were aged and continuously breaking.

**COMMUNITY DEVELOPMENT DEPARTMENT**

**Building Division**

Monthly statistics for June are as follows:

| <b>PERMITS</b>                                     |        |                       |
|--|--------|-----------------------|
| Total Permits Issued                               |        | <b>483</b>            |
| Total Permit Fees Collected                        |        | <b>\$95,492.50</b>    |
| Total Valuation of Construction                    |        | <b>\$4,793,742.00</b> |
|  |        |                       |
| Permits by Group:                                  | NUMBER | VALUATION             |
| Building Permit                                    | 262    | \$3,558,995.00        |
| Electrical Permit                                  | 44     | \$404,501.00          |
| Fence Permit                                       | 40     | \$141,928.00          |
| Gas Permit   | 3      | \$13,890.00           |
| Mechanical Permit                                  | 97     | \$651,855.00          |
| Plumbing Permit                                    | 34     | \$57,342.00           |
| Sign Permit  | 1      | \$2,395.00            |
| Tent Permit  | 2      | \$500.00              |
|  |        |                       |
| New Construction by Building Type:                 | NUMBER | VALUATION             |
| New Single Family Residences                       | 1      | \$219,000.00          |
| New Two-Family Residences                          | 0      | \$0.00                |
| New Multi-Family Residential Buildings             | 0      | \$0.00                |
| New Mobile Homes                                   | 1      | \$104,879.00          |
| 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>942</b> |

| <b>LOCAL BUSINESS TAX RECEIPTS</b> |        |            |
|------------------------------------|--------|------------|
|                                    | NUMBER | TAXES      |
| New Business Tax Receipts          | 27     | \$1,812.00 |
| Renewed Business Tax Receipts      | 66     | \$645.38   |

## **Code Enforcement Division**

- Code enforcement staff performed 65 inspections, responded to 5 public records requests, opened 31 new cases and closed 28 existing cases in June.
- The June 2, 2020 Code Enforcement Board Meeting was cancelled.
- Other Activity:
  - Unpaid code enforcement fines and fees collected: \$21,210.46
  - Code enforcement liens released: 1

## **Planning Division**

- The June 10, 2020 Local Planning Agency Meeting was cancelled.
- The June 17, 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: 294
  - Short-Term Vacation Rental / Transient Use Inquiries: 15
  - Zoning Verification Letters: 1
  - Address Changes: 3

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

### **Library closed 3/19/20 due to COVID-19, reopened with modified hours 6/1/2020**

- Library reopened to the public with limited hours, limited capacity and limited services on June 1, 2020 – Monday – Friday – 10am-noon, 1-3pm, 4-6pm. Library closes for 1 hour twice a day for cleaning and disinfecting
- Continue to set-up interior with COVID19 social distancing, cleaning and safety procedures
- Curbside pick-up continues Monday – Friday – 1-4pm.
- Responded to 49 prison reference letters
- Provided homebound delivery to 16 patrons with 70 items
- 1059 items added to the library collection
- 50 DVDs/CDs cleaned and put back into collection
- Hosted Socrates Café on Zoom – 6
- Hosted Contemporary Books Discussion Group on Zoom – 5
- Hosted OneBlood Blood Drive at the Library
- Temperature Kiosk installed at library as pilot project
- Passed out 525 Summer Reading Bags to kids
- Hosted online video tutorials on library services
- Webinars: Overdrive, Compost, COVID 19 PLA, TBLC Displays and Passive Programming, Neuro Science of Making, SIRSI, management training, book repair, Cataloging, Mental Health & Public Libraries and Envisionware Cloud
- 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, Budget meetings, Florida Library Association, Public Library Directors Meeting, Bureau of Library Services, State Library Division Director Update, Curtis SAC Meeting and Youth Services

## **Statistics**

- Computer Usage – 920 patrons (22 kids, 898 adults)
- Total Transactions – 50,858
- Door Count – 6172 visitors
- Curbside Pick – Up - 207

## Library Patrons Online Usage

- E-books checked out – 3249
- E-audiobooks checked out – 1429
- Kanopy – streaming videos/courses usage – 567 plays
- Hoopla – ebooks, eaudiobooks and streaming – 542 downloads
- Florida Electronic Library – 353 sessions
- Lynda.com – 105 sessions with 746 videos viewed

## **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 June 2020, construction continued on the water treatment plant.
  - Installation of the Bleach system is completed. System is completing final checks and inspections and will be placed into service early July.
  - Final installation and inspection completed for the motor control centers. Training and handover is underway.
  - Installation of the Granular Activated Carbon filters was completed, placed into service, and training of City staff was completed.
  - RO skids 1 – 3 were orifice tested and the membrane filters were loaded. The system is undergoing final testing and will be placed into service in July. Following performance testing and handover, the existing system will be demolished to complete the RO system and cleaning systems installation.
  - Exterior and interior coatings of building wall surfaces continued.
  - Concrete walkway installation continued.

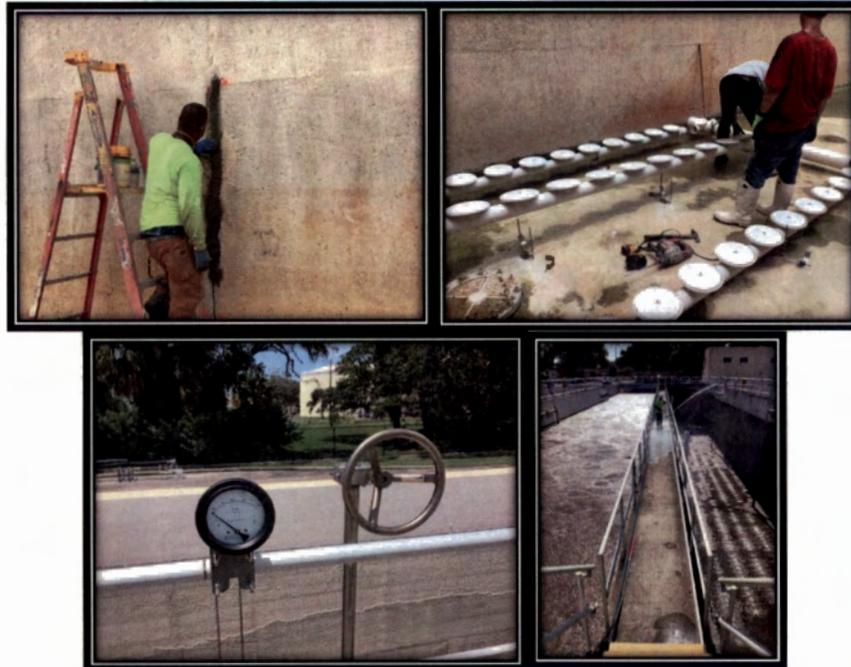


- **SR-580 Water Main Tie-Ins**

- 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 project was advertised to receive bids for the work in June. Bids are expected to be received in July, with an award recommendation expected in August.
- **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 was completed, and 100% design is currently 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 construction.
- **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 outside of the 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 reutilize 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 is expected in July, 2020.
- **Wastewater Treatment Plant (WWTP) – Electrical System Upgrades**
  - The City intends to replace the Motor Control Centers (MCC's), switchgears, breakers, 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.
  - Geotechnical has been scheduled to confirm the location of new electrical switchgear.
- **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.
  - All final piping and valves have been completed for Basin #4.
  - Cracks in basin walls were repaired.
  - Aerators / distributors were installed, tested, and cleared for service by manufacturer.
  - Basin #4 placed into service, and Basin #2 was drained.



- **Wastewater – Beltnes Street & Eagle Lane Sanitary Sewer Extension**
  - This project extended the sanitary sewer service on Beltnes 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 Beltnes and Eagle. Final thermoplastic pavement markings on Beltnes will be installed following the required cure time of the newly paved 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**

- **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.
  - **FY20 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. Work began on May 11<sup>th</sup> at the Library (now completed), with remaining streets beginning during June. The contractor is ahead of schedule and work should 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 was completed in October and January and indicated underlying clay soils and a degraded lime rock base. The clay and degraded base is 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 be

to 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 and the decision has been made to make repairs to just the failed portions of the street by removal, stabilization and resetting of bricks using in-house staff.

- **San Salvador:** San Salvador, between Patricia Ave and Bass Blvd, has been identified for milling and paving, and full depth reclamation (FDR), including replacement of the gutters. Public Services has requested replacement of stormwater 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 complete in July with bid scheduled for August/September, as FDR cannot be done in wet conditions. It is anticipated that construction could start as early as November.
- **St. Catherine Dr.:** Portions of St. Catherine Drive are failing due to subsidence and cracking associated with poor underlying soils. Measures to repair the street were previously made, however portions of the street continue to fail. Geotechnical testing has revealed significant clays and peat underlying the failing area of the street. The design will incorporate removal of areas where significant peat exists, with the entire project area stabilized by FDR. Design is being done concurrently with San Salvador, as these roads intersect. St. Catherine and San Salvador will be combined under one bid.
- **Rejuvenation:** The FY20 contract for rejuvenation of streets paved in FY19 was completed in November 2019. The agreement was a two year annual duration. Staff will release a bid for fiscal years 21 through 23, in August.
- **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 previously contracted by the City to prepare plans, bid docs, and provide construction administration assistance. Bids were released in January, with a Bid Opening held 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. A “Notice to Proceed” (NTP) was previously issued with a dredging start date of June 1, 2020. The contractor is entering Phase 3 starting in July.



- **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 Proposals' (RFP) has been advertised with a submittal date of June 30<sup>th</sup>. Applicants will be rated with the top applicant selected to negotiate an agreement.

- **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. Due to the COVID-19 pandemic the project is on hold as Parks is considering postponing until FY 2022.
- **Golf Cart Barn & Pro Shop:** Construction is currently underway on the Cart Barn & Pro Shop building, with project completion anticipated in August.

### Development

- **Site Infrastructure / Development Review Participation:**  
Projects discussed / researched as part of DRC meetings – (2)  
Site / Infrastructure plan sets reviewed – (2)

### Public Services Division:

#### Streets Section

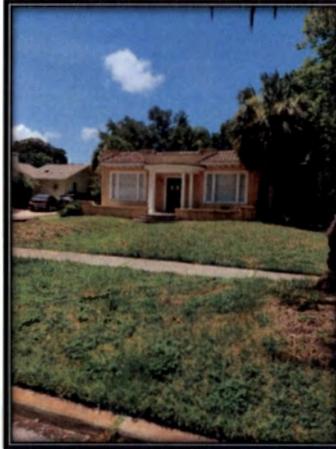
- Continued new installations and repair of concrete sidewalks (2938 SF).
- Removed / replaced Military and Event banners.
- Staff completed right-of-way tree trimming in the Ranchwood subdivision, and continues in Amberlea and Pipers Glen subdivisions.
  - Trimmed and hauled tree canopies for roadway clearance Citywide
  - Trimmed hardwood trees and palms (16.0 tons hauled).
- Continued Traffic Sign & Post maintenance Citywide:
  - Manufactured (22) new signs, and replaced (37).
- Repaired utility cuts for the Water and Wastewater Divisions (11 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (128.3 tons hauled).
- Continued hauling road base material into street yard (50.2 tons).
- Removed (445.7 tons or 1650 yds) of excess dirt from Dunedin Cart Barn grounds.



- Continue working on the 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 Studio "J" ac at Art Center.
- Repaired center Bay Door at Fire Station #61.
- Secured property on Aberdeen Street acquired by the City.



- Repaired hand dryers at Skinner Jackson restroom building.
- Replaced ADA door openers at the Community Center.
- Repaired Jerry Lake pump station A/C.
- Repaired potable water line to outdoor water fountain at the Nature Center.
- Installed new A/C system for the Stormwater office.
- Repaired Wastewater Administration Building ice machine.
- Repaired apparatus bay lights at Fire Station #60.
- Installed personnel Temperature Sensor Scanner at the Library.



- Repaired the A/C at Solid Waste.
- Begin Citywide Bi-Annual Exhaust Hood Cleaning.
- Repaired ADA door opener at the Hale Center.
- Performed vehicle exhaust system maintenance at all Fire Stations.
- Replaced wall lighting fixtures at Purple Heart Park.



- Fogged interior of City Hall for flying pests.
- Hooked up new washer / dryer at the Temp Fire Station #61.
- Repaired Ed Eckert Drive Tennis Court lighting.
- 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 (2).
- Cleaned catch basins during rain events.
- Continued residential street sweeping activities:
  - Hauled 20.5 tons / 28 cubic yards of street sweeping debris to the County Landfill.
- Continued ditch maintenance Citywide.
- Continued working on Dunedin Cart Barn site work.
- Continued working on Dunedin Pines stormwater curb and sidewalk project.
- Continued stormwater pipe maintenance and repairs Citywide.

### **Environmental Manager**

- Received final deliverables for the City of Dunedin Stormwater Master Plan Update (SWMPU).
  - Plan included lists of capital improvement projects, a Vulnerability Assessment incorporating sea level rise, a complete watershed model in ICPR4, a downtown redevelopment plan, and considerations for CRS.
- Presented the final SWMPU to the Commission at their June 16<sup>th</sup> Work Session.
- The Stormwater Enforcement Ordinance has been updated per Staff and City Attorney recommendations, and will come before the City Commission on July 16<sup>th</sup> and August 6<sup>th</sup>.
  - Staff has met with City Code Enforcement Officers and the Interim Director of Community Development to ensure a smooth rollout of the ordinance.
  - The Ordinance has been sent to Stormwater Advisory Committee (SAC) and the Committee on Environmental Quality (CEQ) for review and comment.
- Resolution for the Adoption of the 2020 Pinellas County LMS Plan was approved by the City Commission on June 18<sup>th</sup>; the Resolution was sent to the State for grant eligibility compliance.
- Sent data requests to Pinellas County for the Curlew Creek Nutrient Source Tracking Study.
- Placed 3 VMB's around the City to inform the public of the County Fertilizer Ban in place through September 30<sup>th</sup>.
- Met onsite with Pinellas County for the San Mateo Douglas Avenue pond project regarding permit review comments related to the maintenance actions requested by the City.
- Attended the DREAM Plan virtual planning meeting.

- Reviewed two projects for DRC concerning stormwater permitting through FDEP and the SWFWMD. Provided information to developers regarding required BMP's during construction.

**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>
- The City celebrated National Waste & Recycling Workers Week from June 15<sup>th</sup> – June 19<sup>th</sup> to show appreciation for all the hard work completed day in and day out. Check out the [News Post](#) and pictures below for the biggest four-legged fans.



- 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 is determining when they will host the next Mobile Collection Event. [Click here for the schedule.](#)



- 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: [DunedinGov.Com/GreenScene](http://DunedinGov.Com/GreenScene), or by calling.: 727-298-3215, ext. #1324  
[Watch the last webinar on Backyard Composting](#)  
[Click here for the resource page.](#)



- What is your green dream for the City? The City is in the beginning stages of writing its environmental plan called DREAM: Dunedin's Resilient Environmental Action Master Plan. 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. Voice your ideas and/or join the writing team by visiting the [DREAM page](#).



- 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.

**Wastewater Division:**

**Plant Summary**

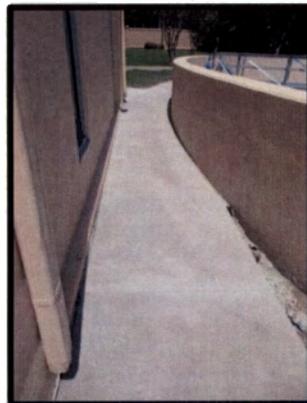
- **Wastewater Treatment flows:**
  - Influent Average Daily Flow:
  - Influent Monthly Total Flow:
  - Reclaimed Water Average Daily Flow:
  - Reclaimed Water Monthly Total Flow:
  - Final Effluent Average Daily Flow:
  - Final Effluent Monthly Total Flow:
- **Maintenance and Repairs:**
  - Plant operators are conducting annual painting of all above ground piping at the Wastewater Treatment Plant (WTP).
  - Contractor – WPC (Water Processing Contractors) is rehabilitating Aeration Tank #4. WPC has completed installation of new aeration headers and brackets, stainless steel air drops, and stainless steel valves in Aeration Tank #4.
  - Contractor – C&T Construction is onsite replacing damaged sidewalks at the WWTP.
  - Contactor – Gardner Denver was onsite and completed the semi-annual maintenance on all five blowers in Facility #13, vibration check, alignments, and grease changes in all ten blower bearings and five motors.
  - WWTP staff installed a new Altivar 71VFD drive on the Belcher Reclaim Tank Pump #1.



.865 Million Gallons  
24.441 Million Gallons



Aeration Tank #4 Rehab



Sidewalks being replaced

- **Compliance:**
  - April 2020 Discharge Monitoring Report submitted to FDEP via EZDMR; [No Issues].

**Collections Summary**

- **New Construction:**

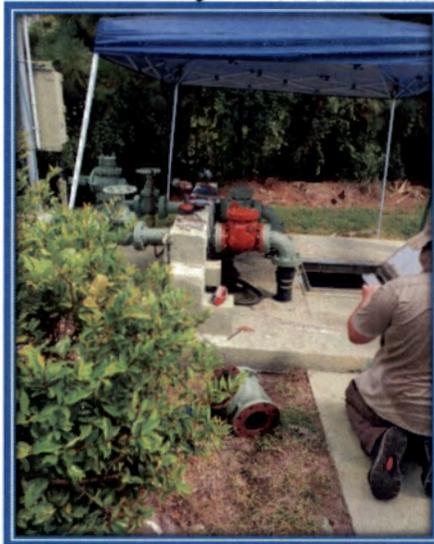
- Gravity line installation on Michigan Boulevard & Garrison Road commenced on June 1<sup>st</sup>. As of June 30<sup>th</sup>, 318 LF of 8" pipe and two man holes (M/H) have been installed.
- **Scheduled repairs:**
  - Tap installs: (0).
  - Lateral and main line repairs: (0).
  - Lateral liners installed: (0).
  - Responded to citizen blockage calls (18), and continued with PM inspections.
  - Sunshine 811 locate tickets (310).



Michigan Boulevard & Garrison Road Gravity Sewer Main

- **Vac / Cleaner Truck:**
  - Cleaned Grids: (3) – Grid SW 34 - Citrus Avenue M/H #27>37, 27>28, 26>27, 26>25, 43>33, 33>34, 33>32, 32>26, Grid NW 25 - Overcash Drive M/H #31, and Grid NE 25 - Overcash Drive, M/H #17.
  - Cleaned Wet Wells at Lift Stations (LS) #s 27, 12A, 3, 25, 34, 42, and 31.
  - Total cleaned: 1,050 linear feet (LF) and applied ROOTX in 0 LF of sewer mains.
  - Continued to perform routine maintenance Citywide.

- **TV Truck:**
  - Televised and Inspected new line: (1) – NE 26 Friendly Lane #128B-128A: 307 LF.
  - Installed sectional liner: (3) – SW 35 Arnoni Drive 22' downstream of M/H #19, SE 27 Frances Street 10' downstream M/H #91, and NE 25 Overcash Drive 16' downstream M/H #17.
  - Cleanout install: (2) – SW 23 - 1071 McCarty Street and 1210 Royal Oak Drive.
  - Removed and prepped a fallen curb at 1723 Ranchwood Drive South.
  - Total televised: 1,050 LF, with 3 set ups.
  - Continue to perform routine maintenance Citywide.
- **Lift Stations:**
  - Cleaned Wet Wells at LS #12 A, 27, and 3.
  - Fence has been completed at LS #15.
  - Repaired sump pump at LS #20.
  - Cleared rags and stuck pumps at LS's #17 and #32.
  - Installed new swing check valve at LS #32.
  - Continued checking telemetry on computer and printed reports daily.
  - Continued preventative maintenance Citywide:



Swing check replacement at LS #32

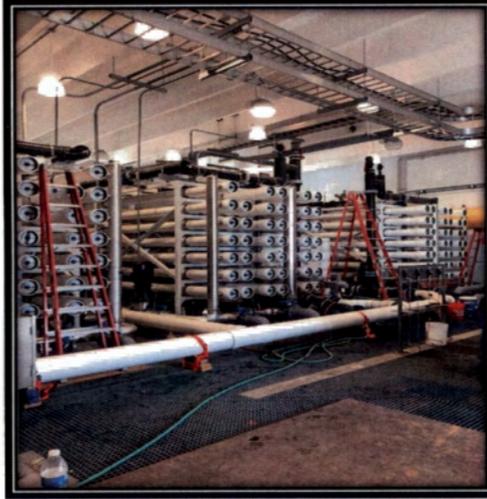
**Water Division:**

**Water Production**

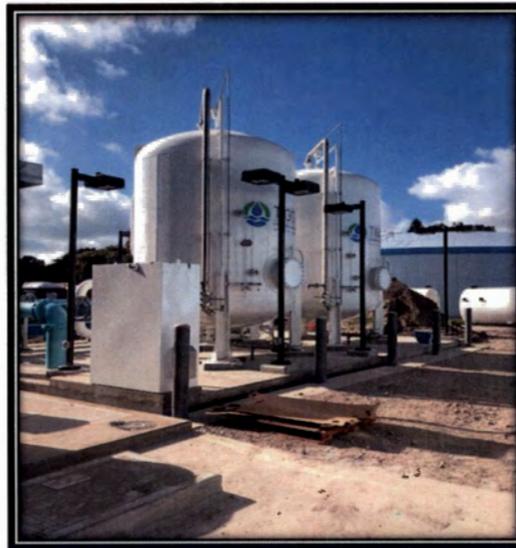
- **Production Numbers:**

|   |                        |
|---|------------------------|
| ○ Average Daily Potable Water Production: | 3.76 Million Gallons   |
| ○ Monthly Potable Water Production:       | 112.85 Million Gallons |
| ○ Annual YTD Potable Water Production:    | 684.88 Million Gallons |
| ○ Annual YTD Rainfall:                    | 16.25 Inches           |
| ○ Monthly Rainfall Total:                 | 6.96 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.
  - Granular Activated Carbon (GAC) process for treating blend water is online.

- Membrane elements are loaded in pressure vessels and are undergoing testing.



New Skids; Loaded with Vessels and Membrane Elements



New Granular Activated Carbon (GAC) Units

### **Water Distribution**

- **Maintenance and Repair** – The annual backflow testing program is 63% complete, with approximately 5,303 backflows tested for the calendar year. The large meter program is 100% complete, with 96 large meters tested for the calendar year. This year, the Hydrant Program has installed 0 new hydrants, repaired 15, replaced 6, painted 264, and flow tested 91. During this time period, the Valve Program exercised 58 valves. For the year; the Valve Program has installed 1 new, replaced 4, repaired 3, and exercised 504 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 and motor has been installed for Well #84.
- The City is accepting bids for cleaning activities at Wells #11, #84, and #89.

## **FINANCE**

- Financial periods closed through the month of March 2020.
- All bank and investment account reconciliations are current. The Investment report is also current.
- Cash-to-equity is balanced and has been incorporated into a daily tracking system to become part of the bank reconciliation process.
- Began several major projects:
  - Automating the PCard processing in Munis.
  - Developing a master Munis journal entry import template that will import the entry header, reduce the number of templates to just one, and allow multiple users to utilize it at the same time.
  - Upcoming interim audit tasks have been assigned to meet the auditor's deadline.
- Tax Increment Financing (CRA) for FY 2020 payment was been received and processed.
- Staff was trained on the new imaging application, Filebound, that will be replacing Optiview
- Finance submitted to Pinellas County a reimbursement package for costs totaling \$11.4 million relating to the Stadium/Spring Training Facility project.

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

### **RECENTLY AWARDED**

#### **June 2, 2020**

- Bid #20-1157 titled "Alt US 19/SR 595 at Florida Ave & Orangewood Dr. Pedestrian Crosswalk (RRFB) Project."

#### **June 30, 2020**

- RFQ #20-1150 titled "Construction Cost Estimating Services"
- RFP #20-1155 titled "Employee Benefits Insurance."

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

N/A

### **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. The Selection Committee has selected three semi-finalists for further consideration.
- RFP #20-1154 titled "City Attorney Services." Submittals were accepted until 2:00 pm Tuesday, April 21, 2020.
- RFP #20-1156 titled "Disaster Recovery Consultant Services." Submittals are due at 2:00 pm Tuesday, June 2, 2020. The Evaluation Committee has made a selection and is negotiating with the firm.
- RFQ #20-1158 titled "Engineering Services for Sanitary Lift Station Evaluations." Submittals were accepted until due at 2:00 pm Tuesday, June 25, 2020.
- RFQ #20-1159 titled "Engineering Design Services for the Brady Drive Box Culvert Replacement." Submittals were accepted until 2:00 pm June 30, 2020.

### **ACTIVE ON THE STREET**

- Bid #20-1160 titled "SR 580 Water Main Tie-ins Project." Bids are due at 2:00 pm Tuesday, July 21, 2020.

- RFP #20-1161 titled “Broker of Record for Property/Casualty Insurance Program.” Submittals are due at 2:30 pm, Tuesday, July 21, 2020.

**UNDER DEVELOPMENT**

- SR 595 and Wilson Street Pedestrian Crosswalk RRFB Project
- Furnish and Install Security Cameras at Multiple City Facilities
- Sodium Aluminate

**BUDGET**

- Prepared FY 2021 – 2026 Draft Municipal Business Plan
- Prepared FY 2021 Draft Proposed Operating and Capital Budget
- Prepared and received approval of Resolution 20-17 to amend the FY 2020 budget
- Hurricane Irma update:
  - Reimbursements received in June 2020: \$0.
  - Total reimbursements received: \$1,879,039.

**June 2020 CRF**

- 5 payoffs totaling \$3,686.12
- 0 new loans
- 0 paid at install

**INFORMATION TECHNOLOGY SERVICES DEPARTMENT:**

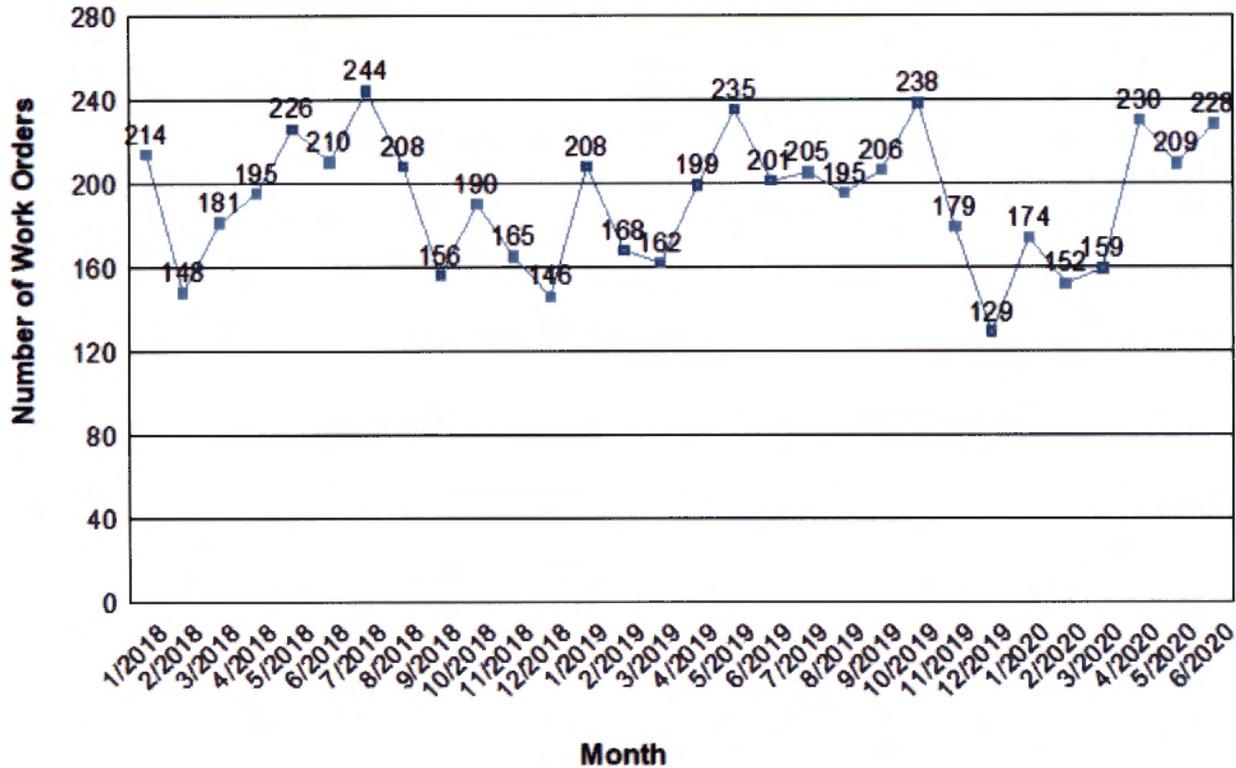
- The Information Technology Services Department (*a.k.a. “IT”*) assists all City departments (*our customers*) in responding to the needs of the citizens by enabling City employees to quickly access vital information through the use of technology and technical devices such as computers and mobile tablets. 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 June 2020, while mainly teleworking during the COVID-19 pandemic, the IT Services Department received 214 new on-line help desk support tickets from their internal customers. That is an increase of 73% more tickets than when they were working in the office during the month of March. They also resolved 214 tickets during the month of June. IT Services is averaging approximately 192 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 that are operating with one less staff position due to a recent vacancy.

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

| <b><i>Monthly Ticket Counts</i></b> |            |
|-------------------------------------|------------|
| <b>Tickets Created</b>              | <b>228</b> |
| <b>Resolved Tickets</b>             | <b>214</b> |
| <b>Open Tickets</b>                 | <b>153</b> |
| <b>Malware Tickets</b>              | <b>0</b>   |

| <b><i>Tickets by Priority</i></b> |            |
|-----------------------------------|------------|
| <b>Critical Tickets</b>           | <b>3</b>   |
| <b>High Priority Tickets</b>      | <b>24</b>  |
| <b>Low Priority Tickets</b>       | <b>201</b> |
| <b>Project Tickets</b>            | <b>0</b>   |

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



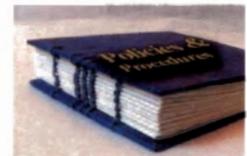
**On-Going IT Projects:**

- **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 July 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.
  - **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 August 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 January of 2021. The final module for this phase is the Applicant Tracking and Recruiting. It is expected to start implementation shortly thereafter.



- **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:
  - *Deliver employee content*
  - *Be a key communication tool*
  - *Enable collaboration amongst City staff and departments*
  - *Support the culture of the City*
  - *Create efficiencies through supporting business activities*
- **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 occurred 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, Community 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 August 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.

## **COMMUNICATIONS**

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

- 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- Reported on City Pool/DFAC/History Museum/Sterling Park & Driving Range
- Produced/Filmed/Posted to social media outlets and DunedinTV
- Spotlight on Dunedin Features: Phase 2, Art Cave Closeout
- 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 updates
- Zoom and GTM info in calendars for commission meetings
- Updated Hot Topics page
- Updated Hurricane info/page/HERO
- Updated Hot Topics
- Updated "Recover Dunedin" and home banner
- Summer Reading programs page/hero
- Kiwanis Midnight Run
- Downtown Mural program
- Good Morning Dunedin news/link/Hot Topics
- Summer Downtown market hero/info
- Downtown Mural project HERO/hot topics
- New Full page banners
- July 4 closings
- Added Bar closings to COVID pages
- Masks to COVID pages
- July 4 activities page

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

**HUMAN RESOURCES**

• **Recruitment & Selection:**

- Total applications received: 484
- 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
  - Sr. IT Tech
  - Budget/ Financial Analyst
  - Firefighter/ Paramedic
  - Sr. Public Works Designer
  - Recreation Leader III (On Hold)
  - Recreation Leader II (On Hold)
- New Positions Posted
  - Senior Wastewater Collection Technician
  - Resident Construction Manager (Re-classed from Resident Engineer)
  - Wastewater Service Worker
  - Water Service Worker
  - Public Services Maintenance Worker I
  - Marina Attendant
- Employee Promotions / Reclassification
  - Alexander Gonzalez – Wastewater Collections Technician – 06/10/2020
- End of Employment
  - Number of Employees: 2

• **Employee Benefits:**

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for June was \$155,584.24 which is 40.10% lower than May's totals. The average weekly claims for June were \$ 38,896.06.
- 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

|                                 | <b><u>Employee Count</u></b> | <b><u>Participation Level %</u></b> |
|---------------------------------|------------------------------|-------------------------------------|
| <b>Platinum</b>                 | 70                           | 23%                                 |
| <b>Gold</b>                     | 38                           | 13%                                 |
| <b>Silver</b>                   | 43                           | 14%                                 |
| <b>Bronze</b>                   | 70                           | 23%                                 |
| <b>Blue</b>                     | 81                           | 27%                                 |
| <b>Total Eligible Employees</b> | 302                          | 100%                                |

- **Family Medical Leave Act (FMLA):**
  - Number of Employees with approved/pending FMLA: 15 - (Regular - 6, Intermittent – 9, Pending - 0). Number of new requests in June: 6
- **Other (Non-WC, Modified Duty)**
  - Number of employees currently working on a modified schedule (some restrictions) – 7
- **Records Requests: 0**
- **DROP (Deferred Retirement Option Program):**
  - Number of Employees in DROP: 17
  - Employees who entered DROP during June: 1
- **Performance Management:**
  - Number of Disciplinary Actions: 2
- **Employment Separations (Regular Full- and/or Part-Time):**
  - Number of Separations from Employment: 2
- **Risk Management:**
  - Workers' Compensation:
    - ✓ Number of new workers' compensation claims: 3
    - ✓ Total current open workers' compensation claims (2020): 5
    - ✓ Employees on light duty: 2
    - ✓ Employees out of work: 1
  - Property/Liability/Motor Vehicle Claims:
    - ✓ New Property/Liability Claims: 2; total open cases = 5
    - ✓ New Moving Vehicle Accidents: 0; total open cases = 0
  - Cases Closed During the Month:
    - ✓ Worker's Compensation Claims: 0
    - ✓ 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) = \$ 192.15.
- **Safety:**
  - 108 Online safety training courses were completed by 85 employees during the month of June.
- **Meetings/ Training Facilitated by HR:**
  - Department Staff Meeting – 6/15/2020, 6/18/2020, 6/30/2020
  - Munis Implementation Call – 6/2/2020, 6/9/2020, 6/25/2020
  - RFP Benefits - 6/4/2020, 6/15/2020
  - Executime File Review – 6/8/2020
  - Open Enrollment – Gehring Group – 6/9/2020
  - Munis Implementation Training – 6/12/2020, 6/15 – 6/19/2020, 6/23 – 6/24/2020, 6/26/2020
  - Filebound Demo – 6/25/2020

# Notes of Encouragement To City Staff

**From:** Shannon M.  
**Sent:** Friday, June 19, 2020 4:50 PM  
**To:** solidwaste  
**Subject:** Thank You

To whom it may concern,

Our family wanted to say thank you to our waste and recycle workers who continue to work weekly throughout this COVID-19 health crisis and keep coming as scheduled to pick up our waste and recycle.

I know that you all may not hear it as frequently as you should, but you ARE appreciated and you are essential.

This is a precarious time for all of us and you have shown that you are truly essential workers and we wanted to make sure that you at least knew that our family appreciated all that you have done and continue to do.

We hope that you remain safe and healthy and we hope the same for your families.

Again, thank you and God Bless.  
The Massieu Family  
Shannon, Raymond and Gerda



--  
"Be who you are and say what you feel, because those who mind don't matter and those who matter don't mind."  
-Dr. Seuss



On Jun 21, 2020, at 11:30, Hoban, Chris wrote:

I want to take this time to Thank many employees who helped me get the Stirling Park and Driving Range up and running. We will be opening the Driving Range Monday morning June 22<sup>nd</sup> at 8 am. The first group of employees I want to Thank is our Parks Department. The work that they have done to get the Park looking great and cleaning up the Driving Range and building area is second to none. I have had a front row seat to watch this group work extremely hard to make sure that this project came together was quite remarkable. The job that Pete Wells and Joe Mclemore did coordinating and directing the efforts of their guys was awesome to watch. I am greatly appreciative to each and every Parks worker and the help they gave me in completing this task. With the trying times that we are in and

to watch the guys from irrigation( Bryan and Paulie) to the mow crew under Russ to Special Events directed by Joe see all of them take pride in the work was amazing. Special Thanks to Brian Elliott because any time I need something I can always call him and he is there. I thing this group deserves a HUGE KUDOS for the teamwork and dedication that they put together. THANK YOU!!! It is great to know that you can reach out to a Department and know they are there to help at any time!!

Also I need to give a another big shout out to Recreation Staff member Britt Brandemihl and Maureen Majors for all the help in guidance they gave me for Rec Trac it is greatly appreciated. Those two are AWESOME!!!

Thanks!!  
Chris Hoban  
Athletic Specialist  
City of Dunedin



**From:** Bill Blizzard  
**Sent:** Wednesday, June 24, 2020 11:26 AM  
**To:** DiPasqua, Joseph  
**Cc:** Bramley, Jennifer  
**Subject:** [EXTERNAL EMAIL] Employee Recognition

Joe,

You may recall that I inquired of you a few months ago about obtaining records of our building's (Victoria Shores) permit documents. You indicated that it was no longer necessary to sift through the hard copy of files but they could be obtain electronically. I recently had the pleasant experience of doing just that. I sent a general inquiry to your technical / permitting staff and Jennifer Jewel responded. She sent a clarifying email to my inquiry on Monday at 1:18 pm and followed up at 10:04 pm the same evening with the files I needed. Due to this late hour, I assume your staff is working in shifts due to Covid 19. Regardless, or maybe because of this inconvenience, her professionalism and quick response was appreciated and should be recognized.

Also, worth noting is the way the permitting / inspection process and files are now organized electronically. Kudos for these improvements!

Best regards,  
Bill Blizzard, AIA



RECEIVED VIA FACEBOOK:

I have to give a shout out to all of the City of Dunedin workers that showed up in force this morning on the causeway. They were there early cleaning up after all of the irresponsible party goers that see fit to throw their trash wherever they feel!



On Jul 3, 2020, at 5:01 PM, Alan Brand

Dear Mayor and Commissioners,

Thank you for your unanimous support of the City's participation in Duke Energy's Clean Energy Connection program. This will give a big boost to the City's own clean energy goals, and provide real environmental benefits for Florida, and the Earth.

Pinellas County in particular has been a regional hotbed of clean energy commitments, with St. Petersburg, Largo, and Safety Harbor also making the Ready for 100 clean energy commitment. Time being limited last evening, I failed to say that the clean energy movement in Duke Energy's Florida service territory (especially in Duke Florida's home county) precipitated, or at least hastened, the creation of the Clean Energy Connection program. The CEC program will be, to my knowledge, the second largest community solar program in the nation. In fact, there is an article in today's Times about it.

There is no doubt in my mind that this Commission's commitment to the Ready for 100 campaign in late 2018 helped create this chance for thousands of other groups and individuals in Florida to participate in the clean energy revolution, including low-income families usually excluded from these opportunities. Please congratulate yourselves for that.

Last, I want to tell you how much I appreciate the efforts of City staff in this and other clean energy and climate issues. Natalie Gass and Lael Giebel are a pleasure to work with; their earnest efforts and passion help to keep me motivated. Also, Phyllis Gorshe and Paul Stanek, among others, have been very supportive and enthusiastic.

Thank you all,  
Alan Brand  
Committee for Environmental Quality



**From:** City of Dunedin [<mailto:dunedinfl@enotify.visioninternet.com>]  
**Sent:** Monday, July 6, 2020 1:59 PM  
**To:** Young, Bradley  
**Subject:**

Message submitted from the <Dunedin, FL> website.

**Site Visitor Name:** Tammy Bellusci  
**Site Visitor Email:**

To Brad Young -

Brad, It was good talking to you today at the jobsite at XXXXXX. I told you at that time what a pleasure it's been to work with Alex on diagnosing and fixing our sewer backup. He went above and beyond the call of duty, especially at 9pm on the 4th of July, and then back again 1st thing Sunday 7/5, and then back again 1st thing Monday 7/6 today. Each visit was necessary to get to the bottom of this needle-in-a-haystack cable-through-the-sewer-pipe scenario! He was persistent and competent and remarkably cordial in the midst of some very intense times.

May I ask you to forward this compliment to the head of Alex's department for me please?

Thank you, Brad...  
Tammy Bellusci



**Development Project Update 7-2-20**

| <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>amended</i>                | Main/Douglas/Monroe | 18 condos; retail;parking gar                 | <i>infra. cond. app.; 1</i>           | <i>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>permit under review</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>infra. structure</i> | <i>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                                  | √                                     | <i>infra. structure app'd</i> |               | 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 - <i>infra. structure 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                         | Causeway at Woodette | 4 townhomes  | <i>infra. structure under review</i>                        |                    |               |
| EOC  | Belcher              | EOC and future training  |   | Yes                | 20%           |
| 526 Frances St                               | 526 Frances St       | demo existing home; build 4 THs  | <i>permit issued</i>  | No                 | 0%            |
| Government Center                            | 737 Louden Ave       | holding meetings w/committees & public                                       | <i>Bldg demo'ed</i>   | No                 | 1%            |
| 227 & 229 Hancock St                         | 227 & 229 Hancock St | keep SF home and add duplex  |   | Yes                | 90%           |
| 962 Highland Ave                             | 962 Highland Ave     | 4-unit apt building/vacation rental  | <i>permit app'd; not issued</i>                             | No                 | 0%            |
| 1385 Lady Marion Ln                          | 1385 Lady Marion Ln  | Warehouse/ <i>shop</i>   | <i>permit under review; infra. structure 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>infra. structure cond. approval</i>                      | No                 | 0%            |
| TuKrō 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  | <i>internal revonvations</i>                                | No                 | 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        |                 |
| Gateway Project   | Main/Skinner/Milw.  | Workshop in July                              |                 |
| 521 Howell St   | 521 Howell St       | 5 condos                                      |                 |
| 1540 Pasadena Dr  | 1540 Pasadena Dr    | 17 Townhomes                                  |                 |
| 324 Scotland  | 324 Scotland        | 4 residential units over commercial (2-story) |                 |

| <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)                                  |                 |
| 719 Douglas  | 719 Douglas        | 4 sf homes (vacation rentals)                                       |                 |
| Funtastic Creamery                                   | 2602 Bayshore Blvd | ice cream kiosk in Causeway Plaza, west of Sandbar Grill            |                 |
| 971 Howard   | 971 Howard         | 4 residential units   |                 |
| 504 Skinner Blvd                                     | 504 Skinner Blvd   | demo Hair Factor, build commercial with 3 Airbnb units above        |                 |



Fire Department Administration  
MEMORANDUM

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**To:** Jennifer Bramley, City Manager  
**Thru:** Doug Hutchens, Deputy City Manager  
**From:** Jeffrey Parks, Fire Chief  
**Date:** July 6, 2020  
**Re:** Monthly Report for June 2020

**Fire Prevention Division:**

Fire prevention continues to support fire department COVID operations by providing assistance in key areas such as contacting the nursing home facilities and high risk facilities multiple times a week to obtain a situation report which is used by multiple local and state agencies. Fire prevention personnel are continuing to disinfect and sanitize fire department vehicles and stations as well as other city facilities as needed.

Priority is to assist those businesses that need a fire inspection to obtain a Business Tax Receipt to process the CARES grant. Those applications are processed as fast as possible to assist the local business owners.

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

**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.

- Pheifer 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
- Image Studios 360 – Interior Buildout – 2101 Multrees Crossing
- Gateway Project – New Mixed Use - Main St

Fire Prevention Staff Activities:

|                                |  |
|--------------------------------|--|
| Inspections – 19               | Fire Investigations – 0                    |
| Re-inspections - 0             | Event Inspections – 0                      |
| Fire extinguisher training – 0 | Fire Safety presentations – 0              |
| Plans Reviewed – 27            | Station Tours – 0                          |
| Construction Inspections – 12  | Pub. Ed Contacts (Total) – 0               |
| Final Inspections/BTR - 7      | Hurricane Awareness presentation - 0       |
| Meetings / Consultations – 12  | Home Safety Checks/Smoke Alarm Install - 0 |
| Referrals / Complaints - 3     |  |

**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.
- FIREFIGHTER Stand Down Month (Theme was Roadway Safety)
- 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
- Crews Completed 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
- North County Training – Completed EVOC Refresher course at Oldsmar for all shifts
- Responded to calls with crews for assistance when available
- Daily and weekly meetings for department operations via Zoom for both department and county functions.
- Ordered Face coverings for crews
- Fogging of city buildings and UV-C of City Hall
- Workshops for crews on leadership with James Rowan
- Completed training reports for all shifts for the month of June 2020

Completed Training Hours for June 2020

A Shift completed 564 Hours

B Shift completed 509 Hours

C Shift completed 496 Hours

Department total of 1569 hours (June 2020)

**Operations:**

- Construction of the EOC/Fire Training Center continues. Interior framing began in late June. 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.
  - Truck 60's crew and apparatus was relocated to old FS61 to separate the engine and truck crews from station 60.
- The department currently has four members off on extended medical leave.

| <u>Type of Incident</u>        | <u>Month of Jun</u> | <u>Year to Date</u> | <u>Emer Resp by Uni</u>  | <u>Runs</u> | <u>Mins</u> |
|--------------------------------|---------------------|---------------------|--------------------------|-------------|-------------|
| Medical Incident Response      | 504                 | 3045                | <b>EMS</b>               |             |             |
| Rescue Incident Response       | 43                  | 240                 | <u>Station 60's Area</u> |             |             |
| Fire Alarm                     | 36                  | 199                 | E60                      | 158         | 4:56        |
| Fire Incident Response         | 8                   | 94                  | E62                      | 17          | 6:47        |
| Structure Fire Response        | 11                  | 82                  | E61                      | 15          | 7:08        |
| Special                        | 6                   | 32                  | E51 (CFD)                | 4           | 7:05        |
| Cardiac Arrest Response        | 15                  | 60                  | R48 (CFD)                | 1           | 9:58        |
| Water Rescue Response          | 10                  | 52                  | <u>Station 61's Area</u> |             |             |
| Major Incident Response        | 8                   | 33                  | E61                      | 63          | 6:07        |
| Support incident (Fire)        | 1                   | 11                  | E66 (PHFD)               | 6           | 6:35        |
| Unconfirmed Structure Fire     | 3                   | 16                  | E62                      | 4           | 7:52        |
| Fire Incident Response Special | 4                   | 33                  | E60                      | 2           | 7:47        |
| Air Transport Incident         | 2                   | 5                   | <u>Station 62's Area</u> |             |             |
| Trauma Alert                   | 3                   | 36                  | E62                      | 86          | 5:20        |
| Support Incident (DC)          | 1                   | 11                  | E50 (CFD)                | 9           | 6:11        |
| Medical Incident Special       | 0                   | 7                   | E60                      | 7           | 5:54        |
| Support Incident (Medical)     | 8                   | 30                  | E65 (PHFD)               | 3           | 7:22        |
| HazMat Invest                  | 0                   | 1                   | E66 (PHFD)               | 1           | 7:51        |
| Moveup - Coverage              | 2                   | 6                   | P65 (PHFD)               | 1           | 6:55        |
| Special Event                  | 0                   | 0                   | E61                      | 1           | 6:11        |
| Hospital Landing Zone          | 1                   | 5                   | <b>FIRE</b>              |             |             |
| MVC Possible Extrication       | 1                   | 7                   | <u>Station 60's Area</u> |             |             |
| Brush Fire Incident Response   | 1                   | 1                   | T60                      | 2           | 8:32        |
| Extrication                    | 1                   | 2                   | E60                      | 1           | 4:12        |
| Rescue Incident Special        | 0                   | 0                   | <u>Station 61's Area</u> |             |             |
| Rescue (Technical/Confined)    | 0                   | 0                   | T60                      | 5           | 4:29        |
| Support Incident (Truck)       | 0                   | 0                   | E61                      | 4           | 7:16        |
| Pandemic Site Visit            | 0                   | 18                  | <u>Station 62's Area</u> |             |             |
| Non-Emergency Evacuation       | 0                   | 1                   | E62                      | 3           | 5:41        |
| Rescue (High Angle/Below)      | 0                   | 0                   | E65 (PHFD)               | 1           | 4:56        |
| Auto Crash                     | 0                   | 0                   |                          |             |             |
| Extrication (Vehicle)          | 0                   | 0                   |                          |             |             |
| Code H                         | 0                   | 0                   |                          |             |             |
| Totals                         | 669                 | 4027                |                          |             |             |

40 (7.68%) of the 521 calls within the DFD District were handled by units other than DFD.