

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

October 5, 2020

This <sup>Up</sup>date will refer to the events since the date of the last <sup>Up</sup>date of September 3, 2020.

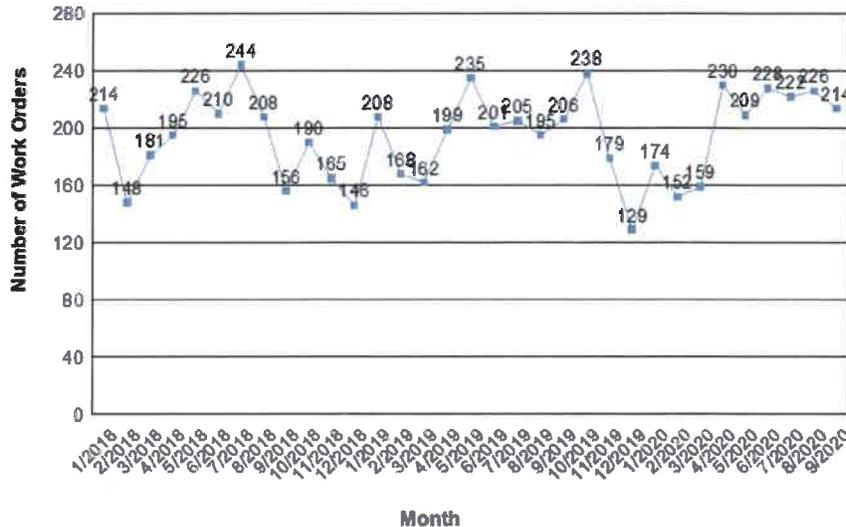
## **INFORMATION TECHNOLOGY SERVICES DEPARTMENT:**

- 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 September 2020, while mainly teleworking during the COVID-19 pandemic, the IT Services Department received 214 new on-line help desk support tickets from their internal customers. That is an increase of 77% more tickets than when they were working in the office during the month of March. They also resolved 191 tickets during the month of September. IT Services is averaging approximately 202 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 September 2020:**

Monthly Ticket Counts		Tickets by Priority	
Tickets Created	214	Critical Tickets	1
Resolved Tickets	191	High Priority Tickets	25
Open Tickets	151	Low Priority Tickets	188
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, the initial interviews will occur virtually starting 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	November, 2020
Phase 4 - MUNIS Payroll/HR (Migrate from HTE/Naviline)	January, 2019	January, 2021
Phase 5 - MUNIS Utility Billing	January, 2021	January, 2022
Phase 6 - MUNIS Enterprise Resource Management (EAM)	July, 2021	January, 2022
Estimated ERP Project Completion Date	January of 2022	

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

modules within the ERP Phase 4 are expected to go-live in January of 2021. The final module for this phase is the Applicant Tracking and Recruiting. It is expected to start implementation shortly thereafter.

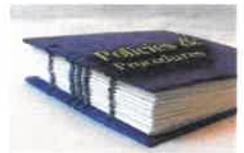
- **Software Licensing Compliancy** – IT Services is continuing an internal review of all software applications installed on City-owned computers, laptops, tablets and mobile devices. The goal of this project is to have accountability of all software licenses purchased and to be in compliance with all applicable laws.



- **Intranet Website**– In collaboration with various other departments, the IT Department is working on a secure Intranet website for employees to access outside of the City's network. An intranet is a private network accessible only to City staff. Generally a wide range of information and services from the City's internal IT systems are available that would not be available to the public from the Internet. This Intranet site will allow City staff to access employment-related information from any internet browser that is traditionally only available while logged into a City computer. There are 5 essential purposes of a City Intranet:

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

- **IT Policies and Procedures** – The IT Department is currently updating all of the computer usage policies and procedures to coincide with the current software versions and changes in technology. Items such as internet usage, computer file storage, email usage and USB device connectivity will be included in the updated documents. Employees will be required to sign a document that they have read and understand the policies.



- **IT Staff Vacancy** – The City's IT Department is currently recruiting for a replacement IT Technician II position for IT help desk support and service. Selected candidates were invited to a virtual interview meeting during September. A second round of in-person interviews with social distancing best practices will be held in early October for selected candidates. A decision on filling the position vacancy will hopefully be made shortly thereafter.

- **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 Eglebert 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. The City reviewed all of the bids and selected three vendors for site visits. The City then received final bids from those vendors and a final selection will be made in October. To be presented to the City Commission to award the contract.
- **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 October 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. The ERP Phase 5 for *Utility Billing* has been scheduled to start implementation in January of 2021 and expected to go-live in January of 2022. The ERP Phase 6 for the

*Enterprise Asset Management (EAM)* system has been scheduled to start implementation by July of 2021 and expected to go-live in January of 2022. 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.



## **PARKS & RECREATION**

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

- Accepted the bids for the annual palm trimming contract. Applicants were vetted and the lowest responsible bidder was selected.
- Received materials for the Fern Trail boardwalk at Hammock Park. Installation is scheduled to begin in early October.
- Prepared Resolutions for the revised Marina rates for transient and boat ramp users as well as recommended changes to the Marina Advisory Committee.
- Continued design for the replacement playground equipment at Edgewater Park for the 2-5 year unit and swing sets.
- In preliminary discussions with the architect to obtain a quote for the Pram Shed replacement design.
- Continued to research various state and federal grants to provide funding for the replacement Highlander Pool as well as the acquisition of the Douglas property.
- Worked with Parks Division staff to further protect the gopher tortoises at Hammock Park with flexible fencing and educational signage.
- Develop contingency room setups in preparation for City Commission and committee meetings to resume in person should the Governor’s executive orders allowing for online meetings expire

### **Marketing:**

- Designed and published new Fall cover for the Parks & Rec Magazine. Updated all Parks & Rec webpages with new/revised Magazine cover and updated content.

- Continued updates and maintenance of the digital Parks & Recreation Magazine on the City's website as changes and revisions happen, facilities reopen, and programs or events resume.
- Promoted various programs and events through online, web and social media outlets, and print materials including: Pickleball, Tennis Lessons, Golf Lessons & Clinic, Before & After School Programs, Hale Senior Center reopening and senior programs resuming, Drive-In Movie Night, Dunedin Showcase Theater, Great Pumpkin Drive-Thru and Haunt'oween Hammock Hike.
- Updated webtrac/online registration page with new Magazine covers and created new special event images/button and thumbnails.
- Updated webpages for the Community Center/Fitness Center and reopening of the Hale Senior Activity Center including hours, programs, content, etc.
- Created graphics, marketing materials and promotion for the Department Halloween events.
- Populated City's online events calendar with Fall-Winter events, along with their status.
- Continued communications with staff for parks and recreation operations, phased re-openings, programs/classes resuming and special events. Attended monthly Communications Meeting with various city departments.

### **Special Events:**

- Dunedin High School Cross Country held two track meets in Highlander and Hammock Park.
- Staff is focusing on preparing and planning for programming/events including The Great Pumpkin Drive-Thru and Haunt'oween Hammock Hike.

### **Recreation:**

- **Community Center:**

- The Community Center is now open to the public for Registration, Fitness Center, Group Exercise classes and programs.
- With the Fitness Center and Group Exercise classes being open, staff is continuing frequent sanitization of the Facility to maintain a healthy environment.
- Pickleball is back in session with an attendance of 30 people for the month.
- Archery has had a turnout of 16 participants for the month.
- Karate and Fencing are off to a good start with both groups having 22 participants in attendance.
- Concert Band rehearsals are being held on the Sindoon Stage with 29 musicians.
- Dunedin Showcase Theatre is holding rehearsals in Edinburgh Hall. They are now in preparation for their upcoming show in October.

- **Fitness Center:**

- We expanded the hours of the Fitness Center from 6am-9:30am, 10am-2:30pm, and 3pm-8pm. Members can freely come and use the Fitness Center without a time restriction. We have a limited capacity of 25 participants.
- Group Exercise classes have moved inside and include a variety of morning and evening classes. There is a limited capacity of 15 people per class.

- **Athletics:**

- Eight athletic rentals were held in September.
- Cross Country had 17 participants.
- Tennis had over 50 participants.
- Little League continued their Spring Season with games and practices.
- Stirling Soccer continued holding practices for their Competitive Season.
- Driving Range and Private Lessons are doing very well.

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

- On September 1st, Okinawan Kids & Adult Karate classes resumed.
- Staff finalized the 2020-21 contract renewal and budget with JWB and Pinellas County

School Board regarding Promise Time initiative at Dunedin and San Jose Elementary Schools. Promise Time is a program that extends the school day and offer children free tutoring and enrichment activities in order to boost their academic success.

- Pinellas County Child Care License Board conducted virtual licensing inspection for Garrison Jones Elementary School which received 100% compliance.
- Staff is currently working on Halloween special events and Holiday Camps.

- **Hale Activity Center:**

- The Hale Senior Activity Center reopened on Tuesday September 8th.
- The Hale Center held 24 adult classes & programs, with a total monthly participation of 486.
- Held 1 meeting with an attendance of 3.
- Total attendance for the month of September was 489.
- Staff is working on promotion of our programs and keeping them safe.
- Staff is currently working on our Halloween special events and future programs, as well.

- **Highlander Pool**

- Attendance for September at the Pool was 745 and the Sprayground was 2,554.
- A geo-tech survey was completed by Driggers Engineering. They took 5 core samples around the pool and the report should be received at the beginning of October.
- Hosted swim team swim meets on September 23 and September 30.
- Held the Drive in Movie: Nightmare Before Christmas and sold out with 60 cars attending.
- Staff are in planning/prep phases for Halloween events.

#### **Parks:**

- Replaced play panel at new Amberlea playground.
- Raised trees/removed deadwood over the playground at Elizabeth Skinner Jackson Park.
- Installed gate at new Jerry Lake shed and posts for the new gates at the field entrance.
- Began renovations on all 3 pitching cages at Fisher; installed new gates to ease maintenance.
- Cut out infield edges on all 7 fields at Fisher.
- Prepped fields for 20+ games.
- Installed hand sanitizer stations throughout Downtown.
- Removed a dead tree on the Jernigan lot.
- Patched the asphalt in Hammock Park parking lot and entrance.
- Completed laying crushed concrete over Stirling Park trails.
- Demoed the dumpster corral at the Dunedin Golf Club.
- Cleaned up trails in Hammock Park.
- Trimmed sea grapes and oleanders on Dunedin Causeway.
- Cut down and removed 2 dead 20 foot palm trees on Dunedin Causeway.
- Cleaned up debris along Causeway including parts of a boat and arranged removal of 2 25 foot channel markers and derelict boat that came ashore.
- Staff has been attending DREAM (Dunedin's Resilient Environmental Action Master Plan) meetings.
- Many Parks staff are in the process of renewing their CPR/First Aid certification.
- Provided logistical support for a variety of events and rentals, including the Drive-In Movie.
- Completed monthly safety checks of parks, playgrounds, and parking lots.

#### **Marina:**

- Marina's boat ramp users for September:
  - Resident Daily Ramp Users: 16
  - Daily Non-Resident Ramp Users: 63
  - Annual Resident Decals: 26

Non-Resident Decals: 2  
Transient "visiting" Boaters: 0  
Annual Parking Passes: 21

- The safety ladders have been installed.
- The ramp near the pram shed that is used by the Windlasses has been replaced by a wooden ramp.
- Pipe repairs throughout the marina are ongoing weekly as we become aware of leaks and broken pipes.
- New dock lights have been installed on the pier.
- The flag pole at the mouth of the marina was removed due to damage from the wind and will be replaced as soon as possible.
- General maintenance continues including repairing loose decking on finger piers, pressure washing, etc.



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

### **COVID-19 Work**

Staff continues to offer a hot line and have been expending considerable time on **Business Recovery** efforts. Some of the work has been researching grant opportunities, working with the Marketing Task Force, fielding calls for assistance and weekly virtual meetings with Dunedin Chamber and DDMA.



- Grant navigators have been meeting at the Chamber with local business owners to assist with the various funding programs.

### **Florida Business Incubator, Inc.**

- City Commission recently approved renewal of the FBII Agreement
- The Florida Business Incubator, Inc. (FBII) is continuing to grow its foundational work connecting with and supporting entrepreneurs and small businesses in Dunedin and across the northern part of Pinellas County. Below is a list of initiatives to assist business or in program development:
  1. Offering technical assistance for various financial programs.
  2. Offering a program for entrepreneurial startups; called Business Launcher.
  3. Offering a strategic marketing course
  4. Recruiting sponsorships to begin steps toward goal of self-sufficiency.
  5. Strengthen the board of directors by recruiting established, highly respected business leaders
  6. Explore lending programs
  7. Explore co-working space
  8. Hire an executive director

### **Autonomous Vehicle (AV) Demo**

- PSTA selected Dunedin as one of three local cities in Pinellas County, including St. Petersburg and Clearwater, to demonstrate AV technology. Staff has been working with the staff from PSTA to work out the details for a possible demo in Downtown Dunedin in the spring 2021.

### **Arlis/Ocean Optic Parking lot**

- Due to the delay of the Courtyard on Main Street project staff has worked with the owners of the property to continue leasing the parking lot on a month to month at a reduced rate.

### **Coca-Cola Move**

- Staff continues to stay in touch with the Principals involved with the re-location of the Coca-Cola plant tentatively scheduled for 2022 and the pending sale of the property.

### **Patricia Corridor**

- Staff is working with Elizabeth Brincklow and the Arts and Cultural Committee on Artistic Benches for the Patricia corridor.

### **DEEP Project**

- **Gateway** – Staff is working with the developer of the Gateway for a unified project. Next steps include preparation of the development agreement.

### **Affordable/Workforce Housing**

- Staff continues to work to assemble the resources and partners for an affordable/workforce housing project. Staff is currently reviewing the feasibility of a potential Senior Affordable rental housing project.
- Important resources and information is posted on the City website, especially regarding eviction and foreclosure help.

### **Skinner Blvd Road Project**

- The \$500,000 Safety Grant application 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 improvements, Downtown Master Landscaping design and the design for the Main Street Sidewalk Pavers project.
- Staff continues working on enhancements for downtown including, benches, lighting, pavers, parking lot upgrades as well as renewal of parking lot leases.

### **Douglas Avenue**

- The re-design of the pedestrian friendly raised crosswalk was approved by the Community Redevelopment Agency in September; the project is expected to be complete before the end of the year. 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 Chamber of Commerce and Dunedin Downtown Merchants Association (DDMA) and attend their 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.
- Staff continues to respond and to assist businesses to find available space in the business community

### **Special Event Parking**

- Staff is working with local businesses to arrange for remote special event parking. The two locations we are negotiating with are Achieva Credit Union and Curtis Fundamental School.

### **COMMUNICATIONS:**

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

- Staff Liaison for Public Relations Action Advisory Committee
- Assistance with visitors to City Hall
- Social Media Archiving management.
- City website



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

- Good Morning Dunedin- highlighted local artists, musicians and city programs
- Produced/Filmed/Posted to social media outlets and DunedinTV
- Spotlight on Dunedin Features: FS60 new thermal imagers, Business Recovery Video- Fusion Eatery
- Produced video content for Dunedin TV, City website, Facebook and YouTube.
- Upload and maintenance of Granicus (video on demand).
- Coverage of City Commission meetings, Collective Agenda Review,
- Dunedin TV Scheduling and Bulletin Board Maintenance.
- Maintained DTV Broadcast systems/Chamber and edit suites.
- Assisted with Virtual Meeting Set-up for City Commission.
- Created new graphics for Commission meetings.



City Webmaster continues to support all departments Citywide:

- Updated resident parking permit
- Updated YC@W mailing list
- Library, new templates, widgets, training on pages for new site
- New pages for Recycle site
- Changed clerk pages, calendars added search widget
- New Sister Cities page
- Updated Hot Topics
- New HEROS Library, Parks, Drive in Movie, I love Dunedin, Rise to Shine, Hope Spot Week
- Zoom training with Library-(ongoing)
- Zoom training with HR on Intranet- (ongoing)
- Changed Recover Dunedin to Phase 3, added State/county ordinances, new Love Dunedin video, testing, UB and other building openings.
- Fixed Library "Adult" page that was missing
- Am working with Granicus on FB feeds not working
- 2 new pages "Awards and Accolades" and "Food Pantries"
- COVID updates

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

- Social Media – Daily Posting for Facebook, Instagram, Twitter
- Social Media – Replying to Inbound Messages
- Social Media – Replying to Comments
- Social Media – Inviting people to like city page
- Met with City organizations, Chamber, DDMA, FBII and Visit Dunedin to develop App for the residents and tourists of Dunedin.
- Developed Marketing Plan PowerPoint for the Dunedin Business Recovery Taskforce
- Held monthly Communications meeting with Library, Parks & Rec, HR, Solid Waste and DunedinTV
- Developed Power Point for the City of Dunedin Events Parking plan
- Met with Elizabeth Brincklow regarding branding Art videos for the City's website, social media and DunedinTV
- Contributed to Pinellas County weekly PIO phone calls
- Filmed Business Recovery "Love Dunedin" video with DunedinTV

- Worked with Visit St. Pete / Clearwater on their “Rise to Shine” campaign. Helped disseminate message to the Dunedin Businesses via Email, Social Media and City website.
- Received 6 hand sanitizer stations from VSPC to be used throughout main street and City buildings.
- Held weekly meeting with Dunedin Business Recovery Taskforce (local business owners and organizational leaders.)
- Made City of Dunedin Facebook Business Manager Account and Ad account for “Love Dunedin” marketing campaign.
- Worked with local animator to make an “animated explainer video” to help out the “Love Dunedin” marketing campaign.
- Set up the Citywide Dunedin video shoot to be filmed October 15<sup>th</sup>-18<sup>th</sup>
- Made an “Awards and Accolades” list for the City Commission and published on website.
- Developed YC@W email for distribution
- Wrote a letter of “consent” agreement between all organizations, Chamber, City, DDMA, FBII and Visit Dunedin for the development and yearly cost to host, create and update Citywide App.
- Helped produce PSA on “What to Expect When Coming to City Hall.” Sent video throughout all social media platforms.
- Organized pickup locations for the “Love Dunedin” swag bags - Visitor Center, History Museum and Art Center.
- Located 3 tablets to be used to scan the “Love Dunedin” digital vouchers.
- Designed posters for the “Love Dunedin” marketing campaign with attached QR code.
- Edited and Directed “Be Safe Florida” videos per Mayor request.
- Sent out PRACC survey on marketing hashtag ideas through SurveyMonkey
- Built Website for the “Love Dunedin” marketing campaign [www.LoveDunedinFL.com](http://www.LoveDunedinFL.com)
- Built and added coding to the “Love Dunedin” website for the AI chatbot.
- Helped film for Library Card sign up month Promotion. The Library had a total of 70 new registrations during September. The largest they have had since the start of Covid.

## **PUBLIC WORKS AND UTILITIES DEPARTMENT:**

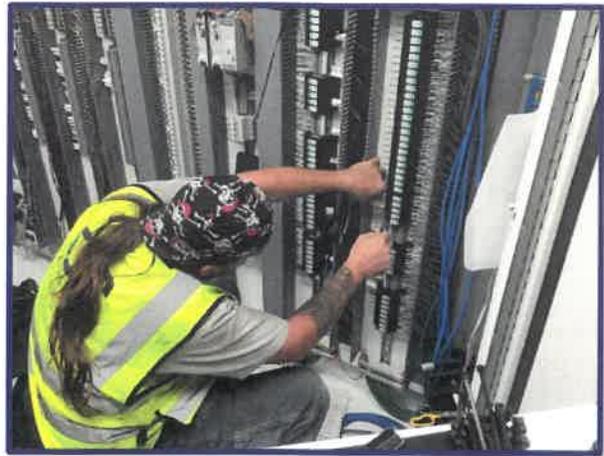
### **Engineering Division:**

#### **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.
  - Construction continued during the month of September on the Water Treatment Plant.
  - Conduit was installed for potential future electric charging stations for electric vehicles
  - Terminations continued for the control panels
  - The roofing contractor continued replacement of the roof on the Process Building in preparation for installing the solar system.
  - Reverse Osmosis (RO) Skid #4 was installed and is undergoing commissioning.
  - The Cleaning and flushing systems were installed and are undergoing commissioning.



Installation of conduit



Wire Termination in Control Panel



RO Water Filter #4



RO Flushing System

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

- The City is replacing an existing 24" water main that was installed in 1984. The main is oversized, difficult to get to, and has no interconnections. Due to these factors, the City will replace the existing piping with an appropriately sized main and establish interconnections to other mains in the area to improve hydraulics and water quality.
- The project was awarded to TB Landmark by the Commission on September 15. The Pre-construction meeting will be held on October 5, at which time, the "Notice to Proceed" (NTP) will be established.

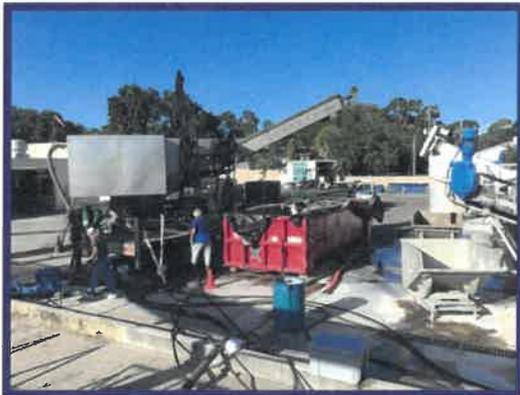
- **Lift Station #20 & #32 Rebuild Project –**

- 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 receipt of a FDEP State Revolving Fund (SRF) Loan, prior to advertising for 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, recently 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 City staff is currently 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.
  - The City has received 90% drawings and specifications for review.
- **Wastewater Treatment Plant – Aeration Basin Rehabilitation**
  - Construction is underway to replace the fine bubble diffusion system, all related piping, gaskets, valves, instruments, etc., required for the proper operation of the aeration basins at the WWTP. Installation of this new equipment increases reliability and operability of the aeration system.
  - Excess sand, grit and debris were removed and disposed of from Basin #1.
  - The air headers, distributors and diffusers were removed from Basin #1.
  - Installation of the air diffuser system in Basin #1 is expected to be complete in October.



Grit Separator Unit



Cleaning of the basin Floor



Removal of air distributors

### **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 during this 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 5<sup>th</sup> Work Session. Work began on May 11<sup>th</sup> at the Library. Additional work was added to the contract during July and August. All work is now complete and project is being closed out.
  - **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, stormwater pipes and installation of underdrains. Public Services has requested replacement of stormwater cross pipes and underdrains as part of the street restoration, which is being included in the design currently underway. Surveying is complete. Geotechnical testing has identified several areas of poor underlying soils which will require FDR, and in some areas removal of unsuitable material (soils). Plan development is expected to be completed in October, with bidding scheduled for late October or November. As FDR cannot be done in wet conditions, construction is anticipated in early 2021.
  - **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 areas of peat underlying the failing areas 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. Staff has developed the next multi-year bid document which was released for bid in September with an opening date of October 27<sup>th</sup>. An award recommendation is expected to be brought before the Commission in November.
- **FY21 Pavement Program** – Identification of streets to be included in the FY21 pavement Program is underway with an expected release date for bids in November. Bids will include Milling & Paving and Full Depth Reclamation of various streets throughout the City.

## **Drainage / Interdepartmental Support**

- **Brady Drive:** The City assigned DRMP, Inc., (*one of our General Engineering Consultants [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 year 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 recommendation to approve the service agreement with DRMP is on the Commissions October 13, 2020 meeting agenda. Once approved, DRMP will begin design and permitting.
- **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 and turf block parking areas. Kimbley-Horn, Inc., was selected from the City's GEC list of approved consultants to provide design and permitting services. The scope of work and fee has been approved as a Delegated Authority item by the City Manager. Consulting services began in September and a kick-off meeting is scheduled for October.
- **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 have been combined; staff has prepared a Request For Qualifications (RFQ) to our approved GEC list. The RFQ was released the week of September 28<sup>th</sup> with an expected response time in late October. Selection of a consultant will require Commission approval, which is expected in early FY 21. As part of the project, the City and County transferred several existing drainage easements associated with Upper Spring Branch (*the ditch associated with this project is the main conveyance through this watershed*). These easements were issued to the County at a time when the associated properties were within the unincorporated area, but have since been annexed into the City. As part of the easement transfer, the County provided survey for the project area. The easement transfer agreement was approved at the September 15, 2020 Commission meeting.
- **Cart Barn & Pro Shop:** Construction continues, with a Temporary CO issued in late August, allowing for the Clubs golf carts to be moved into the new building. Construction on the Pro Shop area proceeded during September. The City is currently considering its options with respect to addressing the final punch-list items with City forces in order to close-out and complete the building for full occupancy.

## **Development**

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

## **Public Services Division:**

### **Streets Section**

- Continued new installations and repair of concrete sidewalks (2462 SF).
- Removed / replaced Military and Special Event banners.



Tree Removal



Raised Sidewalk Replacement

- Staff continues right-of-way tree trimming in Amberlea and Pipers Glen subdivisions.
  - Trimmed and hauled tree canopies for roadway clearance Citywide
  - Trimmed hardwood trees and palms (33.6 tons hauled).
- Continued Traffic Sign & Post maintenance Citywide:
  - Manufactured (22) new signs, and replaced (46).
- Repaired utility cuts for the Water and Wastewater Divisions (14 Repairs).
- Continued hauling concrete and asphalt to recycling plant, as needed (26.1 tons hauled).
- Continued hauling road base material into the Public Services Streets Yard (85.4 tons)
- Supported Friday night Drive-In Movie.

### **Stormwater Section**

- Continued slope ditch mowing
- Continued ROW mowing
- Mowed City surplus property at 227 Aberdeen Street
- Continued residential street sweeping activities
- Continued catch basin repairs Citywide (4).
- Cleaned catch basins during rain events
- Continued residential street sweeping and stormwater pipe cleaning activities:
  - Hauled 11.8 tons / 12 cubic yards of street sweeping debris to the County landfill.
- Continued ditch maintenance Citywide.
- Removed barnacles on outfall pipe on Palm Blvd
- Removed overgrowth and silt from Weybridge Lane outfall flume
- Continued stormwater pipe maintenance and (4) pipe repairs Citywide.

### **Facilities Section**

- Performed FDEP Aboveground Storage Tank (AST) diesel tank inspections Citywide.
- Continued addressing Code / Safety Inspections Citywide.
- Replaced approximately 400 HVAC filters Citywide in City facilities on a monthly cycle.
- Continued HVAC apprenticeship and internship programs with Pinellas Technical College
- Repaired HVAC unit for HR section of MLK facility
- Repaired night lighting in Fire Station 62
- Assisted the Fire Department with sanitizing of City Hall



**Sanitizing of City Hall**

- Repaired automatic gate access at Fleet
- Replaced faucet in Weaver Park men's restroom
- Began Citywide exhaust hood inspections / repairs
- Removed 60 chairs from City Hall for social distancing protocol compliance
- Replaced emergency generator batteries for Fire Station 62 unit
- Performed quarterly pest control services Citywide
- Repaired HVAC unit for the Breakroom at Wastewater
- Removed damaged mast arm flag pole at Marina



**Removing Damaged Mast Arm  
Flag Pole at the Marina**



**Repairing MagnaGrip  
Vehicle Exhaust System at  
Fire Stations 60 & 62**

- Repaired broken water line inside wall at Fire Administration
- Repaired ADA access doors at City Hall
- Replaced water heater in Fleet Services garage
- Repaired shore power connection to engine at Fire Station 60
- Removed electrical service for temporary Golf Cart Tent
- Wired fire alarm at new Golf Club Pro Shop
- Completed bi-annual ice machine service Citywide
- Repaired pump motor for Splash Park water features at Pool
- Repaired outdoor basketball court lighting at Community Center
- Repaired plumbing fixtures in Jones building restroom
- Completed HVAC maintenance on units at Public Services, Engineering, Hale Center, and

## Golf Club facilities

- Repaired apparatus bay door at Fire Station 61
- Repaired MagnaGrip vehicle exhaust systems at Fire Station 60 and 62
- Performed County DoH compliance inspections at Wastewater and MLK Center
- Repaired kitchen electrical outlets in Golf Club kitchen
- Completed annual fixed asset inventory
- Responded to maintenance requests Citywide, as needed.

## **Environmental Manager**

- The Second Reading of the Stormwater Enforcement Ordinance took place on September 3<sup>rd</sup>. The Ordinance and all subsequent changes passed unanimously.
  - The First Reading of the Stormwater Enforcement Ordinance took place on July 16<sup>th</sup>.
    - Staff received direction from the City Commission, adjusted the Violation Matrix, and presented same during the Second Reading on September 3<sup>rd</sup>.
- Participated in the DREAM Plan writing meeting for the Water and Infrastructure sections.
  - Discussed the soft draft objectives and content for each section.
- Finalized edits to the Stormwater Master Plan based on requested edits from the Commission presentation with Jones Edmunds and Associates (JEA).
- Attended the Florida Stormwater Association (FSA) Conference Committee quarterly meeting.
- Attended the FSA Board of Directors quarterly meeting.
- Reviewed three (3) projects for DRC concerning stormwater permitting through FDEP and the SWFWMD. Provided information regarding the need for proper BMP's during construction.

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

- Commercial & Multi-Family recycling:
  - Staff continues to assist multi-family and commercial customers who are contracted for recycling collections with Private Haulers to resolve service concerns, and assist in program implementation.
  - Staff is also forwarding service inquiries from nearby unincorporated residents to Pinellas County Solid Waste: <http://www.pinellascounty.org/solidwaste/garbage-collection.htm>
- The City's Recycling Guide has been updated! [Click here to learn more.](#)
- Staff is working to re-sticker recycling carts with the new Recycling Guide and a sticker that reminds residents to not place plastic bags and other plastic films in their blue bins. Residents are encouraged to place their recycling carts out each week so crew members can sticker as many recycling carts in each neighborhood as possible. For more information, call Dunedin Solid Waste at 727-298-3215.
- A new Recycling Contamination campaign has been launched on social media! Stay up to date with the [City's Facebook page](#). Check out the first post on how [wood is a contaminant](#) in the City's mixed recycling program.



- 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 109<sup>th</sup> Ave N, St. Petersburg, FL; hours of operation are Monday – Saturday, 7:00 AM – 5:00 PM. 727-464-7500
  - [Mobile Collection Schedule:](#)
    - Saturday, October 10<sup>th</sup>, 2020, from 9:00 AM – 2:00 PM at Seminole High School (8401 131<sup>st</sup> Street North, Largo, FL)
    - Saturday, October 24<sup>th</sup>, 2020, from 9:00 AM – 2:00 PM at the North County Satellite Site (29582 US Hwy 19 N, Clearwater, FL)



- COVID-19 Precautions:
  - 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 use of the van.
    - Additional picnic tables have been placed outside the building rear door to allow for social distancing at break and lunch times. Thank you again to Parks & Recreation for use of these tables.
    - 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 and the [Hope Spot](#) project. Voice your ideas by visiting the [DREAM page](#).
- The Committee on Environmental Quality (CEQ) advisory group has started meeting virtually. The next meeting time is scheduled for:
  - October 27<sup>th</sup>, 2020 from 8:00 AM – 9:00 AM. Click here for [virtual meeting information and the agenda](#).
- Florida Gulf Coast Hope Spot Celebration - Join Blue-Green Connections, Mission Blue, Dr. Sylvia Earle, the City of Dunedin and others for a week of celebrating the Florida Gulf Coast Hope Spot! See below for a list of events and learn more about the [Hope Spot here!](#)
  - Wednesday, October 7<sup>th</sup>, 2020 from 4:00 PM – 9:00 PM: Dunedin International Film Festival Watch Party at the Fenway Hotel, Tickets \$10 - \$25, [get tickets here](#).



- o Saturday, October 10<sup>th</sup>, 2020 at 3:00 PM: Hope Spot Youth Summit with Dr. Sylvia Earle, virtual event, [register in advance for Zoom link](#).
- o Saturday, October 10<sup>th</sup>, 2020 from 4:00 PM – 5:30 PM: Panel Discussion and Q&A with Dr. Sylvia Earle, Tampa Bay Estuary Program, Florida Aquarium, Sanibel-Captiva Conservation Foundation, and the City of Dunedin. Virtual event, [register in advance here!](#)
- o Questions? Email [info@bluegreenconnections.org](mailto:info@bluegreenconnections.org)



Photo credit: <https://www.lauderdalebythesea-fl.gov/231/Sea-Turtles>  
 Photo credit: <http://restorative-leadership.com/on-leading-podcast/sylvia-earle>

**Wastewater Division:**

**Plant Summary**

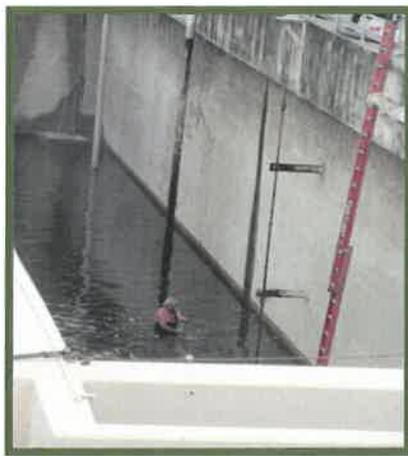
- **Wastewater Treatment flows:**
  - o Influent Average Daily Flow: 5.326 Million Gallons
  - o Influent Monthly Total Flow: 159.794 Million Gallons
  - o Reclaimed Water Average Daily Flow: 2.907 Million Gallons
  - o Reclaimed Water Monthly Total Flow: 87.223 Million Gallons
  - o Final Effluent Average Daily Flow: 2.083 Million Gallons
  - o Final Effluent Monthly Total Flow: 62.475 Million Gallons
- **Maintenance and Repairs:**
  - o Plant operators are conducting annual painting of all above ground piping at the Wastewater Treatment Plant (WTTP).
  - o Contractor – WPC (Water Processing Contractors) is rehabilitating Aeration Tank #1. WPC has dewatered and removed the settled solids in Aeration Tank #1 to allow removal of all aeration diffusers. Contractor is also installing new coatings on aeration tank walkways.
  - o Contractor – Air Masters of Tampa Bay replaced the air conditioning unit at Jerry Lake Water/Reuse pump station.
  - o Annual diesel fuel tank inspection conducted by Florida Department of Health. {No Issues}
  - o Contractor – Himes Electric replaced three (3) light tower bulbs.
  - o Semi-annual P/M (preventative maintenance) performed on Facility #7; Clarifier North/South upper and lower gear boxes and replaced gear oil.
  - o Contractor – Guardian Equipment on site performing annual P/M on all three chemical pump skids, Methanol, Bleach, and Bisulfite.
  - o Contractor – Water Treatment and Controls performed annual maintenance on three chlorine analyzers.
  - o Maintenance installed two new 4” check valves and two new 4” isolation valves at Facility #7; scum pit lift station.



Mechanics installed 2<sup>nd</sup> positive before displacement blower & new 100 Hp blower motor; painted all piping/supports in Facility #8; Blower Room.



Aeration Tank #1 de-watered cleaning



Aeration Tank #1 being cleaned, it's a DIRTY job but someone has to do it !



Aeration Tank #1 after being cleaned & air header removal

- **Compliance:**

- August 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:**

- Mini-Scout list for I & I (Inflow and Infiltration): (39) – 2116 Greenbrier Boulevard, 2115 Pine Ridge Drive, 2113, 2153, 2133, 2131, 2129, 2125, 2123, 2119, 2113, 2101, 2183, 2197 Indigo Drive, 2118 Bramblewood Drive North, 2303, 2307, 2311, 2323, 2315, 2319 Surrey Lane, 2301 Tudor Lane, 2563 Blackwood Circle, 2325, 2175, 2159, 2167, 2147, 2143, 2141, 2139, 2135, 2329, 2317, 2309, 2305, 2321, 2313, Indigo Drive, and 2303 Forest Drive.

- Tap Locate: (1) – 214 Union Street.
- Clean Out Installs: (2) – 2066 Pinehurst Drive and 2071 Pinehurst Drive.
- Lateral and Main Line Repairs: (0).
- Lateral Liners Installed: (4) – 1670 Summit Way, 742 Athens Street, 736 Athens Street, and 1561 Santa Clara Drive.
- Point Repair: (2) – 115 Buena Vista Drive South and 1867 Harvard Avenue.
- Responded to citizen blockage calls (23).
- Continued with PM inspections and lift station and pump training.
- Sunshine 811 locate tickets: (309).



Point Repair Harvard Avenue



Liner Install 736 Athens Street



Liner Install 742 Athens Street

- **Vac / Cleaner Truck:**

- Cleaned Grids: – NW 22 M/H #3<2, #3<1, NE 36 M/H #105<104<103, # 83<106<105, # 83<108<107<20<21, #82<78, NE 14 M/H #73<74<75, #61<62<63, #58<59, #60<61, #72<73, #55<56, #55<68<69.
- Total Cleaned: 7,418 linear feet (LF) of sewer mains.
- Continued to perform routine maintenance and lift station and pump training.

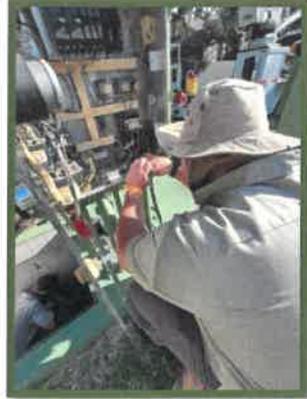
- **TV Truck:**

- Televised LS #32 area looking for I & I Grids: (7) – NE 36 Surrey Ln M/H #100>101, Indigo Dr #101>102, #102>103, SE 27 Virginia St M/H #120>119>39>114>40>41>42, NE 34 M/H #43>44>45>49, NW 22 Mira Vista Drive M/H #3>1, NE 36 Indigo Drive M/H #103>104>105>106>83, SE 36 Capri Drive M/H # 20>21, NE 36 M/H #107>108>83.
- Worked with lining contractor Insituform Technologies for information as requested.
- Removed broken valve riser at LS #1.
- Total televised: 5,757 LF, with 30 set ups.
- Continue to perform routine maintenance and worked with Insituform Technologies for tap reinstatement.

- **Lift Stations:**

- Lift station assessment by Arcadis Engineering.
- Replaced armature ARM / magnet on Pump #1 at LS #12A.
- Pulled and de-ragged 2 pumps at LS #5, pulled and de-ragged pump at LS #30, and cleaned 2 swing check valves.
- Replaced 4" swing check valve and replaced Nemo at LS #28.
- Realigned antenna at LS #42.

- Rebuilt ARV's on force main and cleared floor drain at LS #15.
- Repaired and replaced door at LS #24.
- Continued checking telemetry on computer and printed reports daily.
- Continued preventative maintenance.



Starter Install Lift Station #28



Replacing Door at Lift Station #24

### Water Division:

#### Water Production

- **Production Numbers:**

- |   |                         |
|---|-------------------------|
| ○ Average Daily Potable Water Production: | 3.56 Million Gallons    |
| ○ Monthly Potable Water Production:       | 106.76 Million Gallons  |
| ○ Annual YTD Potable Water Production:    | 1019.41 Million Gallons |
| ○ Annual YTD Rainfall:                    | 35.22 Inches            |
| ○ Monthly Rainfall Total:                 | 7.69 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 to prevent the spread of COVID-19 Virus.
- Lead and copper sampling has been completed.

#### Water Distribution

- **Maintenance and Repair** – The annual backflow testing program is 92% complete, with approximately 7,825 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 24, replaced 6, painted 358, and flow tested 167. During this time period, the Valve Program exercised 40 valves. For the year; the Valve Program has installed 1 new, replaced 4, repaired 5, and exercised 680 potable and 12 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.
- Well #15 was out of operation for an extended period of time due to construction issues with the Water Plant. Well #15 is now back in operation.

## **FINANCE**

- A/P Technician Tanya Hart applied for and received a promotion in the Streets Department..
- Formalized a policy and procedures to account for the October 1 changes to the fixed asset threshold and mandatory tracking of 'attractive items'
- Have fully adapted the monthly "Finance Status Report" to Munis and will begin timely distribution of the report to department head beginning in October. The updated report was also modified to report revenue items on an accrual basis so the year to year statistics are more meaningful (apples to apples).
- The new Munis master Journal Entry import template has been completed and is being moved into production.
- Performed the annual local bank interest rate survey in order to establish the Utility Department's security deposit interest rates for FY2021.
- We completed training for all departments and have therefore transitioned to "Invoice Entry" at the department level.
- Having fully transitioned to Wells Fargo for some time, completed a review and analysis of bank fees and established the optimal target balance to have interest earnings best offset bank charges.
- Formulated the CAFR task distribution for FY2020, distributed the task list and held our annual CAFR prep meeting.

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

### **RECENTLY AWARDED - September 15, 2020**

- RFQ #20-1151 titled "Call to Artists - Curlew Road Water Tower Project."
- RFP #20-1154 titled "City Attorney Services."
- Bid #20-1160 titled "SR 580 Water Main Tie-ins Project."
- RFP #20-1161 titled "Broker of Record for Property/Casualty Insurance Program."
- Bid #20-1164 titled "Sodium Aluminate."
- Bid #20-1165 titled "Palm Tree Trimming Services." was awarded via a City Manager delegated authority memo.

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

N/A

### **UNDER EVALUATION**

- RFQ #20-1152 titled "Call to Artists - Government Center Public Art Project." The Selection Panel has selected three semi-finalists for further consideration.
- RFQ #20-1159 titled "Engineering Design Services for the Brady Drive Box Culvert Replacement." City staff is negotiating with the highest ranked firm.
- RFP #20-1163 is titled "Furnish & Install Security Camera Systems." The City accepted bids from the three Short Listed contractors and is evaluating those.
- RFQ #20-1166 is titled "Pre-Qualification Statement & Questionnaire for the Construction of a New City Hall/Government Center." The City received fifteen (15) submittals in response to this RFQ. Evaluation is underway.

### **ACTIVE ON THE STREET**

- Bid #20-1167 is titled "Dunedin Community Center Chiller Replacement & MLK Recreation Center HVAC Replacement." Bids are due at 2:00 pm Tuesday, October 13, 2020.
- RFQ 20-1168 is titled "Miscellaneous Structural Engineering & Surveying Consulting Services." Submittals are due at 11:00 am on Tuesday, October 27, 2020.
- Bid #20-1169 is titled "Application of Asphalt Rejuvenating Agent to Various Streets in

Dunedin Florida." Bids are due at 11:30 am on Tuesday, October 27, 2020.

- RFQ 21-1170 is titled "Engineering Design Services for Cedarwood & Lyndhurst CMP Replacement & Ditch Stabilization." Submittals are due at 2:00 pm Tuesday, October 20, 2020.

## UNDER DEVELOPMENT

N/A

## BUDGET

- Finalized the FY21-26 Municipal Business Plan
- Held Public Hearings to discuss the FY21 Millage Rate, and Tentative Operating and CIP Budget
- Adopted both the Business Plan and the Budget
- Certified TRIM forms
- Attended Budget CPE classes
- Held interviews for the Budget Analyst position
- Prepped department reference materials for FY21 projects
- Rolled the FY21 budget in ERP system
- Prepped and uploaded FY21 project budget into ERP system
- Hurricane Irma update:
  - No reimbursements were received in September 2020.
  - Total reimbursements received: \$1,942,645.

## September 2020 CRF

- 5 payoffs \$7,847
- 1 paid at install \$1,225
- 8 new loans \$12,480

## 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, temperature
- Curbside pick-up continues Monday – Friday – 1-4pm.
- Responded to 53 prison reference letters
- Passed out over 1000 masks from Pinellas County
- Provided homebound delivery to 19 patrons with 100 items
- 535 items added to the library collection
- 177 seed packets checked out
- 106 DVDs/CDs cleaned and put back into collection
- 27 books obtained for Dunedin patrons through Interlibrary Loan
- Hosted Contemporary Books Discussion Group on Zoom
- Hosted Virtual Author Talk, Virtual Mediation and Virtual Children's Writers Group
- Passed out 76 toddler bags, 79 youth bags and 50 teen bags for to go activities
- Virtual Youth Volunteer Meeting – 19
- Webinars: Staff attended over 50 webinars including but limited to the following: serving mobile users, emotional intelligence, public libraries respond to COVID19, how to use zoom, tech programs post pandemic, and ebook lending.

- Staff attended the following virtual meetings: Commission Meetings, Work Sessions, Weekly City Department Head, Weekly Library Management Team, Florida Library Association, Public Library Directors, Friends of the Library, Library Advisory Committee, Strategic Planning and DCO.
- All staff attended virtual zoom meeting with City Manager
- Working with SHINE to create virtual medicare assistance during open enrollment
- Worked on updated Strategic Plan – submitted to Library Advisory Committee for input

### **Statistics**

- Computer Usage – 1030 people
- Total Transactions – 60,714
- Door Count – 6719 visitors
- Curbside Pick – Up – 107
- Wireless Users – 2198

### **Library Patrons Online Usage**

- E-books checked out – 3124
- E-audiobooks checked out – 1448
- Kanopy – streaming videos/courses usage – 517 plays
- Hoopla – ebooks, eaudiobooks and streaming – 533 downloads
- Lynda.com – 117 sessions with 841 videos viewed
- Dunedin Times online – 105 visitors

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Recruitment & Selection:**
  - Total applications received: 806
  - Ongoing Positions Posted:
    - Lifeguard I positions are seasonal and open until filled.
    - Recreation Leader positions are seasonal and open until filled.
    - Head Lifeguard positions are seasonal and open until filled.
  - Existing Vacant Positions
    - ITS Technician
    - Budget/ Financial Analyst
    - Sr. Public Works Designer
    - Transportation & Traffic Engineer
    - Wastewater Service Worker
    - Public Services Maintenance Worker I
    - Lead Craftworker – (Electrical)
    - Lead Craftworker – (Plumbing)
    - Senior Administrative Assistant
  - New Positions Posted
    - Park Maintenance Worker I (P/T)
    - Park Maintenance Worker I
    - Park Attendant
    - Marina Attendant
    - Wastewater Service Worker
    - Community Development Technician
    - Craftworker II
    - Division Chief of Logistics
    - Code Enforcement Inspector

- Public Services Maintenance Technician
- Public Services Maintenance Worker II
- Senior Engineering Designer
- Employee Promotions / Reclassification
  - Christopher Wiley – Parks Maintenance Worker II – 9/9/2020 – Promotion
  - Michelle Gilbert – Community Development Technician – 9/21/2020 – Transfer
- New Hires
  - Joseph Casey - Resident Construction Manager – 9/11/2020
  - Jaquan Clark - Wastewater Service Worker – 9/21/2020
  - Tyler Harvey - Firefighter / EMT – 9/23/2020
  - Bobby Ruffin – Water Service Worker – 9/23/2020
- Employment Separations (Regular Full and/or Part Time)
  - Number of Employees: 5
    - Thank you William McCaskill for your 13 years of dedication and service!
    - Thank you Kevin Hubbard for your 23 years of dedication and service!
    - Thank you James Cooper for your 36 years of dedication and service!

• **Employee Benefits:**

- Self-Insured Medical Claims Experience: Total Paid Medical & Pharmacy claims for September was \$199,313.64, which is 40% less than August’s totals. The average weekly claims for September were \$ 49,828.41.
- 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 8/30/2020

	<u>Employee Count</u>	<u>Participation Level %</u>
<b>Platinum</b>	95	31%
<b>Gold</b>	28	9%
<b>Silver</b>	35	12%
<b>Bronze</b>	68	23%
<b>Blue</b>	76	25%
<b>Total Eligible Employees</b>	302	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 September: 0

• **Other (Non-WC, Modified Duty)**

- Number of employees currently working on a modified schedule (some restrictions) – 2

• **Records Requests: 0**

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

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

• **Performance Management:**

- Number of Disciplinary Actions: 1

• **Risk Management:**

- Workers’ Compensation:
  - ✓ Number of new workers' compensation claims: 1
  - ✓ Total current open workers' compensation claims (FY2020): 6

- ✓ Employees on light duty: 3
    - ✓ Employees out of work: 1
  - Property/Liability/Motor Vehicle Claims:
    - ✓ New Property/Liability Claims: 0; total open cases = 10
    - ✓ New Moving Vehicle Accidents: 0; total open cases =3
  - Cases Closed During the Month:
    - ✓ Worker's Compensation Claims: 0
    - ✓ Property/Liability Claims: 0
    - ✓ Moving Vehicle Accidents: 0
  - Subrogation Recovery by The City: (the process by which the City collects money from the party at fault (or their insurance company) in order to **recover** funds that have already been paid) = \$ 1241.61.
- **Safety:**
    - 161 Online safety training courses were completed by 97 employees during the month of September.
  - **Meetings/ Training Facilitated by HR:**
    - New Hire Orientation – 9/30/2020

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Building Division**

Monthly statistics for September are as follows:

PERMITS		
Total Permits Issued		<b>434</b>
Total Permit Fees Collected		<b>\$147,557.50</b>
Total Valuation of Construction		<b>\$9,429,994.00</b>
Permits by Group:	NUMBER	VALUATION
Building Permit	253	\$7,961,738.00
Electrical Permit	42	\$824,893.00
Fence Permit	30	\$137,607.00
Gas Permit	5	\$9,158.00
Mechanical Permit	60	\$389,731.00
Plumbing Permit	43	\$116,927.00
Sign Permit	1	\$2,240.00
Tent Permit	0	\$0.00
New Construction by Building Type:	NUMBER	VALUATION
New Single Family Residences	7	\$3,180,869.00
New Two-Family Residences	0	\$0.00
New Multi-Family Residential Buildings	0	\$0.00
New Mobile Homes	1	\$143,722.00
New Commercial Buildings	0	\$0.00
New Mixed-Use Buildings (Commercial & Residential)	0	\$0.00
BUILDING INSPECTIONS		
Building, Electrical, Gas, Mechanical, Plumbing:	NUMBER	
<b>TOTAL</b>	<b>978</b>	
LOCAL BUSINESS TAX RECEIPTS		
	NUMBER	TAXES
New Business Tax Receipts	17	\$1,572.00
Renewed Business Tax Receipts	1081	\$69,051.10

## **Code Enforcement Division**

Code enforcement staff performed 110 inspections, responded to 5 public records requests, opened 28 new cases and closed 95 existing cases in September.

September 1, 2020 Code Enforcement Board Meeting Actions:

- Affidavits of Compliance Accepted: None
- Old Business Cases Heard: None
- New Business Cases Heard: None
- Reconsideration of Fine Requests: 3

Other Activity:

- Unpaid code enforcement fines and fees collected: \$23,284.69
- Code enforcement liens released: 5

September 1, 2020 City Commission Work Session Actions:

- DCEB Case No. 19-148 and 19-244 - Authorized the City Attorney to enter into a settlement agreement wherein the proposed purchaser, Audry Beth Frana, would bring the property into compliance and pay the City \$2,000.00 in return for a Release of Code Enforcement Liens on the property located at 514 Beltrees Street.
- DCEB Case No. 17-483 - Authorized the City Attorney to accept a \$5,000.00 settlement offer from Justin Jones of Justin & Stephanie Jones, Inc., the current owner, in exchange for a Release of the Code Enforcement Board Lien at 1511 Gladys Circle.

## **Planning Division**

September 3, 2020 City Commission Regular Meeting Actions:

- Approved Second Reading of Ordinance 20-26 – Affordable Housing Incentives
- Approved First Hearing of Application DR 20-06 – Design Review for the construction of an 8-unit townhome subdivision at 1405 Bayshore Blvd.

The September 9, 2020 Local Planning Agency Meeting Actions was cancelled.

The September 16, 2020 Board of Adjustment and Appeal Meeting was cancelled.

September 17, 2020 City Commission Regular Meeting Actions:

- Postponed the Second/Final Hearing of Application DR 20-06 – Design Review for the construction of a 8-unit townhome subdivision at 1405 Bayshore Blvd until October 1, 2020.
- Approved and adopted Resolution 20-26 for the Oak Bend Townhomes Plat.

## **Zoning Division**

Zoning staff responded to the following requests for information in September.

- Zoning & Land Use Inquiries: 362
- Short-Term Vacation Rental / Transient Use Inquiries: 12
- Zoning Verification Letters: 3
- Address Changes: 4

# Notes of Encouragement To City Staff

**From:** Chris Beitzel  
**Sent:** Tuesday, September 8, 2020 12:44 PM  
**To:** Jewel, Jennifer  
**Subject:** RE: (20-3954)

Jenifer, I have paid for the permit today. Thanks for all that you and your staff are doing to keep us going!

Enjoy the day.  
**Chris Beitzel**  
**Plumbing service by Gus**  
1422 Pinhurst rd  
Dunedin, fl. 34698  
727-734-8804



**From:** PAVA Exhibits  
**Sent:** Tuesday, September 15, 2020 11:56 AM  
**To:** Jewel, Jennifer  
**Subject:** Re: Business Tax Receipt App with Exemption

Thank you so much! You have been wonderful to work with on this. Greatly appreciated!



**From:** daniel currea  
**Sent:** Tuesday, September 29, 2020 2:25 PM  
**To:** Fuller, Lucy  
**Subject:** Re: 231 BROADWAY ST DUNEDIN, FL 34698

Lucy, thank you so much for answering my questions so thoroughly!



Daniel Currea  
Principal  
(813) 404 6112  
P.O. BOX No. 10844  
Tampa, FL 33679  
daniel@dc-st.com  
www.dc-st.com  
AA26003689  
AR98755



**From:** Cheryl Small  
**Sent:** Wednesday, September 16, 2020 2:04 PM  
**To:** Bramley, Jennifer  
**Cc:** Wilson, Craig  
**Subject:** Dunedin Arborist - Craig Wilson  
**Importance:** High

Hello. Hope everybody at your house is well and safe. I'm writing to you express my great appreciation for our Arborist, Craig Wilson. For several years now he has been so helpful and kind to me, especially regarding my protected century old oak tree in my yard (which was there when I was a child and is my soul). I believe I sent you pictures before (when they were trying to change the laws regarding tearing down big trees), but have attached more here. This is a great part of my heart. I've had problems with one of my neighbors about it in the past and when I called Craig for help, he is always completely professional, especially informative and diffuses the situation in a calm manner. I still rely on him sometimes for other questions and advice and he is always prompt to reply and is so wonderful, patient and especially kind to me. He also fixed a sprinkler head by the street for me when I couldn't do it because of my cancer surgeries! I am very grateful for him and congratulate you and the City of Dunedin for your choice of this wonderful, kind, very intelligent and hard worker.

*Cheryl Small*



**From:** Jodie Canova  
**Sent:** Wednesday, September 23, 2020 12:40 PM  
**To:** PermitMB  
**Subject:** RE: URGENT REQUEST FOR YOUR HELP NEED TO SCHD INSPECTION/Attached Licensing Renewal Documents/Overhead Door of Clearwater 2020-2021

GIANT thanks!!!

Jodie Canova  
Overhead Door Company of Clearwater  
12855-A Daniels Dr.  
Clearwater, FL 33762  
Phone: (727) 561-9090, ext. 157  
Fax: (727) 561-9191



**From:** Schwarzkopf, Tiffini  
**Sent:** Thursday, September 17, 2020 8:34 AM  
**To:** Zipeto, Mark  
**Cc:** Smith, Donna  
**Subject:** Thank you.

Mark.

Thank you for your time yesterday on the Zoom call to discuss the current COVID situation.

I knew most of what you were discussing, however, slide 5 discussing the effect on children under 18, and slide 9 with long term effects, were eye opening.

As a single mother to a 7<sup>th</sup> grader, and daughter to amazing, yet getting old, parents it was a reminder that just because myself and my daughter are okay at the moment, things can change quickly, which can have long term effects on us, the people she goes to school with, the people I am in contact with at work every day, our families, +++.

The presentation was both informative and educational. Thanks again.

BTW: High FIVE to Chief Vilimek – the UVC light trailer is amazing. Super impressed and proud!

Kind regards.

**TIFFINI SCHWARZKOPF**  
**Engineering Technical Assistant**  
City of Dunedin  
1415 Pinehurst Road, Suite F  
Dunedin, FL 34698  
Office: (727) 298-3174  
Email: [tschwarzkopf@dunedinfl.net](mailto:tschwarzkopf@dunedinfl.net)  
Web: [www.dunedingov.com](http://www.dunedingov.com)



**From:** Parks, Jeff  
**Sent:** Monday, October 5, 2020 4:17 PM  
**To:** #FIREFIGHTERS  
**Cc:** Smith, Donna  
**Subject:** Thank You Request

On Monday, October 5, 2020 E62 responded to 200 Main St for a female stuck in an elevator. The crew, Lt Jeff Knieja, FF/P Chad Denison, and FF/P Alex Miller were on scene and assisted Ms. Susan Davis from the elevator. Ms. Davis phoned Fire Admin and requested that the crew be thanked for their assistance and courteous manner.

Great job E62A!

Thanks,  
Chief Parks

**Development Project Update 10-2-20**

<b>Current Projects - City Commission Review</b>			<b>LPA</b>	<b>CC 1st</b>	<b>CC 2nd</b>	<b>under const</b>	<b>% comp</b>
Beyond the Wall B&B	520 Skinner Blvd	adding 3 add units	√	√	√	No	0%
Courtyard on Main- <i>amende</i>	Main/Douglas/Monroe	18 condos; retail; parking gar	<i>infra. cond. app.; 1 permit approved</i>	√	√	Yes	5%
Dunedin Causeway Hotel	491 Causeway	51-room hotel	TBD	TBD	TBD		
Gateway Project	Main/Skinner/Milw.	mixed-use	TBD	TBD	TBD		
Gramercy Ct Ph II	Howard Ave	18 townhomes - phase II	√	<i>new developer &amp; contractor</i>	√	Yes	25%
Grant St B&B	418 Grant St	22-unit vacation rentals	√	<i>permit under review</i>	√	No	0%
Highland Crossing THs	968 Highland Ave	15 2-story townhomes	<i>infrastructure under review; demo comp.</i>	√	√	No	No
Mira Vista	1413 Bayshore Blvd	7 townhomes replacing bldg	<i>infrastructure under review; demo comp.</i>	√	√	Yes	95%
Mira Vista - PH II	1405 Bayshore Blvd	8 townhomes replacing apts	8/12/20	9/3/20	10/1/20	No	
Oak Bend Townhomes	801 Main St	32 townhomes	<i>infrastructure app'd; plat to CC 9/17</i>	√	√	Yes	5%
Sea Palms - <i>amended</i>	2624 Paula Dr N	9 townhomes	√	√	√	Yes	80%

<b>Current Projects - Staff Review Only</b>			<b>Comments</b>	<b>under const</b>	<b>% comp</b>
1523 Bayshore Blvd	1523 Bayshore Blvd	add 4 tiny homes for vacation rentals - TF	<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%
Ceiliah	990 Broadway	indoor market (see Armature Works)	<i>no 'ed; Infras. approved</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	95%
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%
TüKrō Coffee	472 Wood St	previous tatoo parlor to be converted to coffee shop	<i>permit issued</i>	No	0%
Whiskey Cartel	1600 Main St	change order submitted May 2020	<i>internal revonvations</i>	No	95%

<b>Potential Future Projects - City Commission Review</b>			<b>Comments</b>
1040/1046 Bass Blvd	1040/1046 Bass Blvd	10 condos	
Bayshore Townhomes	1540 Pasadena Dr	17 townhomes	
Douglas & Lyndhurst	Douglas & Lyndhurst	4 Airbnb units over 4 commercial units	
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)	

<b>Potential Future Projects - Staff Review Only</b>			<b>Comments</b>
929 Broadway	929 Broadway	current HOB - condos; 4-story mixed use residential over commercial	
Crown and Bull	319 Main St	reno to build speakeasy on 2nd floor, and rooftop area	
Funtastic Creamery	2602 Bayshore Blvd	ice cream kiosk in Causeway Plaza, west of Sandbar Grill	
504 Skinner Blvd	504 Skinner Blvd	demo Hair Factor, build commercial with 2 Airbnb units above	
580 Skinner Blvd	580 Skinner Blvd	Addion: garage with rental unit above	
Tree House Truck	431 Skinner Blvd	permanent food truck similar, and adjacent, to Happy's Bayou's Bites	



Fire Department Administration  
MEMORANDUM

---

**To:** Jennifer Bramley, City Manager  
**Thru:** Doug Hutchens, Deputy City Manager  
**From:** Jeffrey Parks, Fire Chief  
**Date:** October 1, 2020  
**Re:** Monthly Report for September 2020

**Fire Prevention Division:**

On September 1st, Deputy Fire Chief/Fire Marshal was re-designated as a Chief Fire Officer (CFO) through the Commission on Professional Credentialing / Center for Public Safety Excellence. There are currently 1444 individuals worldwide that hold that designation with 165 of those individuals from Florida. Fire Chief Parks also holds the CFO designation.

Fire Inspector Phil Milner attended the Arson Investigation class Florida State Fire College as he continues taking courses to complete this Fire Investigator certification.

Fire Inspector Danny Castillo participated in a Pinellas County wide fire prevention initiative of creating a public education video that will be shown to school children during the month of October. As the pandemic has restricted the ability for public educators to conduct fire prevention programs during fire prevention month, this video will still allow the message of fire safety to be delivered to the students.

Projects completed: None

Current projects:

- 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 – 81	Fire Investigations – 3
Re-inspections - 4	Event Inspections – 0
Fire extinguisher training – 0	Fire Safety presentations – 1
Plans Reviewed – 22	Station Tours – 0
Construction Inspections – 13	Pub. Ed Contacts (Total) – 0
Final Inspections/BTR - 4	Hurricane Awareness presentation - 0
Meetings / Consultations – 11	Home Safety Checks/Smoke Alarm Install - 0
Referrals / Complaints - 3	

**Training and Safety Division:**

- Monthly station inspection forms completed in Check-It
- Attended Pinellas County Training Chiefs meeting Via Zoom
- Updated Target Solutions Bulletin board and Annual renewal completed
- Updated Target Solutions with ever changing EMS updates and Protocols
- Completed monthly EMS on Target Solutions.
- Held special event to acknowledge Firehouse Subs Public Safety Foundation for grant award of new Thermal Imagers
- Repairs to FB60 – Dome light, aft bilge, overhead speaker all replaced
- Maintenance of Dunedin Firestrong
- New Bullard Thermal Imagers being installed on units during PM
- New hire issued equipment inventoried and put together for orientation.
- Finished up FIT testing on N95 masks for PHTLS class
- Transfer of information and job responsibilities to new Training Chief
- Responded to calls with crews for assistance when available

- Daily and weekly meetings for department operations via Zoom for both department and county functions.
- Repairs and follow ups to items in Check-it
- Annual Hose, Ladder, Nozzle and Pump Testing completed
- Annual Aerial testing completed for T60
- NTN website reports and information for new hire candidates
- Workshops for crews on leadership with James Rowan
- Water sampling for incidents placed in Q Drive
- Fixed asset inventory
- Ordered new and replacement helmets and PBI hoods
- Completed training reports for all shifts for the month of September 2020

Completed Training Hours for September 2020

A Shift completed 469 Hours

B Shift completed 605 Hours

C Shift completed 281 Hours

Department total of 1355 hours (September 2020)

**Operations:**

- Construction of the EOC/Fire Training Center continues. The roof has been sealed in and drywall is being installed on the interior. The substantial completion date has been extended to November 13, 2020.
- The new fire apparatus to replace Engine 60 is still in the process and the new expected delivery will be in February 2021.
- 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 were relocated to old FS61 to separate the engine and truck crews from station 60.
- The department currently has two members off on extended Medical Leave and one starting Military Leave in October for the month.
- Logistics Division Chief Martin Vilimek has submitted his retirement paperwork which is effective on October 2, 2020. Replacement for his position has been started.

<u>Type of Incident</u>	<u>Month of Sep</u>	<u>Year to Date</u>	<u>Emer Resp by Unit</u>	<u>Runs</u>	<u>Mins</u>
Medical Incident Response	493	4595	<b><u>EMS</u></b>		
Rescue Incident Response	40	350	<u>Station 60's Area</u>		
Fire Alarm	43	320	E60	131	5:03
Structure Fire Response	15	133	E61	12	7:06
Fire Incident Response	19	131	E62	11	5:44
Cardiac Arrest Response	11	87	E51 (CFD)	1	6:41
Water Rescue Response	10	89	R45 (CFD)	1	7:51
Major Incident Response	5	50	<u>Station 61's Area</u>		
Trauma Alert	5	49	E61	87	5:49
Fire Incident Response Special	5	44	E66 (PHFD)	8	6:49
Special	2	37	E60	5	7:19
Support Incident (Medical)	2	38	E62	2	7:26
Unconfirmed Structure Fire	3	27	T60	1	1:07
Pandemic Site Visit	0	18	<u>Station 62's Area</u>		
Support Incident (DC)	0	20	E62	75	5:08
Support incident (Fire)	3	20	E60	5	6:49
MVC Possible Extrication	0	13	E50 (CFD)	5	6:31
Hospital Landing Zone	0	8	E65 (PHFD)	3	6:04
Moveup - Coverage	0	8	R65 (PHFD)	1	8:27
Medical Incident Special	1	8	E61	1	8:23
Air Transport Incident	0	7	<b><u>FIRE</u></b>		
Extrication	0	2	<u>Station 60's Area</u>		
Mass Casualty 5 to 10 Patients	0	1	T60	10	8:27
Brush Fire Incident Response	0	2	E60	4	5:20
Non-Emergency Evacuation	0	1	U60	2	9:27
HazMat Invest	1	2	E61	2	7:07
Support Incident (Truck)	0	1	FB60	1	0:30
Tech Rescue	0	1	E62	1	5:05
<b>Total</b>	<b>658</b>	<b>6062</b>	E51 (CFD)	1	6:19
			<u>Station 61's Area</u>		
			E61	11	6:48
			T60	2	6:15
			E66 (PHFD)	2	6:09
			<u>Station 62's Area</u>		
			E62	5	5:04

36 (6.82%) of the 528 calls within the DFD District were handled by units other than DFD.



Report date: 9/1/20 — 9/30/20

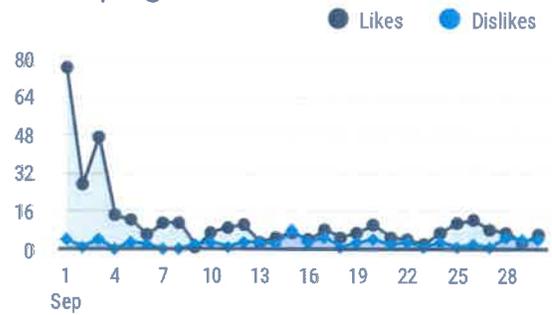
Duration (days): 30

### Total page likes



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### Total page likes



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### Total interactions

👍 Likes	4,933
💬 Comments	617
➡ Shares	519

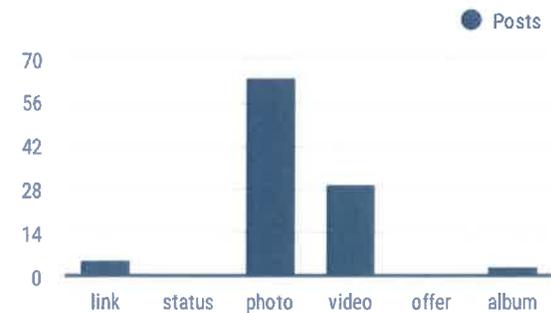
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### Each post on average receives

👍 Likes	48.36
💬 Comments	6.05
➡ Shares	5.09

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### Post distribution



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### Top times for posting

📅 Top day	Thursday
🕒 Top time	09:00

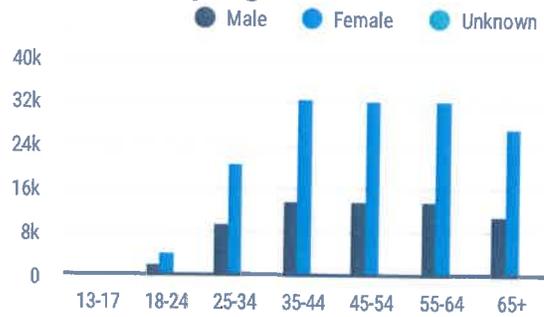
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## Audience by gender

Gender	Reach
Female	148,942
Male	63,502
Unknown	2,017

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## Audience by age



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## Impressions vs. clicks

Page impressions	415,677
Clicks	14,832

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## Impressions vs. clicks



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## Clicks on page CTA



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## Post reach by fans

Post reach by people who like your page



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## Top performing cities

City	Unique impressions
Dunedin, FL	48,250
Clearwater, FL	17,665
Palm Harbor, FL	15,637
Tampa, FL	8,952

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