

City Manager's ^{Up}date

August 14, 2020

This ^{Up}date will refer to the events since the date of the last ^{Up}date of July 6, 2020.

DUNEDIN PUBLIC LIBRARY

- Library continues with limited hours – Monday – Friday – 10am-noon, 1-3pm, 4-6pm. Library closes twice a day for cleaning and disinfecting
- Continue COVID19 social distancing, cleaning & safety procedures
- Curbside pick-up continues Monday – Friday – 1-4pm.
- Responded to 42 prison reference letters
- Provided homebound delivery to 17 patrons with 91 items
- 537 items added to the library collection
- 219 seed packets checked out
- 54 DVDs/CDs cleaned and put back into collection
- Hosted Socrates Café on Zoom – 10
- Hosted Contemporary Books Discussion Group on Zoom – 12
- Hosted True Crime Virtual Book Club – 12
- Hosted Virtual Children's Writers Group - 9
- Hosted Page Turner Adventures – online summer reading program for youth
- Read Strong Book Giveaway through Juvenile Welfare Board - 79
- Staff attended employee city wide talk webinar
- Passed out 598 Summer Reading Bags to kids
- 71 Adults participated in Summer Reading Program
- Touched up stepping stones in Reading Garden
- Webinars: Overdrive, ILL Statistics, Fixed MARC fields, Promotion, OCLC Planning for Reopening, JWB, FLYP, Google Content, PLA Census, Reference, Hiring Right the First Time, Managing Stress and REALM study updates.
- Staff attended the following virtual meetings: Commission Meetings and Work Sessions, Weekly City Department Head Meeting, Weekly Library Management Team meetings, Budget meetings, Florida Library Association, Public Library Directors Meeting, FLIN ShareIt, Webpage, Catalogers and Edgewater Advisory.

Statistics

- Computer Usage – 1077 patrons
- Total Transactions – 66,370
- Door Count – 6711 visitors
- Curbside Pick – Up – 173
- Wireless Users - 2213

Library Patrons Online Usage

- E-books checked out – 3571
- E-audiobooks checked out – 1577
- Kanopy – streaming videos/courses usage – 555 plays

- Hoopla – ebooks, eaudiobooks and streaming – 610 downloads
- Lynda.com – 117 sessions with 736 videos viewed
- Dunedin Times online – 143 sessions

COMMUNITY DEVELOPMENT DEPARTMENT

Building Division

Monthly statistics for July are as follows:

| PERMITS | | |
|--|--------|----------------|
| Total Permits Issued | | 505 |
| Total Permit Fees Collected | | \$126,757.50 |
| Total Valuation of Construction | | \$6,733,307.00 |
| Permits by Group: | | |
| | NUMBER | VALUATION |
| Building Permit | 265 | \$5,716,438.00 |
| Electrical Permit | 33 | \$183,266.00 |
| Fence Permit | 40 | \$128,102.00 |
| Gas Permit | 4 | \$4,955.00 |
| Mechanical Permit | 109 | \$601,660.00 |
| Plumbing Permit | 51 | \$95,309.00 |
| Sign Permit | 3 | \$5,577.00 |
| Tent Permit | 0 | \$0.00 |
| New Construction by Building Type: | | |
| | NUMBER | VALUATION |
| New Single Family Residences | 4 | \$2,460,220.00 |
| New Two-Family Residences | 0 | \$0.00 |
| New Multi-Family Residential Buildings | 0 | \$0.00 |
| New Mobile Homes | 1 | \$51,480.00 |
| New Commercial Buildings | 0 | \$0.00 |
| New Mixed-Use Buildings (Commercial & Residential) | 0 | \$0.00 |
| BUILDING INSPECTIONS | | |
| Building, Electrical, Gas, Mechanical, Plumbing: | | NUMBER |
| TOTAL | | 978 |
| LOCAL BUSINESS TAX RECEIPTS | | |
| | NUMBER | TAXES |
| New Business Tax Receipts | 12 | \$923.30 |
| Renewed Business Tax Receipts | 51 | \$312.50 |

Code Enforcement Division

- Code enforcement staff performed 109 inspections, responded to one public records request, opened 66 new cases and closed 48 existing cases in July.
- July 7, 2020 Code Enforcement Board Meeting Actions:
 - Affidavits of Compliance Accepted: 15
 - Old Business Cases Heard: 5
 - New Business Cases Heard: 8
 - Reconsideration of Fine Requests: 4
- Other Activity:
 - Unpaid code enforcement fines and fees collected: \$8,256.69
 - Code enforcement liens released: 9

Planning Division

July 2, 2020 City Commission Regular Meeting Actions:

- Approved First Reading of Ordinance 20-11 (Application ZO 20-04) – Rezoning request from NB to FX-M at 1520 CR 1.
- Approved the Revocable Parking Requirement Agreement for 718 Broadway.

July 8, 2020 Local Planning Agency Meeting Actions:

- Reviewed and recommended approval of Ordinance 20-26 – Affordable Housing Incentives.

The July 15, 2020 Board of Adjustment and Appeal Meeting was cancelled.

July 16, 2020 City Commission Regular Meeting Actions:

- Approved Second Reading of Ordinance 20-11 (Application ZO 20-04) – Rezoning request from NB to FX-M at 1520 CR 1.
- Approved First Hearing of Application DR 20-03 – Design Review for the construction of a 15-unit townhome subdivision at 968 Highland Avenue.

Zoning Division

Zoning staff responded to the following requests for information in July:

- Zoning & Land Use Inquiries: 287
- Short-Term Vacation Rental / Transient Use Inquiries: 12
- Zoning Verification Letters: 0
- Address Changes: 6

PARKS & RECREATION

Parks & Recreation Administration:

- Continued preparation of the FY 2021 operating and capital improvement budgets. Attended the third budget workshop.
- 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.
- Visited the Oldsmar Community Garden to see their biodigester.
- Continued work to obtain a second estimate on the replacement Pram Shed.
- Lanie Sheets attended the two-day virtual class to renew her Certified Playground Safety Inspector certification.
- 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 has been delivered and installation has begun. The project should be completed within a few weeks.

Marketing:

- Continued updates and maintenance of the digital Parks & Recreation Magazine (summer edition).
- Completed photo slideshow/video for presentation to City Commission in celebration of July National Parks & Recreation Month and 20 Years of Greatness in Dunedin Parks & Recreation.
- Continued work and maintenance of the Marina webpage, assisting staff with posting digital photos, videos and updates of the Marina Dredge Project.
- Promotion of Independence Day happenings (Freedom Ride, Rolling Parade, Midnight Run).
- Promotion of various Department programs including: Before & After School Programs, Driving Range, Clinic, Golf Camp, Tennis Courts, Outdoor Exercise Classes, Backpack Giveaway through flyers, news stories, e-notifications, website and social media platforms.
- Digital photo management; downloaded and organized numerous photos on the city's shared network.
- Cleaned and organized marketing materials on public folders and shared network.
- Attended various virtual staff meetings.
- Continued communication with staff for all parks and recreation operations and phased re-openings of facilities, programs and services; and updating and maintaining Department webpages and publishing public notices with new information.

Special Events:

- City staff planned several ways to celebrate the 4th of July, so all residents could enjoy the holiday while following CDC guidelines. Staff hung patriotic banners and decorations throughout town and patriotic music was played over the sound system in Pioneer Park. On Friday, July 3rd & Saturday, July 4th, the Fire Department and Pinellas County Sheriff's office staged a parade through the neighborhoods, with a special appearance by Uncle Sam. Staff also arranged a fly-over with a banner reading "Happy 4th of July Dunedin".
- Residents were encouraged to decorate their bicycles with red, white, blue before bicycling along the Pinellas Trail.
- A Revolutionary War reenactment by the Dunedin History Museum took place on July 4th.
- The Dunedin Goes Carting group organized a golf cart parade through Downtown. Members decked out their carts in red, white, and blue and held a competition for Best Decorated.
- The Kiwanis Midnight Run was changed to a Virtual Run, allowing participants to complete their race between July 3rd-10th. They had 189 total participants registered, with 117 submitting their race times.
- A Celebration of Life parade honoring longtime postal carrier "Dunedin Dave" took place in July, with over 30 mail trucks participating. The Pinellas County Sheriff Community Police Officers assisted with the safety of the parade.

Recreation:

- **Community Center:**
 - The Community Center remains closed to the public, with exception of the fitness room and summer camp.
 - Staff continues to handle numerous refund and registration requests for summer camp, causeway permits, fitness related questions, and shelter pavilion rentals.
 - Before and After School registration opened on July 22nd; enrollment has been slow due to the unknown school start date.
 - Our ratio for camp groups remain 13 campers to 1 leader and 1 teen leader in the older age groups and 9 campers to 1 leader in our younger groups. We have been averaging 77 campers weekly at the Community Center and 15 campers weekly for Kid's Camp at the Martin Luther King Jr. Center.
 - Staff planned and prepared two additional weeks of summer camp due to the Pinellas County School Board extending the school start date to August 24, 2020.
 - 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.
 - The archery program resumed lessons on a limited basis Saturday mornings and average 3 students each week.
- **Fitness Center:**
 - The Fitness Center continues to see steady use while maintaining limited hours and a reservation system.
 - Outdoor Group Exercise classes are also seeing steady participation.
 - Staff increased Fitness Center and Group Exercise max capacity to 15. Schedule includes 2 morning classes and 2 evening classes Mon-Thurs, 3 morning and 1 evening on Friday and daily Fitness Center time blocks.
- **Athletics:**
 - 50 children participated in 4 weeks of Golf Camp.
 - Paul Sylvester's private lessons at the Stirling Driving Range are very popular and doing well.
 - Hosted 4 athletic rentals.

- Hosted a free Golf Clinic on July 18th with 14 participants.
- **Martin Luther King, Jr. Recreation Center/Youth Services:**
 - Summer Camp programming continues with Nature Camp and our Teen Leadership Program.
 - The Martin Luther King, Jr. Recreation Center re-opened on Monday, July 6th to Kids and Teen summer campers and participants in our Teen Leadership Program.
 - The City of Dunedin's Reciprocal Use Agreement with the Pinellas County School Board was successfully renewed for another five years.
 - Staff is preparing for Before and After School Programs for the 2020-21 school year, including additional safety measures related to COVID-19, program planning, organization, purchasing, and staffing.
 - Staff is in the process of renewing the contract with the Juvenile Welfare Board and Pinellas County School Board to continue the Promise Time initiative at Dunedin and San Jose Elementary Schools for the 2020-21 school year.
 - Site supervisors are meeting with their school principals to address the new school year and operational changes related to COVID-19.
 - Staff is working with the Pinellas County School Board to provide snack service for the upcoming school year.
 - Staff planned the annual Back to School Open House & Expo, making adjustments to follow CDC guidelines. We are planning to offer a backpack and school supply giveaway to support the families in our community.
 - Staff planned and prepared for two additional weeks of summer camp due to the Pinellas County School Board extending the school start date to August 24, 2020.
- **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 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.
 - Began preparing for Halloween events.
- **Highlander Pool**
 - July attendance for the Pool and Sprayground was 5,876.
 - Sold 18 punch passes for a total of \$725.
 - Began the Float Fit program and sold 2 punch passes.
 - Staff participated in monthly CPR in-service and all did very well.
 - Stephanie Kensinger updated her certifications as a CPR/FA/AED instructor and Water Safety Instructor.
 - Staff hosted an employee potluck and all were given fun awards. It was a fantastic gathering and all attendees followed CDC social distancing guidelines.

Parks:

- Cut out all edges of Fisher Little League fields and leveled the infields.
- Contracted Southern Soils for annual Nematode treatment on all athletic fields.
- Removed old playground from Amberlea Park and prepared for the installation of new equipment.
- Obtained quotes for a new sidewalk at Amberlea Park.

- Contracted American Carports to begin construction of new storage shed at Jerry Lake.
- Removed hazardous pine tree at Stirling Park.
- Replenished shell and graded Dunedin Youth Guild Park parking lot.
- Installed new garbage cans on the Dunedin Causeway.
- Assisted with decorating for 4th of July, including hanging lamp post banners, decorations, and planting red, white, and blue flowers Downtown.
- Installed new golf cart signs in Highlander Park and Hammock Park.
- Continued irrigation repairs at Stirling Park.
- Raised trees at Dunedin Library.
- Repaired washouts at all waterside parks.
- Repaired the Fisher tennis court pavilion, Highlander Pool picnic tables, and a bench at Achieva Paw Park.
- Installed new irrigation, landscaping, and palms at Dunedin Golf Club.
- Assisted with the repairs and board replacement on Dock A at the Marina.
- Sodded the island at Milwaukee Ave and Main St.
- Completed monthly safety checks of parks, playgrounds, and parking lots.
- **City Arborist:**
 - Assisted Purchasing with solicitation for bidding of the palm pruning contract.
 - Managed and completed maintenance and inspection of the Grand Live Oak at City Hall with a completed report.
 - Managed and completed the removal of the dead/dying hazardous tree in Wee Garth Park. Currently working on sourcing a new tree to be replanted in the same general area to ensure future shade canopy coverage for our Downtown core.
 - Volunteered to be a part of the writing team for the “Land” portion of the DREAM plan.
 - Developing a predetermined list of butterfly plants that may be utilized for the volunteers of Hammock Park’s Butterfly Garden. This list may also be added to our webpages for community usage as well.
 - Ongoing research for neighboring cities to obtain their canopy coverage data for comparison purposes.
 - Continuing to do a study of our Tree Bank funds to obtain an average annual intake. This will help staff develop a short and long term plan for tree planting.
 - 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.

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 in the marina.
- The mechanical dredging has progressed through completion of the channel (Phase 4).
- The majority of the remaining vessels have been returned to their home slips with the exception of those that are assigned slips on Dock A.
- The repairs and replacement of dock boards on Dock A are on schedule for completion in August.
- The installation of the new pedestals on Dock A has begun.
- Slip renters whose vessels have remained in the marina during the dredging project continue to have multiple opportunities each week to check on their vessels.
- 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.

Economic and Housing Development

COVID-19 Work

- Staff continues to expend time on Business Recovery efforts, working with the Marketing Task Force, fielding calls for assistance and weekly virtual meetings with Dunedin Chamber and DDMA.
- Weekly webinars have been offered and provide timely information and guidance on applying for business assistance aid through the county, state and federal government.
- Grant navigators have been meeting at the Chamber with small business owners to assist with the various funding programs.

Budget

- Staff has been working with Finance on developing the FY2021 CRA and Economic Development Business Plan Budget and a Long Range Financial Plan.

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.
 - A workshop has been scheduled for August 19 to review the Gateway concept plans
 - Upon Commission direction, next step would be to discuss a development agreement.
- **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 the Housing Tool Kit to the LPA on June 8, 2020 and received approval.
- Staff presented the Housing Tool Kit to the City Commission on August 6, 2020
- 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 \$500,000 Safety Grant is also in the final review by FDOT. Next step is a Lane Elimination Study with is needed for FDOT before sending out the RFQ for design of the Complete Street project.

Downtown

- Staff continues to review proposed projects in the downtown district working with the Community Development Department.
- Staff has been working with individual businesses to address special needs or requests during the COVID-19 crisis.
- Staff is working on several Downtown enhancement projects: Pioneer Park enhancements, Downtown Master Landscaping design and the design for the Main Street Sidewalk Pavers project.
- The Downtown Artistic Bench designs have been awarded and sites are being prepared for installation.

- Staff continues working on enhancements for downtown including, benches, lighting, pavers, parking lot upgrades as well as renewal of parking lot leases.

Douglas Avenue

- Staff is moving forward with a re-design of the pedestrian friendly raised crosswalks. This project is a measure to enhance walkability on Douglas Avenue near the Artisan and parking Garage.

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 to 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

- Due to the delay on the City Hall project, staff is working with the owners of the Pinehurst Office space to amend the lease agreement with an extension of (1) one year for the leased office space at Pinehurst.

FINANCE

- All bank and investment account reconciliations are current. The Investment report is also current.
- The interim test samples requested by our auditors have all been retrieved and securely transferred to the Moore Stephens Lovelace portal.
- Development of the master Munis template has reached 75% completion.
- The City received the final Pinellas County reimbursement payment for the stadium in the amount of \$11.37 million. This brings the total amount reimbursed to the city to \$41.7 million.
- Filed an application to FDLE for the Coronavirus Emergency Supplemental Funding program in the amount of \$132K. The program provides funding for the prevention, preparation, and response to the coronavirus.
- Evaluated and tested the latest Munis release (v2019) in the test environment. Reported results to Michael Nagy to aid in the decision to accept or decline the new release.
- Made refinements and major updates to our internal procedure documents for common and uncommon Munis tasks.

CURRENT BID & RFP STATUS LIST

RECENTLY AWARDED

N/A

SCHEDULED FOR CITY COMMISSION DISCUSSION

- RFP #20-1156 titled "Disaster Recovery Consultant Services" will be discussed at the August 4, 2020 meeting.
- RFQ #20-1158 titled "Engineering Services for Sanitary Lift Station Evaluations" will be discussed at the August 4, 2020 meeting.

- Bid #20-1162 titled “SR 595 and Wilson Street Pedestrian Crosswalk RRFB Project” will be discussed at the August 4, 2020 meeting.

UNDER EVALUATION

- RFQ #20-1151 titled “Call to Artists - Curlew Road Water Tower Project.” The Selection Panel has selected the Artist for this project.
- RFQ #20-1152 titled “Call to Artists – Government Center Public Art Project.” The Selection Panel has selected three semi-finalists for further consideration.
- RFP #20-1154 titled “City Attorney Services.” Presentations from the four semi-finalist firms will be made to City Commission on August 6, 2020 to be followed by individual interviews.
- RFQ #20-1159 titled “Engineering Design Services for the Brady Drive Box Culvert Replacement.” The Evaluation Committee is negotiating with the highest ranked firm.
- Bid #20-1160 titled “SR 580 Water Main Tie-ins Project.” Bids were accepted until 2:00 pm Tuesday, July 21, 2020.
- RFP #20-1161 titled “Broker of Record for Property/Casualty Insurance Program.” Proposals were accepted until 2:30 pm Tuesday, July 21, 2020. The evaluation process is underway.

ACTIVE ON THE STREET

- RFP #20-1163 is titled “Furnish & Install Security Camera Systems.” Submittals are due at 2:00 pm Tuesday, August 3, 2020.
- Bid #20-1164 is titled “Sodium Aluminate.” Bids are due at 2:00 pm Tuesday, August 18, 2020.
- Bid #20-1165 is titled “Palm Tree Trimming Services.” Bids are due at 2:00 pm Tuesday, September 1, 2020.

UNDER DEVELOPMENT

Pre-Qualification Questionnaire for the Construction of a New City Hall/Government Center.

BUDGET

- Updated FY21 budget based on FY21 Budget Workshop #1 Commission direction.
- Continued to fine tune FY21 budget including running multiple salary and benefits scenarios.
- Hosted the FY21 Budget Workshop #2 – FY21 Business Plan and covered the following topics:
 - FY21 Business Plan Initiatives and Capital Improvement Projects
 - FY21 Personnel Requests
 - City Hall Size and Financing Discussion
 - FY21 Penny Fund
- Prepped and received adoption of the maximum millage rate for FY21. Updated and submitted corresponding TRIM documents.
- Hosted the FY21 Budget Workshop #3 – FY21 Proposed Operating and Capital Budget and covered the following topic:
 - Long Range Fund Projections for all Funds
- Attended multiple Board of Finance Budget Subcommittee meetings.
- Hurricane Irma update:
 - Reimbursements received in July 2020: \$63,606.
 - Total reimbursements received to date: \$1,942,645.

June 2020 CRF

- No payoffs.
- 8 new loans totaling \$13,347.
- No paid at install.

HUMAN RESOURCES

- **Recruitment & Selection:**
 - Total applications received: 607
 - 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
 - ITS Technician
 - Budget/ Financial Analyst
 - Firefighter/ Paramedic
 - Sr. Public Works Designer
 - Resident Construction Manager (Retitled from Resident Engineer)
 - Transportation & Traffic Engineer
 - Wastewater Service Worker
 - Water Service Worker
 - Public Services Maintenance Worker I
 - Recreation Leader III (On Hold)
 - Recreation Leader II (On Hold)
 - New Positions Posted
 - Marina Attendant
 - Senior Administrative Assistant
 - Lead Craftworker – (Electrical)
 - Lead Craftworker – (Plumbing)
 - Park Maintenance Worker I
 - Park Maintenance Worker III
 - Division Chief of Training
 - Firefighter/Paramedic
 - Employee Promotions / Reclassification
 - Todd Hacker – Senior Wastewater Collections Technician – 07/29/2020
 - Michael Handoga – Deputy Fire Chief/Fire Marshal – 7/29/2020
 - Marty Vilimek – Division Chief of Logistics – 7/29/2020 (Transfer)
 - New Hires
 - Tiffini Schwarzkopf – Technical Support Assistant – 7/13/2020
 - Christopher Elbon – Code Enforcement Supervisor – 7/20/2020
 - Raymon Spackman – Mechanic – 7/20/2020
 - Employment Separations (Regular Full and/or Part Time)
 - Number of Employees: 4
 - Thank you Erich Thiemann for 24 years of service dedicated to the City's Fire Department.
- **Employee Benefits:**
 - Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for July was \$207, 495.40 which is 33.4% higher than June's totals. The average weekly claims for July were \$ 51,873.85.
 - 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 7/30/2020

| | <u>Employee Count</u> | <u>Participation Level %</u> |
|---------------------------------|-----------------------|------------------------------|
| Platinum | 81 | 27% |
| Gold | 35 | 12% |
| Silver | 37 | 12% |
| Bronze | 63 | 21% |
| Blue | 82 | 28% |
| Total Eligible Employees | 298 | 100% |

- **Family Medical Leave Act (FMLA):**
 - Number of Employees with approved/pending FMLA: 13 - (Regular - 2, Intermittent – 11, Pending - 0). Number of new requests in July: 0
- **Other (Non-WC, Modified Duty)**
 - Number of employees currently working on a modified schedule (some restrictions) – 2
- **Records Requests: 2**
- **DROP (Deferred Retirement Option Program):**
 - Number of Employees in DROP: 17
 - Employees who entered DROP during July: 0
- **Performance Management:**
 - Number of Disciplinary Actions: 1
- **Risk Management:**
 - Workers' Compensation:
 - ✓ Number of new workers' compensation claims: 2
 - ✓ 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: 1; total open cases = 6
 - ✓ New Moving Vehicle Accidents: 0; total open cases = 0
 - Cases Closed During the Month:
 - ✓ Worker's Compensation Claims: 2
 - ✓ 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) = \$ 785.35.
- **Safety:**
 - 75 Online safety training courses were completed by 88 employees during the month of July.
- **Meetings/ Training Facilitated by HR:**
 - Virtual Risk Orientation – 7/9/2020, 7/17/2020
 - Munis Implementation Training – 7/14 – 7/16/2020

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 August 2020, construction continued on the water treatment plant.
- Demolition and restoration of the existing sulfuric acid day tank and dosing room was completed.
- The roofing contractor has started replacement of the roof on the process building in preparation for installing the solar system.
- Installation of the new pumps, piping, and davit crane was initiated for the media filters backwash basin.
- Electrical and controls work commenced on the pretreatment system.
- RO skids 1 – 3 were placed into service and passed acceptance testing. The RO skids were handed over to the City for operation, and the City cleared the demolition of the remaining existing RO skids to allow for completion of the system.
- The final blend water static mixer was relocated and the deposit buildup was removed to allow for proper operation.



- **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.
 - Bids were received and a recommendation for award will be brought before commission in September.
- **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.
 - 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.
- The 90% submittal was received and review by the City is underway.

- **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.
- Final design is underway.

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

- The City is replacing the fine bubble diffusion system, all related piping, gaskets, valves, instruments, etc., required for the proper operation of the aeration basins at the WWTP. This system has reached the end of useful life and requires replacement. Installation of this new equipment increases reliability and operability of the aeration system.
- Basin #1 was drained. The quantity of sludge was greater than anticipated, and the sludge removal change order was brought to commission and approved on August 4th. Removal will commence in September.
- Painting of the walkways commenced.
- Coating of the internal surface of the 16" air header commenced.



- **Wastewater Collection System – Garrison Road Sewer Main Extension**
 - The City is extending its sanitary sewer service up Garrison Road to add customers and allow for the removal of septic systems. This installation potentially improves the water quality of local natural water systems.
 - All design, permitting and installation of the sewer mains were completed by City staff.
 - Restoration of the portion on Michigan Blvd is complete.
 - Restoration of the portion on Garrison Rd. is expected to be complete September.

Roadway Section

- **FY20 Pavement Management Program** – The FY20 pavement program is nearing completion. The following outlines the project status.
 - **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 the May 5th Work Session. Work began on May 11th at the Library and all work was completed in July. There remain two minor change orders to be completed; both involve standing water on small sections of streets that will require lowering of the flow line across the respective streets. All work will be completed in August.
 - **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 are 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 and stormwater pipes. 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 is underway and expected to be complete in August, with bid scheduled for September, as FDR cannot be done in wet conditions. It is anticipated construction could start as early as December.
 - **St. Catherine Dr.:** Portions of St. Catherine Drive are failing due to subsidence and cracking associated with poor underlying soils, similar to San Salvador. 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 underlying soils where significant peat exists, with the entire project area stabilized by FDR. Design is being completed concurrently with San Salvador, as these roads intersect. St. Catherine and San Salvador will be combined under one bid.
 - **Rejuvenation:** The FY20 contract for the 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.

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 the April 14, 2020 meeting. A “Notice to Proceed” (NTP) was previously issued with a dredging start date of June 1, 2020. The contractor has concluded dredging and has removed equipment from the marina. The City initiated a Change Order to remove additional sediments around docks. The change order work is to be completed in August.



- **Brady Drive:** The City assigned DRMP, Inc., (one of the City's General Engineering Consultants or 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) was advertised and DRMP has been selected to provide design and permitting services. The agreement is expected to be brought before the Commission in September. 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 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.
- **Cedarwood and Lyndhurst Culvert Replacement and Ditch Stabilization:** Included in the FY 20 budget was the Cedarwood and Lyndhurst Culvert Replacement and the Patricia Beltrees Stormwater Treatment CIPs. These projects were combined. Staff is preparing a Request For Qualifications to its approved GEC list (consultants) which is expected to be released in August. Selection of a consultant will need Commission approval, which is expected in early FY 21.

Development

- **Site Infrastructure / Development Review Participation:**
Projects discussed / researched as part of DRC meetings – (1)
Site / Infrastructure plan sets reviewed – (0)

Public Services Division:

Streets Section

- Continued new installations and repair of concrete sidewalks (2,233 SF).
- Remove/replace military and event banners.
- Continue trimming right-of-way trees in the Ranchwood subdivision.
 - Trimmed and hauled tree canopies for roadway clearance Citywide
 - Trimmed hardwood trees and palms (1.38 tons hauled).
- Continued Traffic Sign & Post maintenance Citywide:
 - Manufactured (74) new signs, and replaced (42).
- Completed 1st phase of Dunedin Pines curb and sidewalk project.



- Repaired utility cuts for the Water and Wastewater Divisions (15 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (112.52 tons hauled).
- Continued hauling road base material into street yard (190.31 tons)
- Pressure washed Harborview Villas Bridges

Stormwater Section

- Continued slope ditch mowing
- Continued ROW mowing.
- Continued catch basin repairs Citywide (2).
- Clean catch basins during rain events
- Continued residential street sweeping activities:
 - Hauled 14.53 ton / 14 cubic yards of street sweeping debris to the County landfill.
 - Hauled 16.04 ton / 14 cubic yards of catch basin debris to the County landfill.
 - Hauled 9.86 ton / 14 cubic yards of CDS debris to County landfill.
- Continued ditch maintenance Citywide.
- Completed drainage work at Dunedin Country Club cart barn.



- Continued stormwater pipe maintenance and repairs Citywide.

Facilities Section

- Performed Department of Environmental Protection (DEP) above ground storage tank inspections city-wide
- Continued addressing Code / Safety Inspections Citywide
- Replaced approximately 400 HVAC filters Citywide throughout all buildings on a monthly cycle
- Continued HVAC apprenticeship and internship programs with Pinellas Technical College
- Repaired water feature fountain at Community Center
- Completed citywide exhaust hood maintenance
- Repaired Teen room lighting at the Library
- Repaired electrical outlets and lighting throughout Purple Heart Park for an event
- Replaced electric lock timer for Community Center outdoor restroom
- Assisted Wastewater with lift station antenna removal
- Replaced urinal due to vandalism at Causeway restroom
- Repaired leaking faucet in Studio F at Fine Arts Center
- Installed conduit under driveway at golf club for Internet access to the new pro shop



- Replaced worn flags citywide
 - Repaired a/c for Finance area at Community Center
 - Changed all entry codes on fire station doors citywide
 - Repaired breakroom a/c unit at Wastewater
 - Replaced Engineering section door lock at Pinehurst facility
 - Completed a/c installation for Stormwater building
 - Repaired shore power to engine at Fire Station 62
 - Removed rust and painted restroom
 - Installed new CAT6 connection for County computer at Fire Station 61
 - Repaired a/c unit in Studio B1 at the Fine Arts Center
 - Installed new exterior lighting on the rear of golf club
 - Replaced canopy lighting at Solid Waste
- Sanitized / fogged Public Services buildings
 - Repaired fire alarm at MLK Center
 - Repaired ADA access door at City Hall
 - Replaced toilets in restrooms at St. Andrews Links
 - Repaired plumbing due to vandalism in the Train Depot restroom



- Began exit / emergency lighting inspection & repair citywide
- Began fire sprinkler system inspections citywide
- Repaired main breaker power for Skinner Jackson Park restroom
- Responded to maintenance requests citywide as needed

Environmental Manager

- The first reading of the Stormwater Enforcement Ordinance took place on July 16th.
 - Staff received direction from the City Commission, adjusted the Violation Matrix, and the second reading will take place on September 3rd.
- The Interlocal Agreement with Pinellas County for Water Quality and Biological Monitoring was approved by the City Commission on August 4th.
- Attended the virtual Stormwater Advisory Committee quarterly meeting.
- Participated in two DREAM Plan writing meetings for the Water section.
- The mangrove trimming for all locations throughout the City of Dunedin was completed.
- Attended the virtual Florida Stormwater Association Annual Conference.
- Participated in the Florida Stormwater Association Board of Directors quarterly teleconference meeting.
- Participated in the Florida Stormwater Association Conference Committee quarterly teleconference meeting.
- Attended the Florida Department of Environmental Protection MS4 quarterly teleconference.
- Attended the Tampa Bay Regional Planning Council Stormwater Educators quarterly meeting.
- Attended the Tampa Bay Regional Planning Council webinar on Comprehensive Planning for Clean Water: Tools & Strategies.
- Reviewed three projects on the DRC platform concerning stormwater permitting through FDEP and the SWFWMD. Also instructed developers in the need for proper BMPs during construction.
- Reviewed one project for Infrastructure Review to notify the developer of potential site contamination, permit requirements through FDEP and/or the SWFWMD, and proper BMPs.

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>
- Safety signage for drivers and crew members was updated and installed on the gate system and where the drivers park the garbage trucks.





- The City's Recycling Guide has been updated! [Click here to learn more.](#)



- Residents can safely and properly dispose of their electronics and chemicals through the Pinellas County [Household Electronics and Chemical Collection](#) program.
 - The drop off is located at 2855 109th Ave N, St. Petersburg, FL; hours of operation are Monday – Saturday, 7:00 AM – 5:00 PM.
 - [Mobile Collection Schedule:](#)
 - Saturday, August 22nd, 2020, from 9:00 AM – 2:00 PM at 29582 US Hwy 19 North, Clearwater
 - Saturday, September 12th, 2020, from 9:00 AM – 2:00 PM at 3200 34th Street South, St. Petersburg.



- COVID-19
 - 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 use of the van.

- Additional picnic tables have been placed outside the Solid Waste building's 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:

- What is your green dream for the City? The City has kicked off the writing team and is in the process of creating 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. Voice your ideas by visiting the [DREAM page](#).
- Dunedin is competing in the National Mayor's Challenge for Water Conservation! We need your help to make our City the most "water-wise" in the nation. [Take the pledge](#) and you could be entered to win some great prizes! Check out the [City's webpage](#) for information, the [City's Facebook](#) for updates, and a [message from the Mayor](#).



- The Committee on Environmental Quality (CEQ) advisory group has started meeting virtually. The next meeting times are:
 - Tuesday, August 25th, 2020 from 8:00 AM – 9:00 AM. Click here for [virtual meeting information](#) and the [agenda](#).
 - September 29th, 2020 from 8:00 AM – 9:00 AM. Click here for [virtual meeting information and the agenda](#).
- Calling all youth in the Tampa Bay area! Before heading back to school, get outside and take some pictures along our coast or stay inside and write a poem. Whatever inspires you to think about our waters and how you can protect them do it! The [Florida Gulf Coast waters have recently been declared a "Hope Spot"](#) and the City of Dunedin is the "Home City!" Join the challenge and submit your work by August 30th and you'll be qualified to win one of fifteen \$100 awards. Please visit the [Hope For the Future Challenge page](#) for more information.

Wastewater Division:

Plant Summary

- **Wastewater Treatment flows:**
 - Influent Average Daily Flow: 4.361 Million Gallons
 - Influent Monthly Total Flow: 135.178 Million Gallons
 - Reclaimed Water Average Daily Flow: 3.711 Million Gallons
 - Reclaimed Water Monthly Total Flow: 115.041 Million Gallons
 - Final Effluent Average Daily Flow: .681 Million Gallons
 - Final Effluent Monthly Total Flow: 21.109 Million Gallons

- **Maintenance and Repairs:**

- Plant operators are conducting annual painting of all above ground piping at the Wastewater Treatment Plant (WTTP).
- Contractor – WPC (Water Processing Contractors) is rehabilitating Aeration Tank #1. WPC has dewatered aeration tank #1 and will be removing the settled solids to allow removal of all aeration diffusers. Contractor is also installing new coatings on aeration tank walkways.
- Maintenance performed routine maintenance on all outside AC units at facilities #4, 7, 8, 13, 14A, 14B, 16, Jerry Lake and Belcher.
- Contractor – Smith Fence installed a new six foot chain link fence around the Belcher reclaim tank, pump house, and fill valve assembly.
- Maintenance pressure washed Facility #11 at the final outfall emblem area.
- Maintenance performed annual repairs on the WWTP irrigation system.
- Maintenance repaired a diesel fuel leak on a 10,000 gallon fuel tank return supply line.
- Maintenance re-installed RAS pump #3, which was rehabbed by Barney's Pumps with a new impeller, bearings, seals, and a mechanical seal.
- Maintenance performed quarterly maintenance and cleaned both chlorine contact chambers.
- Maintenance installed a new blower silencer on blower #1 at Facility #8 (filter building).



Aeration Tank #1 de-watered for rehab



Aeration Tank new deck coating

- **Compliance:**

- June 2020 Discharge Monitoring Report submitted to FDEP via EZDMR; [No Issues].
- The annual Discharge Monitoring Report-Quality Assurance (DMRQA) Study (#40) through EPA is underway with outside contracted laboratories (Advanced Environmental Laboratories [AEL] and Marinco). This is an EPA requirement/study to evaluate the analytical ability of the contracted laboratories that we use to perform our environmental analyses, per our National Pollutant Discharge Elimination System (NPDES) permit.

Collections Summary

- **Scheduled repairs:**

- Gravity line installation on Michigan Boulevard & Garrison Road commenced on June 1st. As of August 6th, 524 LF of 8" pipe and four man holes (M/H) have been installed.
- Ring and cover replacement: (1) – M/H #69 1005 Idlewild Drive, NW 23.
- Maintenance conducted touch up painting and oiled locks on all lift stations.
- Picote descaling: (1) – 1111 Suemar Road.

- Lateral locating and mini-scout: (4) – 2095 Pinehurst Drive, 2299 Manor Court, 2296 Manor Court, and 2086 Manor Court.
- DOT repaired M/H #6 (NW 26) and the City installed a new silencer.
- Tap installs: (0).
- Lateral and main line repairs: (0).
- Lateral liners installed: (0).
- Responded to citizen blockage calls (15) and continued with PM inspections.
- Sunshine 811 locate tickets: 332.



Garrison Road



Gravity Sewer Main



Main line repair; Ed Eckert Drive

- **Vac / Cleaner Truck:**

- Cleaned Grids – Grid NE 15 M/H #60<61, M/H #1<2, M/H #39<38, M/H #42<40<39, M/H #43<44<4<5 5<6 5<44 43<44 43<42, M/H #55<54<65, M/H #52<66<53<65, M/H #51<50.
- Cleaned Wet Wells at Lift Stations (LS) #s 20, 24, 25, 1, 3, 19, 12A, 32, and 5.
- Total cleaned: 4,673 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) – SW 35 Beltrees Street M/H #1<2 and 2<42.
- DEMO Noztech at NE 36 Forest Drive, cut out and hammer tapped 49' upstream.
- Main line repair: (1) – NW 23 - 1940 Ed Eckert Drive, between M/H #65>72, 6" of DIP replaced with C900.
- Installed sectional liner: (1) – NE 22 - 131 Buena Vista Drive North M/H #3<2.
- Cleanout install: (1) – SW 23 – 1111 Suemar Road.
- Total televised: 117 LF, with 1 set up.
- Continue to perform routine maintenance Citywide.

- **Lift Stations:**

- Cleaned Wet Wells at LS #20, 24, 25, 1, 3, 12A, 32, 5, and 19.
- Installed new pumps at LS #40 pump 1 & 2 and LS #20 pump 3.
- Repaired E-1 pump at the Causeway restroom station.
- Rebuilt antenna at LS #39.
- Installed new air relief valve (ARV) at LS #15 pump-1.
- Godwin Pump test LS #15 and 8.
- Changed out breaker, pump starter and changed out all relays at LS #18.
- Continued checking telemetry on computer and printed reports daily.
- Continued preventative maintenance Citywide:



Installed new pump LS #40



Changed out breaker LS #18

Water Division:

Water Production

- **Production Numbers:**

- Average Daily Potable Water Production: 3.73 Million Gallons
- Monthly Potable Water Production: 115.65 Million Gallons
- Annual YTD Potable Water Production: 800.53 Million Gallons
- Annual YTD Rainfall: 21.67 Inches
- Monthly Rainfall Total: 5.42 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 infection.
- New Reverse Osmosis (RO) Trains 1, 2, and 3 are online and producing drinking water.



New RO Skids!

Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 77% complete, with approximately 6,566 backflows tested for the calendar year. The large meter program is 100% complete, with 100 large meters tested for the calendar year. This year, the Hydrant Program has installed 0 new hydrants, repaired 19, replaced 6, painted 304, and flow tested 127. During this time period, the Valve Program exercised 65 valves. For the year; the Valve Program has installed 1 new, replaced 4, repaired 4, and exercised 569 potable and 0 reclaimed distribution valves.

Wellfield

- Ardurra (formerly King Engineering) has developed the engineering drawings for the design and renovation of Well #1; with a new pump/motor, piping, & electrical features. The work at Well #1 will be included with modification work to raise the well elevation at Well #86 and cleaning activities at Wells #11, #84, and #89, into a single well project to go out for bid.
- A new flow meter has been ordered for Well #14.

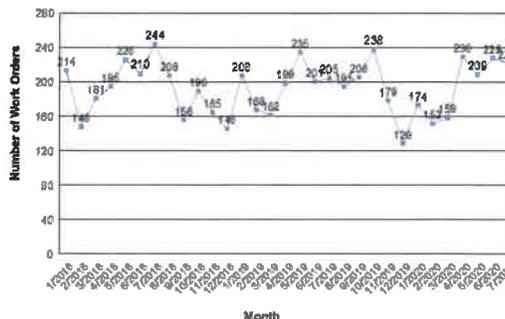
INFORMATION TECHNOLOGY SERVICES DEPARTMENT:

- 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 July 2020, while mainly teleworking during the COVID-19 pandemic, the IT Services Department received 222 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 212 tickets during the month of July. IT Services is averaging approximately 196 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 July 2020:

| <i>Monthly Ticket Counts</i> | | <i>Tickets by Priority</i> | |
|------------------------------|-----|----------------------------|-----|
| Tickets Created | 222 | Critical Tickets | 1 |
| Resolved Tickets | 212 | High Priority Tickets | 16 |
| Open Tickets | 139 | Low Priority Tickets | 205 |
| Malware Tickets | 0 | Project Tickets | 0 |

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 September 2020.
- **ERP (Enterprise Resource Program)** – This capital improvement project is replacing the City’s current Financial, HR, Payroll, Recruiting, Timekeeping, Permitting and Code Enforcement systems. Eventually it will also include modules to replace Utility Billing and Work Order systems.

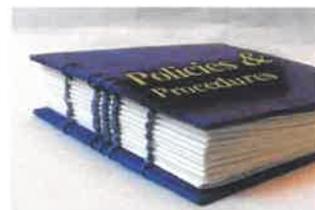
In July of 2017 the City Commission approved the purchase of the new ERP solution from Tyler Technologies. This solution included their Munis financials/payroll packages, ExecuTime for time keeping and EnerGov for permitting, cashiering and a citizen self-service portal. The proposed time line for all phases of this forty-eight month project will be as follows:

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

- **Phase 1** of the ERP solution started in November of 2017 that included all of the City’s Financials, Purchasing and Inventory processes. Although the City has been live on this phase of the project as of April 2019, the Finance and Purchasing Departments are continuing to review data and documents from the legacy system that they June wish to convert into the new Munis ERP solution before that legacy system is sunsetted.
- **Phase 2** of the ERP solution started in November of 2017 that included the ExecuTime Time & Attendance module for employees to clock in and out. Although the City has been live on this phase of the project as of August 2018, the Human Resources Department is continuing to review data and documents from the legacy system that they June wish to convert into the new Munis ERP solution before that legacy system is sunsetted.
- **Phase 3** of the ERP solution includes the community development and infrastructure system, referred to as EnerGov. This phase is currently being implemented and will include the building, code enforcement, permitting, inspections and citizen self-service portal. The EnerGov module will be integrated with the county GIS mappings and Pinellas County property tax database. The EnerGov module will utilize mobile devices such as iPads for remote field work. Staff can access and update the City’s live data while working in the field. Due to the COVID-19 pandemic, the ERP Phase 3 expected to go-live date is moved September 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*
- **Font/Size and Signatures in City Email Accounts** – The IT Department will be implementing a group policy where all City email accounts use the official character font of Arial and the font size of 12 in all email correspondence. In addition, all staff will be provided with instructions on how to create signature lines in their email accounts that follow a standard business practice. The IT section of this City Manager Update document is using the "Arial 12" font and size.
- **IT Policies and Procedures** – The IT Department is currently updating all of the computer usage policies and procedures to coincide with the current software versions and changes in technology. Items such as internet usage, computer file storage, email usage and USB device connectivity will be included in the updated documents. Employees will be required to sign a document that they have read and understand the policies.
- **Data Backup & Disaster Recovery System** – The City has purchased a new system for backing up computer data, storing it in a secure governmental cloud location and having the ability to recover and restore the network infrastructure and/or data from a secure encrypted site that is immune to ransomware. Installation of this new system 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, Planning & Development, Engineering, MLK Rec Center and the Dunedin Community Center. All camera systems will include motion-sensors, extreme high-definition video quality, night-vision, as well as alerting authorities during after-hours events.
- **Telecommunications Services Review** – The IT Department is currently reviewing all of the City’s telecommunications invoices determine where reductions can be made to save on monthly costs for phone services. The goal is to save the City 50% in monthly telephone expenses.
- **Paymentus Credit Card Processing** – The IT staff is in the process of implementing a new credit card processing service that will work with both the legacy financial system and the new ERP Munis and EnerGov modules. The Paymentus system is the only service that integrates with both the legacy and new ERP systems. This project started in December of 2019 and is expected to go live in August of 2020.
- **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.



Notes of Encouragement To City Staff

From: Knott, Randy

Sent: Thursday, July 9, 2020 7:53 AM

To: Pickrum, William

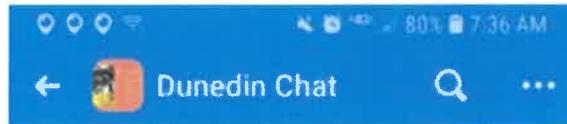
Cc: Gass, Natalie; Holtorf, Raymond; Hurley, Joe; Quintas, Jorge; Hutchens, Doug; Smalling, Theresa

Subject: Atta Boy for John Haggerty

Bill:

I saw this last night on FB, this was John H. yesterday up in Country Woods. I will make sure this gets posted and in John's file

Randy



Big shout out to Dunedin Solid Waste!

I've had both my recycle bin and my trash bin for 20 years. Recently the axle broke on the trash bin and the recycle bin had a big crack, likely from years of sun damage. I called Dunedin Solid Waste and a young lady said she would send someone out to take care of them next day.

Sure enough, a man arrived next day. He was a pleasant dude; we struck up a conversation. He told me that he's moving from Palm Harbor to Dunedin, and how much better he thought Dunedin Solid Waste was compared to something in Palm Harbor, and how well he felt DSW treated residents. He was truly happy and appeared proud to do what he was doing.

The bins were replaced within an hour. After he left, all I could think about was how nice he was, and how well he represented your department. Whatever you folks are doing either in team selection or for morale, it appears to be a winning formula.



From: Knott, Randy
Sent: Wednesday, July 15, 2020 10:46 AM
To: Pickrum, William
Subject: Ben Summers

Bill:
I got a call from Diane who is a new resident in Laurel Oaks that was very appreciative of the job Ben did for not only her but the neighbor last Wednesday.

Diane told me that she had some extra bags since they had just moved in and Ben made sure they were cleaned up before he left the house.

Then she told me that the neighbor had 3-4 extra bags out and asked Ben since they missed us last week could she put the bags in and have him re-service it.

Diane said Ben got out and refilled it for her because she had a baby on her hip.

Diane said she was very happy to have moved to a city where the employees take care of the residents.

I will get with Ben and make sure this gets in his file and make sure he gets an Atta-boy at our next safety meeting

Randy Knott
City of Dunedin, Solid Waste Supervisor



From: Robert Perez [[mailto: @gmail.com](mailto:@gmail.com)]
Sent: Tuesday, July 14, 2020 6:54 PM
To: Jewel, Jennifer
Subject: Re: [EXTERNAL EMAIL] Re: 644 louden ave gas drawing for generator

I wish there were more of you out there...

Robert Perez
Sales Manager



From: butch lott [<mailto:>]
Sent: Wednesday, July 15, 2020 2:01 PM
To: Ciccarello,Joyce
Cc: Jewel, Jennifer
Subject: RE: [EXTERNAL EMAIL] Re: 19-1086 CHANGE ORDER F

Thank you both so much for the help with this. It definitely improved my day and week. Everything you did is much appreciated.

Have a wonderful day Jennifer and Joyce.

Thank you again,
Larry "Butch" Lott



Quinn's Fire Department
 Please accept our gratitude
 and thanks for your drive-by
 on Olive's 99th birthday
 on May 16th. It was a great
 surprise for a remarkable
 woman.

The young men in Olive's family
 were in "awe" to see firemen
 come by in their truck to wish
 her Happy Birthday.

We all will remember your
 kindness, on this day, and all
 other days that you are
 there for us in so many
 ways, when we are in need.

*Love You All -
 Stay Safe*

*Don't know what
 we'd do without you
 Hope you know how much
 you're appreciated.*

*The Residents of
 Lake Highlander
 Matilda Home Park*



Kyle Shader, Craftworker III at Public Services, was recently awarded "Apprentice of the Year" with PTEC for the 2019 – 2020 school year. Kyle received this award for recognition of "Outstanding Academic Achievement" while taking courses for Refrigeration and Air Conditioning.

We are very proud of Kyle on his achievement!





13 JULY, 2020

WE RENT A SLIP AT THE DUNEDIN
MARINA AND WE JUST WANTED TO
LET YOU KNOW WHAT A SUPER JOB
LAURIE FERGUSON IS DOING. OUR BOAT
RECENTLY SANK (VANDALISM) AND SHE
HANDLED THE SITUATION WITH
KNOWLEDGE, EMPATHY, AND PROFESSIONALISM
SHE'S AN ASSET TO THE CITY.

Paul AND Janet Merhardt



From: Clem
Sent: Thursday, July 23, 2020 11:21 AM
To: Jewel, Jennifer
Subject: Thanks

Good morning Jennifer hope all is wonderful with you and yours. The delay in my thank you is because I couldn't come up with the right words to express my gratitude to you. But with the help of Jesus here they are; "It is because of people like you that made America great, and it is because of people like you are keeping America great and because of people like you America will always be great." I am so proud to be a resident of Dunedin knowing that people like you are over seeing the city. You go beyond the call of duty for the good of others. I will always keep you in my prayers to Jesus. Lord willing I will put the plans in the bin today.

Sent from my iPhone



From: Gass, Natalie
Sent: Thursday, July 23, 2020 4:39 PM
To: Barron, Laura; Pickrum, William; Holtorf, Raymond; Hurley, Joe; Knott, Randy; solidwaste
Cc: Stanek, Paul; Quintas, Jorge
Subject: Praise for Dunedin Solid Waste crew!

Dunedin resident, Kathy at XXX Baywood Dr S, called today to say how happy she is for her solid waste services over the years. She said she has lived in Dunedin for a while and greatly appreciates the excellent work completed each week by the solid waste drivers and crew. She is especially thankful for the work from the rear-load crew since she has a big garden that she is constantly weeding and maintaining.

Kathy would like to make sure the crew gets her thank you for all they do!



From: Constantin Haag
Sent: Monday, July 27, 2020 6:10 AM
To: Jewel, Jennifer
Subject: [EXTERNAL EMAIL] RE: 2424 SUMMERWOOD CT (20-2808)

Jennifer,

Just wanted to say thank you for helping me through this whole process from start to now. If it wasn't for your help during these challenging times we are going through, I would not have been able to have gotten this permit done! So, again, thank you for all you have helped me with.

C



From: Bitter, Wendy
Sent: Wednesday, July 29, 2020 10:02 AM
To: Smith, Donna; Nazzaro, Andrea
Subject: Call from Resident received at 8:30am

Good Morning Ladies,

A resident called and wanted the City Manager and Mayor to know what dedicated employees the City has.

He was driving down Main Street by Bass and Skinner when a passing truck drove by with garbage and stuff blew everywhere.

A City employee was passing and stopped and pick up all the debris. He did not get the truck number.



From: Fairlie Brinkley
Sent: Thursday, July 30, 2020 9:51 AM
To: Jewel, Jennifer; CAmeron Darby
Cc: Robert Perez; Peaslee, Charlene Renee
Subject: Re: [EXTERNAL EMAIL] Re:

Thanks Jennifer. Your dedication is amazing and deeply appreciated. Thanks to you we can beat the hurricane.

R. Fairlie Brinkley



From: LJ WOOD [<mailto:ljpriderider@gmail.com>]
Sent: Sunday, August 2, 2020 5:43 PM
To: Quintas, Jorge
Subject: Phillip Beck thank you

Jorge,

I had the opportunity this morning to personally meet and thank our "causeway attendant". He was hard at work cleaning graffiti, etc. off of what I guess is an electrical box near the first turn out to the North on the causeway. I thanked him for pruning the Phoenix roebelinis at the entrance to the causeway and the addition of the decorative rocks near the pedestrian crosswalk near Dollar General. Every time I have observed Phillip he is busy doing something to improve the causeway. It is clear Dunedin selected the right guy for this position and it is clear that Phillip has an eye for detail. Thank you Team Dunedin!

Best,
LJ Wood



On Aug 7, 2020, at 1:18 PM, Barbara Haynes wrote:

I just wanted to pass along my gratitude and appreciation for how clean the women's restroom is kept in Weaver Park. I base my Pinellas Trail cycling adventures out of Weaver Park 3-4 mornings per week and I am so impressed with the condition of the restroom. Please pass along my thanks to the folks who help maintain this restroom in such great shape. I know it must be difficult considering the heavy use it gets, and the inconsideration of some of its users.

Kind regards,
Barbara Haynes



From: gail vandusen
Sent: Wednesday, August 12, 2020 3:50 PM
To: Sharp, Frances
Subject: [EXTERNAL EMAIL] hello

Dear Ms. Sharp,

You just made Christmas come to my house today!! Janet just emailed me and said our reservation will stand. We're safe for 2021!! I can't thank you enough for this and all the information you gave us along the way. You are the best!! Is there someone in your office I can sing your praises to?

Again, thank you so much.



From: Patricia M. Stough
Sent: Wednesday, August 19, 2020 10:56 AM
To: Jewel, Jennifer; Freaney, Maureen; May, Joe; Bujalski, Julie
Subject: [EXTERNAL EMAIL] Re: 216 Grove Cir S (20-3540)

THANK YOU!

Jennifer!

You and the city of dunedin continue to do awesome work during these trying times!!

Patti

Patricia M. Stough
Patti the Architect, Inc.





A Special
Thank-You Note

1-28-20

Dear Wendy,

Thank-you so very much for
going the extra mile to locate our
golf cart application. We greatly
appreciate your help!

Sincerely,

Sherree + Bruce Loewenberg

😊



Development Project Update 8-20-20

| Current Projects - City Commission Review | | | LPA | CC 1st | CC 2nd | under const | % comp |
|--|---------------------|-----------------------------------|--|----------------------------|---------------|--------------------|---------------|
| 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 garage | <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 & 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 | No | No |
| Mira Vista | 1413 Bayshore Blvd | 7 townhomes replacing bldg | <i>infrastructure under review; demo comp.</i> | | | Yes | 90% |
| Mira Vista - PH II | 1405 Bayshore Blvd | 8 townhomes replacing apts | 8/12/20 | 9/3/20 | 9/17/20 | | |
| Oak Bend Townhomes | 801 Main St | 32 townhomes | <i>infrastructure app'd; plat to CC 8/17</i> | | | Yes | 5% |
| Sea Palms - <i>amended</i> | 2624 Paula Dr N | 9 townhomes | √ | √ | √ | Yes | 75% |

| Current Projects - Staff Review Only | | | Comments | under const | % comp |
|--|----------------------|---|--------------------------------------|--------------------|---------------|
| 630-643 Athens St | 630-643 Athens St | 4 single-family homes with shared drive | | Yes | 100% |
| 1523 Bayshore Blvd | 1523 Bayshore Blvd | add 4 tiny homes for vacation rentals - TP | <i>infrastructure under review</i> | No | 3% |
| Beach Brewery | 2058 Bayshore Blvd | Nano-brewery in existing bldg | <i>permit issued</i> | Yes | 5% |
| Blue Jays player complex & training facility | | rennovations, etc | | Yes | 95% |
| Carriage House | 1040 Broadway | convert to event venue | <i>new permit issued</i> | No | 80% |
| Causeway at Woodette | Causeway at Woodette | 4 townhomes | <i>infrastructure under review</i> | No | 0% |
| Ceilliah | 990 Broadway | indoor market (see Armature Works) | <i>Bldg demo 'ed</i> | No | 5% |
| 719 Douglas | 719 Douglas | 4 sf homes (vacation rentals) | <i>permit under review</i> | No | 0% |
| EOC | Belcher | EOC and future training | | Yes | 65% |
| 526 Frances St | 526 Frances St | demo existing home; build 4 THs | | Yes | 70% |
| 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/shop | | Yes | 75% |
| Retail strip center | 1440 Main St | demo bldg, replace w/retail bldg (pizza & urgent care) | <i>permit issued</i> | Yes | 15% |
| San Ruffino TH | 1340 Bayshore Blvd | finish 7 townhomes previously approved, but never built | <i>Site work begun</i> | Yes | 15% |
| Spalding Warehouse | 1375 Spalding Rd | Warehouse on vacant land | <i>infrastructure cond. approval</i> | No | 0% |
| TüKrö Coffee | 472 Wood St | previous tatoo parlor to be converted to coffee shop | <i>permit issued</i> | No | 0% |
| Whiskey Cartel | 1600 Main St | change order submitted May 2020 | <i>internal revonvations</i> | No | 95% |

| Potential Future Projects - City Commission Review | | | Comments |
|---|---------------------|---|-----------------|
| 1040/1046 Bass Blvd | 1040/1046 Bass Blvd | 10 condos | |
| Bayshore Townhomes | 1540 Pasadena Dr | 17 townhomes | |
| Douglas & Lyndhurst | Douglas & Lyndhurst | 4 Airbnb units over 4 commercial units | |
| Gateway Project | Main/Skinner/Milw. | mixed-use | |
| Highland/Grant THs | 911 Highland | 6 townhomes (demo existing home) | |
| 521 Howell St | 521 Howell St | 5 condos | |
| 324 Scotland | 324 Scotland | 4 residential units over commercial (2-story) | |

| Potential Future Projects - Staff Review Only | | | Comments |
|--|--------------------|---|-----------------|
| 929 Broadway | 929 Broadway | current HOB - condos; 4-story mixed use residential over commercial | |
| 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

To: Jennifer Bramley, City Manager
Thru: Doug Hutchens, Deputy City Manager
From: Jeffrey Parks, Fire Chief
Date: August 4, 2020
Re: Monthly Report for July 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.

Fire inspections will start to resume at businesses that are open to the public. Fire prevention personnel will utilize face coverings and social distancing at those locations. If an inspection cannot be completed utilizing those safety factors, the fire inspection will be delayed until the current situation becomes better.

Projects completed:

- No major projects completed

Current projects:

- Dunedin Commons Apt. – 375 Patricia – Commercial Units
- Arcadia Luxury Condo – 265 Causeway Blvd
- Gramercy Court Townhomes – Highland Ave
- The Courtyard on Main – Main St – New mixed use project
- Mira Vista Townhomes – 1413 Bayshore Blvd
- Blue Jays Player Development Center – Solon Ave – New Construction
- Crown & Bull – Outdoor Renovation – 319 Main St.
- Dunedin EOC – New Construction – Belcher Rd
- San Ruffino Building 3 & 5 – New Construction – 1340 Bayshore Blvd
- City Municipal Building – New Construction – 737 Loudon Ave.
- Pfeifer Warehouse – New Construction - 1385 Lady Marion Ln
- Vacation Villas – New Constuction – 1523 Bayshore Blvd
- Spalding Warehouse – New Construction – 1375 Spalding

- Pizza Restaurant – Renovation – Broadway
- Hotel – New Construction – 491 Causeway Blvd
- Townhomes – New Construction – 1405 Bayshore Blvd
- The Blur – Interior Renovation – 325 Main St
- Image Studios 360 – Interior Buildout – 2101 Multrees Crossing
- Gateway Project – New Mixed Use - Main St

Fire Prevention Staff Activities:

| | |
|--------------------------------|--|
| Inspections – 26 | Fire Investigations – 1 |
| Re-inspections - 2 | Event Inspections – 0 |
| Fire extinguisher training – 0 | Fire Safety presentations – 0 |
| Plans Reviewed – 12 | Station Tours – 0 |
| Construction Inspections – 8 | Pub. Ed Contacts (Total) – 0 |
| Final Inspections/BTR - 14 | Hurricane Awareness presentation - 0 |
| Meetings / Consultations – 9 | Home Safety Checks/Smoke Alarm Install - 2 |
| Referrals / Complaints - 2 | |

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
- Relocation of FB60 during dredging of city marina
- Monthly maintenance to FB60
- Purchased/Distributed fog disinfecting machines for each station
- Boat Deckhand testing for personnel
- FB60 Full detail and fiberglass repairs made
- Fire pump on FB60 sent for repairs (Doc of the Bay – Tarpon Springs)
- Distributed BLS/CPR cards to crews
- Provided assistance with training trailer to Sunstar Ambulance provider for UV-C Disinfection of stretchers. Assisted by Chief Zipeto, Inspectors Castillo and Milner
- Maintenance of Dunedin Firestrong
- Awarded Grant from Firehouse Subs for Thermal Imagers in the amount of \$36,760.00

- Replaced several sensors on gas monitors (covered under warranty)
- Received P2P Rescue board from Pinellas County EMS for E61
- Responded to calls with crews for assistance when available
- Daily and Weekly meetings for department operations via Zoom for both department and county functions.
- Received donation of 10 Mattresses from Tuft and Needle
- Completed Station bids process for 2020
- Workshops for crews on leadership with James Rowan
- Completed training reports for all shifts for the month of July 2020

Completed Training Hours for July 2020

A Shift completed 521 Hours

B Shift completed 555 Hours

C Shift completed 279 Hours

Department total of 1355 hours (July 2020)

Operations:

- Deputy Chief Erich Thiemann retired from the department on July 7, 2020.
- Fire Marshal Michael Handoga assumed the duties of Deputy Fire Chief on July 29, 2020. His new title is Deputy Chief/Fire Marshal.
- Training Division Chief Martin Vilimek accepted a lateral transfer to the newly titled Division Chief of Logistics on July 29, 2020.
- The vacant Training Chief position was advertised in-house on July 31, 2020.
- 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 Jul</u> | <u>Year to Date</u> | <u>Emer Resp by Unit</u> | <u>Runs</u> | <u>Mins</u> |
|--------------------------------|---------------------|---------------------|--------------------------|-------------|-------------|
| Medical Incident Response | 513 | 3565 | EMS | | |
| Rescue Incident Response | 38 | 278 | <u>Station 60's Area</u> | | |
| Fire Alarm | 42 | 242 | E60 | 152 | 4:48 |
| Fire Incident Response | 8 | 102 | E61 | 16 | 6:39 |
| Structure Fire Response | 24 | 106 | E62 | 14 | 6:05 |
| Special | 3 | 35 | E50 (CFD) | 4 | 5:02 |
| Cardiac Arrest Response | 8 | 68 | R48 (CFD) | 1 | 3:11 |
| Water Rescue Response | 12 | 64 | <u>Station 61's Area</u> | | |
| Major Incident Response | 7 | 40 | E61 | 67 | 5:35 |
| Support incident (Fire) | 2 | 13 | E66 (PHFD) | 10 | 7:13 |
| Unconfirmed Structure Fire | 5 | 21 | E62 | 3 | 6:17 |
| Fire Incident Response Special | 3 | 36 | E60 | 1 | 9:44 |
| Air Transport Incident | 1 | 6 | <u>Station 62's Area</u> | | |
| Trauma Alert | 3 | 39 | E62 | 79 | 5:40 |
| Support Incident (DC) | 3 | 14 | E60 | 6 | 6:57 |
| Medical Incident Special | 0 | 7 | E50 (CFD) | 2 | 6:54 |
| Support Incident (Medical) | 2 | 32 | E65 (PHFD) | 2 | 5:38 |
| HazMat Invest | 0 | 1 | R48 (CFD) | 1 | 6:47 |
| Moveup - Coverage | 1 | 7 | T53 (SHFD) | 1 | 1:11 |
| Special Event | 0 | 0 | E61 | 1 | 9:46 |
| Hospital Landing Zone | 3 | 8 | E66 (PHFD) | 1 | 8:56 |
| MVC Possible Extrication | 5 | 12 | FIRE | | |
| Brush Fire Incident Response | 0 | 1 | <u>Station 60's Area</u> | | |
| Extrication | 0 | 2 | E60 | 6 | 6:00 |
| Rescue Incident Special | 0 | 0 | T60 | 5 | 8:19 |
| Rescue (Technical/Confined) | 0 | 0 | T48 (CFD) | 1 | 7:57 |
| Support Incident (Truck) | 0 | 0 | E62 | 1 | 7:22 |
| Rescue (High Angle/Below) | 0 | 0 | <u>Station 61's Area</u> | | |
| Auto Crash | 0 | 0 | E61 | 11 | 6:11 |
| Pandemic Site Visit | 0 | 18 | <u>Station 62's Area</u> | | |
| Non-Emergency Evacuation | 0 | 1 | E62 | 92 | 6:26 |
| Mass Casualty 5 to 10 Patients | 1 | 1 | E61 | 2 | 7:06 |
| Extrication (Vehicle) | 0 | 0 | E60 | 1 | 6:21 |
| Code H | 0 | 0 | E65 (PHFD) | 1 | 7:36 |
| Totals | 684 | 4719 | | | |

31 (5.64%) of the 550 calls within the DFD District were handled by units other than DFD.

PINELLAS COUNTY SHERIFF'S OFFICE
BOB GUALTIERI, SHERIFF



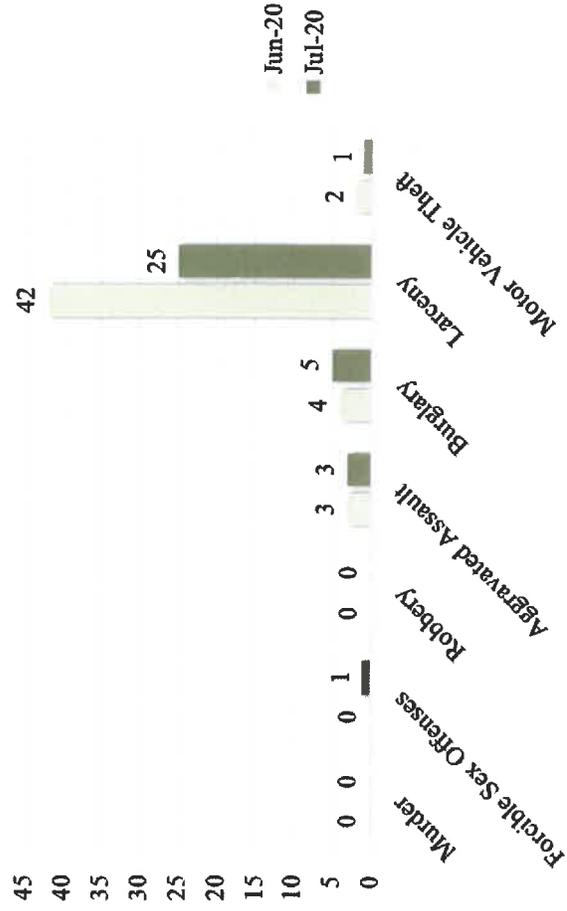
STRATEGIC PLANNING BUREAU

DUNEDIN MONTHLY ANALYSIS

UCR Part I Crimes

July 2020

| UCR Part I Crime Category | June 2020 | July 2020 | July 2019 YTD | July 2020 YTD |
|---------------------------|-----------|-----------|---------------|---------------|
| Murder | 0 | 0 | 0 | 0 |
| Forcible Sex Offenses | 0 | 1 | 5 | 4 |
| Robbery | 0 | 0 | 3 | 3 |
| Aggravated Assault | 3 | 3 | 15 | 17 |
| Burglary | 4 | 5 | 35 | 45 |
| Larceny | 42 | 25 | 215 | 187 |
| Motor Vehicle Theft | 2 | 1 | 16 | 7 |
| GRAND TOTAL | 51 | 35 | 289 | 263 |



Arrests

July 2020

There were a total of 41 people arrested in the City of Dunedin during the month of July resulting in the following charges:

| ARREST TYPE AND DESCRIPTION | TOTAL |
|--------------------------------------|-----------|
| Felony | 20 |
| Aggravated Assault-Domestic Related | 2 |
| Aggravated Battery-Domestic Related | 1 |
| Battery-Domestic Related | 1 |
| Burglary-Conveyance | 4 |
| Child Abuse | 1 |
| Criminal Mischief | 2 |
| Dealing In Stolen Property | 1 |
| Domestic Battery By Strangulation | 4 |
| False Verification Of Ownership | 1 |
| Possession Of Controlled Substance | 1 |
| Tamper/Harass Witness-Victim | 1 |
| Violation Of Probation-Juvenile | 1 |
| Misdemeanor | 21 |
| Assault-Domestic Related | 1 |
| Battery | 1 |
| Battery-Domestic Related | 9 |
| Loitering/Prowling | 3 |
| Petit Theft-Other Larceny | 1 |
| Petit Theft-Shoplifting | 4 |
| Resist/Obstruct LEO Without Violence | 1 |
| Trespass After Warning | 1 |
| Warrant | 2 |
| Warrant Arrest | 2 |
| Traffic Felony | 2 |
| Driver's License Suspended/Revoked | 1 |
| Leave Scene(With Death/Injury) | 1 |
| Traffic Misdemeanor | 11 |
| Driving Under The Influence | 6 |
| DUI-Damage To Person/Property | 1 |
| Leave Scene (With Damage) | 1 |
| No Valid Driver's License | 2 |
| Refusal Submit To Test-Intoxicated | 1 |
| Grand Total | 56 |

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

Deputy Activity

There were a total of **2,423** events in the City of Dunedin during the month of July resulting in **4,180** units responding.

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

July 2020

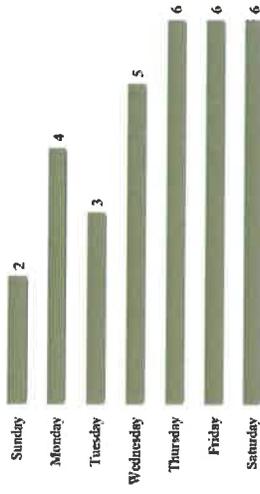
| DEPUTY ACTIVITY | TOTAL |
|------------------------------------|-------|
| Traffic Stop | 734 |
| Directed Patrol | 163 |
| House Check | 126 |
| Contact | 105 |
| Assist Citizen | 96 |
| Alarm | 66 |
| Supplement | 63 |
| Surveillance | 57 |
| Suspicious Person | 53 |
| Noise | 47 |
| Information/Other | 47 |
| Special Detail | 46 |
| Trespass | 41 |
| Domestic-In Progress | 37 |
| Accident | 37 |
| Vehicle Abandoned/Illegally Parked | 36 |
| Suspicious Vehicle | 36 |
| Transport Prisoner | 34 |
| Fraud/Forgery-Not In Progress | 32 |
| Operation Medicine Cabinet | 32 |
| Traffic Violation | 29 |
| Assist Other Agency | 27 |
| Lost/Found/Abandoned Property | 25 |
| Civil Matter | 24 |
| Ordinance Violation | 23 |

Crash & Citation Analysis

There were a total of 32 crashes in the City of Dunedin during July 2020. *Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

| TOP 10 CRASH LOCATIONS | TOTAL |
|---------------------------|-------|
| 62 Causeway Blvd | 4 |
| CR 1/Michigan Blvd | 1 |
| Patricia Ave/Lyndhurst St | 1 |
| Main St/Sunlight Drive | 1 |
| 1420 Main St | 1 |
| 1007 New York Ave | 1 |
| 1461 Main St | 1 |
| Garrison Rd/Solon Ave | 1 |
| 1491 Main St | 1 |
| 1283 Alt 19 | 1 |

Crashes by Day of the Week



Crashes by Time of Day



There were a total of 738 citations and warnings issued in the City of Dunedin during July 2020.

| TOP 10 TRAFFIC CITATION LOCATIONS | TOTAL |
|-----------------------------------|-------|
| 62 Causeway Blvd | 9 |
| Curlew Rd & Bayshore Blvd | 9 |
| County Road 1 & Main St | 7 |
| 1604 Palm Lake Ln | 4 |
| Douglas Ave & Beltrees St | 4 |
| Broadway & Skinner Blvd | 5 |
| Garrison Rd & Solon Ave | 3 |
| Main St & Heather Ridge Blvd | 3 |
| 2340 Main St | 3 |
| Lyndhurst St & Patricia Ave | 3 |

Citations and Warnings

