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**To:** Honorable Mayor and City Council

**Date:** July 13, 2020

**From:** Albert P. Childress, City Manager

**Subject:** **Weekly Council Update/ July 5 - July 11, 2020**

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## City Manager's Office

- City Manager held weekly Directors Staff Meeting via Microsoft Teams along with Deputy City Manager Gallet, City Clerk Diaz and City Attorney Figueredo. The following items were discussed:
  - 1) Recap of the weekend
  - 2) Hurricane Preparation
  - 3) COVID 19 Programs - Expenses
  - 4) Spike in Number of COVID-19 Cases
  - 5) City Council Meeting – Setting millage rate
  - 6) State Testing Site – International Mall
  - 7) Employee Appreciation Days – July, 9th & 10th
  
- City Manager held weekly meeting with Finance Director, Ms. Matilde Menendez.
  
- Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
  
- Deputy City Manager held bi-weekly meeting with Planning and Zoning Director, Mr. Alexander Adams, Economic Developer, Mr. Manuel Pila, Mr. Kevin Crowder and Ms. Alicia Alleyne from Business Flare Solutions.
  
- City Manager and Deputy City Manager held staff meeting with Public Works Director, Mr. Carlos Arroyo and Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill.
  
- City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Assistant Information Technology Director, Mr. Carlos Olivares.
  
- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Alexander Adams.
  
- City Manager attended City Managers (MDCCMA) Weekly Conference Call regarding COVID-19 Updates.
  
- City Manager and Deputy City Manager along City Attorney Figueredo attended virtual Special Council Meeting with City Council Members, Mayor Bermudez, Finance Director, Ms. Matilde Menendez, and Assistant Finance Director, Ms. Solangel Perez regarding FY 20-21 Tentative Millage Rate.

- City Manager and Deputy City Manager held virtual meeting with Finance Director, Ms. Matilde Menendez, and Assistant Finance Director, Ms. Solangel Perez, Councilman Cabrera, Legislative Analyst to Councilman Pete Cabrera, Mr. Gustavo Garagory Ruiz, Chief of Police, Mr. Hernan Organvidez, and Deputy Chief of Police, Mr. Raul Ubieta regarding Police Department Fiscal Year 20-21 Proposed Budget Review.
- City Manager and Deputy City Manager held virtual meeting with Finance Director, Ms. Matilde Menendez, and Assistant Finance Director, Ms. Solangel Perez, Councilman Cabrera, Legislative Analyst to Councilman Pete Cabrera, Mr. Gustavo Garagory Ruiz, and Building Official/Director, Mr. Rene Velazco regarding Building Department Fiscal Year 20-21 Proposed Budget Review.
- City Manager and Deputy City Manager held virtual meeting with Finance Director, Ms. Matilde Menendez, and Assistant Finance Director, Ms. Solangel Perez, Councilman Cabrera, Legislative Analyst to Councilman Pete Cabrera, Mr. Gustavo Garagory Ruiz, and Parks & Recreation Director, Ms. Erin Weislow regarding Parks & Recreation Department Fiscal Year 20-21 Proposed Budget Review.
- City Manager and Deputy City Manager held virtual meeting with Finance Director, Ms. Matilde Menendez, and Assistant Finance Director, Ms. Solangel Perez, Councilman Cabrera, Legislative Analyst to Councilman Pete Cabrera, Mr. Gustavo Garagory Ruiz, and Public Works Director, Mr. Carlos Arroyo regarding Public Works Department Fiscal Year 20-21 Proposed Budget Review.
- Deputy City Manager held Kickoff Virtual meeting with Economic Developer, Mr. Manuel Pila, Ms. Cate Ryba, Mr. Phillip Walters, and Andrew Clum regarding Urban 3 Economic Development Services.
- City Manager and Deputy City Manager held virtual meeting with Finance Director, Ms. Matilde Menendez, and Assistant Finance Director, Ms. Solangel Perez, Mayor Bermudez, Chief of Staff, Mr. Alfredo Ortega, Chief of Police, Mr. Hernan Organvidez, and Deputy Chief of Police, Mr. Raul Ubieta regarding Police Department Fiscal Year 20-21 Proposed Budget Review.
- City Manager and Deputy City Manager held virtual meeting with Finance Director, Ms. Matilde Menendez, and Assistant Finance Director, Ms. Solangel Perez, Mayor Bermudez, Chief of Staff, Mr. Alfredo Ortega, and Building Official/Director, Mr. Rene Velazco regarding Building Department Fiscal Year 20-21 Proposed Budget Review.
- City Manager and Deputy City Manager held virtual meeting with Finance Director, Ms. Matilde Menendez, and Assistant Finance Director, Ms. Solangel Perez, Mayor Bermudez, Chief of Staff, Mr. Alfredo Ortega, and Parks & Recreation Director, Ms. Erin Weislow regarding Parks & Recreation Department Fiscal Year 20-21 Proposed Budget Review.
- City Manager and Deputy City Manager held virtual meeting with Finance Director, Ms. Matilde Menendez, and Assistant Finance Director, Ms. Solangel Perez, Mayor Bermudez, Chief of Staff, Mr. Alfredo Ortega, and Public Works Director, Mr. Carlos Arroyo regarding Public Works Department Fiscal Year 20-21 Proposed Budget Review.
- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada.
- City Manager held weekly meeting with Chief of Police Hernan Organvidez.

- City Manager held weekly meeting with Human Resources Director, Mr. John Prats.
- City Manager and Deputy City Manager attended photo opportunity with Mayor Bermudez, City Council Members and their Legislative Analysts, Parks & Recreation, Assistant Director, Mr. Lazaro Quintero, AECOM Staff Members, Communications & Protocol Manager, Ms. Maggie Santos, and Public Works Assistant Director/Chief of Engineering, Mr. Eugene Collings-Bonfill for Doral Meadow Parks Bond Project Unveiling.
- Deputy City Manager held weekly meeting with Building Official/Director, Mr. Rene Velazco.
- City Manager attended Employee Appreciation BBQ for the Police Department.
- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.
- City Manager and Deputy City Manager held meeting with Parks & Recreation Director, Ms. Erin Weislow, Parks & Recreation and J Kardys Strategies, LLC, Mr. Jack Kardys regarding recommendations.
- City Manager held weekly meeting with Communications & Protocol Manager, Ms. Maggie Santos.
- City Manager and Deputy City Manager held Bond Meeting Process regarding Construction Management with City and AECOM staff members.
- City Manager and Deputy City Manager attended Employee Appreciation BBQ for City Hall.
- Deputy City Manager held meeting with Building Official/Director, Mr. Rene Velazco, Public Works Director, Mr. Carlos Arroyo, and Procurement Manager, Ms. Tanya Donigan regarding City Employee Uniform.
- Deputy City Manager held weekly meeting with Parks & Recreation Director, Ms. Erin Weislow.
- City Manager and Deputy City Manager along City Attorney Figueredo held conference call with Parks & Recreation Director, Ms. Erin Weislow, Parks & Recreation, Assistant Director, Mr. Lazaro Quintero, AECOM Staff Members and Bermello Ajamil & Partners, Inc. Members regarding Doral Central Park Aquatic Center Operations.

### **Capital Improvement Project Manager**

- **Doral Cultural Arts Center:**
  - Revised 100% Construction Documents set received on July 8th.
- **Morgan Levy:**
  - Sewer Capacity Certification Letter Application submitted to WASD on July 8<sup>th</sup>. WASD stated that they don't need to review as proposed flow if is less than 10,000 GPD.
- **White Course:**
  - Design Development Documents comments provided to consultant.
- **Doral Meadow:**
  - Construction fence installed on July 6<sup>th</sup>.
  - Plumbing inspection passed on July 9<sup>th</sup>.

- Electrical inspection scheduled for July 10<sup>th</sup>.
- Site Visit for signage and banner placement with COD Public Affairs on July 6<sup>th</sup>.
- Groundbreaking event on July 9<sup>th</sup>.
- **Doral Boulevard Pedestrian Bridge:**
  - PHD is addressing additional comments.
  - PHD was informed about including Trail Lighting fixtures into the project scope.
- **Trail Network:**
  - City of Doral Public Works Department requested construction estimate from H&J on the “Sharrows” and Signage 100% Construction Documents.
  - City of Doral Public Works Department is negotiating with H&J on the “Sharrows and Signage 100% Construction Documents” construction fees.
- **Doral Central Park:**
  - Notice to Proceed for Pre-Construction Services to Kaufman Lynn approved on July 8<sup>th</sup>.
  - Followed up Teams meeting and workshop discussion on July 6<sup>th</sup>.
  - Additional cabanas requested, and elevated seating for the competition pool bleachers recommended.
  - Meeting to discuss B&A recommendations for the operation of the Aquatic Center.
  - In-house design presentation and potential sign-off is set for July 15<sup>th</sup> & 16<sup>th</sup>.
- **Lighting of Trails:**
  - H. W. Lochner provided fixture comparison matrix, they will provide email with final recommendations.
  - Final recommendation/lighting criteria from Lochner was received July 8<sup>th</sup>.
- **Trails and Tails Park:**
  - Design is on-going.

## **Building Department**

- Virtual SFBOA monthly meeting held July 8th.
- All technical personnel attended webinar session for software company offering option for remote, virtual inspections.
- Director attended Budget review meeting with Councilman Cabrera, and the Mayor, Mari Gallet, Matilde Menendez and Mr. Albert P. Childress.
- Director attended weekly Park Bond meeting.
- Director met with Carnival team to review all open permits for the Carnival Project at the Miami Herald.
- COVID 19: Continue to practice safety measures and continue monitor activities at constructions sites. Staff members continue getting tested.
- Job interviews for the Permit Clerk position conducted.
- Inspectors and reviewers continue to take Continuing Education classes via webinar established by MDC.
- CC Homes weekly meeting held.

- Issued trailer permit for Doral Meadows project.
- Building Department Weekly Stats for week ending 07/03/2020
- PHONES: Data available: 392 Inbound call count for week; 2:44m Ave time per call; 18hr+ total time for week
- INSPECTIONS: 87 Average Daily Inspections, 435 total Inspections Completed (week)
- PLANS REVIEWS: 226 Plan Reviews (Quantity), 5% Expedite, 0% Walk-Thru, 31% Rework, 65% Drop-off
- Average plan review time per plan per trade = 43 mins
- LOBBY DATA (DORALQ): 111 Total Building Dept Customers; 28 Lobby Daily Average, 9 mins Lobby Wait Time (Weekly Average)
- Average Time Spent Per Customer = 11 mins
- VELARO CHAT PORTAL: 2,470 total online visitors, 7 total engagements at 1:45m per call

### **FINANCE DEPARTMENT**

- Accounts Payable: Processed 157 invoices. This week 41 checks were issued for a total of \$129,748.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Assisting the City Manager in the preparation of the Proposed Budget for FY 2021.

### **PROCUREMENT**

- A total of 18 P.O.'s were created for a total value of \$6,640,650.

### **PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 07/9/2020**

Bid # Broadcast Date Due Date Bid Name Dept  
 ITB No. 2020-09 04/21/2020 06/03/2020 Street Sweeping Program PW  
 Pre-bid meeting 05/07/20, 8 firms attended.  
 5 Submittals, Award Recommendation made.

RFP No. 2020-10 04/20/20 05/29/2020 Sponsorship Asset Inventory, Valuation, Naming Rights PR  
 Pre-bid meeting 04/30/20, 9 firms attended. & Sales  
 3 Submittals, bids are being evaluated.

ITB No. 2020-14 04/13/2020 05/21/2020 Right-of-Way Maintenance Services PW  
 Pre-bid meeting 4/24/2020, 10 firms attended.  
 9 submittals received; Award Recommendation made.

RFP No. 2020-15 05/08/2020 06/05/2020 Financial Auditing Services FN  
 Pre-bid meeting N/A  
 7 Submittals, bids are being evaluated.

RFP No. 2020-16 06/05/2020 07/20/2020 Disaster Cost Recovery and Related Grant and Project FN

Pre-Bid meeting 06/24/2020, 22 firms attended Management Services

ITB No. 2020-17 05/08/2020 06/16/2020 Morgan Levy Park Building Renovations PW  
Pre-Bid meeting 05/19/2020, 21 firms attended  
6 Submittals, Award Recommendation made.

RFP No. 2020-18 06/05/2020 07/17/2020 Insurance and Risk Management Services FN  
Pre-Bid Meeting 06/25/2020, 7 firms attended  
RFP No. 2020-19 06/19/2020 07/21/2020 Deferred Compensation Plan FN  
Pre-Bid Meeting 06/30/2020, 11 firms attended  
RFP No. 2020-20 07/09/2020 08/11/2020 Collision Repair and Body Work Services PD  
Pre-Bid Meeting 07/21/2020,

RFQ No. 2020-22 06/25/2020 07/28/2020 Professional General Engineering and Architectural  
PW  
Pre-Bid Meeting 07/09/20, Services

ITB No. 2020-23 06/17/2020 07/23/2020 Canal Bank Stabilization Program: Year 5A Phase II  
PW  
Pre-Bid meeting 07/07/2020, 15 firms attended

ITB No. 2020-24 06/18/2020 07/24/2020 Stormwater Improvements: Sub Basin A-2 PW  
Pre-Bid meeting 07/08/2020, 14 firms attended

## **Human Resources**

- The City Manager's Office along with the Human Resources Department hosted an employee appreciation BBQ to thank the Employees for their hard work during the pandemic. The BBQ was hosted on July 9, 2020 at the Police Department and on July 10, 2020 at City Hall.
- Conducted two pre-employment meetings for the Police Officer position sponsorship, in which the City will send two Police Service Aides to the City of Miami Police Academy to become Police Officers. The Human Resources Department is working to complete the necessary testing for the candidates in order to attend the August 2020 Police Academy.
- Conducted an exit interview meeting for Police Crime Analyst Specialist position. In addition, we will be working with the Police Department to advertise the position accordingly in our website.
- Received and reviewed two interview packets for the positions of Police Officer and Police Service Aide. The packets were submitted to the Human Resources and City Manager for review and consideration.
- Participated in the interviews for the Building Department. Interviews were conducted in a period of two days and we are seeking to fill the Permit Clerk vacancy.
- Conducted pre-employment investigation on the Auto Maintenance candidates and we continue to seek information in order to complete our pre-employment investigation.
- Prepared Family Medical Leave cases in order to protect the employees during their applicable leaves. In addition, we have been working with the department directors to ensure safety and precautions are in place in each department.
- The Human Resources Department Director visited various departments to answer questions and provide a message regarding the City's actions on COVID-19. The HR Director was able to provide responses and have healthy discussions with the employees.

## **Information Technology**

- Security Manager

Analyzed 32 emails reported by City users

Assisted Sr. Network Analyst with installing network security appliance

Began the process to conduct a network wide vulnerability assessment

Attended Cybersecurity Webinar

Identified the reason PD users were having connectivity issues with accessing shared documents

- Closed 93% of support tickets
- Deployment of FirstNet iPhones for City Hall users (in progress)
- Setup and deployment of FirstNet iPads (in progress)
- Loaner laptops issuance for telecommute work (in progress)
- Door Access holiday schedule verification (completed)
- Relocation of desks at Finance department (completed)
- Update of Kace mobile devices inventory (in progress)

- Systems Administration.

Review and Keep the backups 100% operational.

Assist Helpdesk with Encryption locker recovery

Increased volume in our data-storage at the NAP to clear the alarm.

Export emails in the Office 365 PD to import in our Records Retention smtp archiving.

Assist Helpdesk with shared calendar

Restart the email export from a server in city hall

Weekly Team meeting with MS Teams

Follow up with Microsoft the issue with quarantine

Export the full PST file to import in Records Retention PD

Restart Records Retention server

Meeting with Microsoft to fix smtp relay

Call Dell support to install new security camera server. They told It is not a server hardware, I can't install, or we lose the support

Meeting with cloudnav to plan the server decommission

Meeting with Microsoft to test SMTP relays

- Network Administration

Monitored City's Network and performed actions based on incidents.

Participated in internal and external meetings.

Supported PD Techs and the City Hall Help Desk during network troubleshooting.

Phone System configured based on users' requests.

Network Troubleshoot at multiple locations due to a major issue on the Service Provider Network.

Continue to work on the Firewall Best Practices Assessment.

Re-configured network switches at Legacy Park due to malfunctioning of those.

- Police Support:

- Migrated the final user to O365.

- Created new eService email.

- Fixed County CAD issue for officers who couldn't connect.

- Database Administrator:

- Assist the GIS Developer in troubleshooting an issue with a GIS Database User from the Planning and Zoning Department.

- Assist the Sr. System Analyst to update the SMTP Emails Server Configuration for LPR's Sites.

A Ticket was created with the Vendor to update the configuration on each site.

- Assist the Sr. Network Analyst to clarify the information requested by the Deputy City Manager regarding the user's extensions used to calculate the CDR metric on the Internal Dashboard.

- Working on the Data Conversion Energov Project on:

I.- The Tyler Triggers with the Systems Analyst and the Sr. Software Developer.

- GIS Administration:

As per planning and zoning dept's request, GIS file road allocation in shapefile. conducted EnerGov.

Uploaded photos to art in public places story map app.

As per planning and zoning dept's request, revised minor changes on draft zoning web map app.

As per planning and zoning dept's request, troubleshoot and resolved with GIS user connection issue.

Conducted Tyler311.

Reviewed photos from planning/zoning and public affairs dept for art in public places.

Organized map documents from ArcMap to ArcGIS Pro.

Researched on myriad forms for smarty city.

As per planning and zoning dept's request, GIS file road allocation zip file shapefile.

- Application Development:

Created HR PAF List.

Updated confidential addresses from Miami Dade.

Handled CD+ change request for confidential addresses.

Created Finance Amex List.

Created Finance PO Maintenance request List.

Assisted to Energov IAA configuration.

Assisted PZ and BD with properties.

Assisted to Energov meetings.

### **Smart City:**

- Intersection LPR's & CCTV

- Maintenance and monitoring of License Plate Readers to include field repairs.

- Maintenance and monitoring of Traffic surveillance cameras to include field repairs.

- Continued working with Miami-Dade PW, City of Doral and HP Electrical engineer on the design/permit of Site 1, Site 26, and Site 30 LPR camera installation.

- Assisted Sr. Network Admin. in the reconfiguration of Managed Antaira switches at Legacy Park.

### **Parks and Recreation**

- Doral Meadow Park Construction Fence Installation

- Core Admin Meeting

- Doral Central Park- Recreation Center and Aquatics Facility Progress Meeting

- Parks Ranger Position Update

- 2nd Floor Leadership Team Meeting

- FY 20-21 Proposed Budget Review with Councilman Cabrera

- Parks FY 20-21 Proposed Budget Review with Mayor Bermudez

- COVID-19 Weekly Meeting
- Review of Jack Kardys Recommendation
- DCP- Aquatic Center Operations Conference Call
- Virtual Classes for Doral Special Olympics Group
- Doral Meadow Park Bond Project Unveiling- Photo Op

## **Planning and Zoning**

Weekly Report for the Week July 2nd to July 9th, 2020

### 1. Occupational Licensing:

20 New BTR/CU for this week. (81 for the month of June)

1 Temporary Outdoor Dining Application received this week. (5 for the month of June)

- Scheduled Licensing Clerk interviews on Monday July 13, to fill vacant position.
- Licensing Chief is helping fill in for vacant Administrative Assistant/ Special Events Coordinator position.
- Amended the temporary outdoor dining application to improve public usability.

### 2. Planning and Zoning:

51 Permits reviewed for this week. (188 for the month of June)

15 Inspections performed this week. (120 for the month of June)

0 Special Event Permit received this week.

2 Window Sign Permit Application received this week.

3 Zoning Verification Letters received this week.

2 Zoning Determination Letter received this week.

5 New Addresses created in CD-PLUS.

- Scheduled GIS Technician interviews on Wednesday July 15, to fill vacant position.
- The Department held a weekly staff meeting on Monday.
- PZ Director held individual meetings with each staff member to coordinate projects.
- PZ Director participated in the July Agenda Review meeting.
- PZ Director participated in the weekly Bond Process meeting.
- PZ Director met with the City Attorney to discuss upcoming Zoning Workshops.
- Department held 3 Zoning Workshops on Thursday July 9th.
- Doral Central Park - Recreation Center and Aquatics Facility Progress Meeting.
- Deputy City Manager, PZ Director, and Economic Development held our bi-weekly meeting with Business Flare, economic development consultant.
- Deputy City Manager, PZ Director, and Economic Development held our kickoff meeting with Urban 3, economic tax analysis consultant.
- Director and staff met with SHOMA- Doral Sanctuary regarding landscape revisions.
- PZ Department participated in EnerGov- Blue Beam software training.
- PZ Director and Asst Director met with Downtown Arts Reuse District (DARD) Consultant team.
- Staff met with applicant proposing Rally Kart (go cart) project @ International Mall.

## **Economic Development**

- Performed phone calls to survey indoor dining eating establishments citywide.
- Completed Draft business recovery survey report from Survey Monkey data.
- Completed Draft of proposed Doral Business Recovery Assistance Grant program guidelines.
- Met with Business Flare consultant
- Met with Urban3 consultant

- Met with Calderara Tyrell Law Firm business referral re: providing soft landing for Colombian/Mexican logistics company interested in bringing business to Doral and moving employees into residences in the city.
- Coordinated US Census worker training program in Doral facility in July-August.
- Coordinated business webinar with Calderara Tyrell Law Firm for July 18.
- Attended Beacon Council's Banking & Finance Committee and International Advisory Committee Meeting.
- Provided business assistance information, technical support, B2B and support organization referrals, site selection orientation and data to businesses.

## **Police Department**

### Arrests

- Felonies: 13
- Misdemeanors: 7
- Traffic: 0
- Warrants: 2
- DUI: 0

### Traffic Citations

- Hazardous Moving Violations: 106
- Non-Hazardous Moving Violations: 173

### Notable Arrests & Incidents

#### Burglary

#### Grand Theft

#### Criminal Mischief

Detectives arrested three subjects who committed a burglary at HGREG Auto Sales located in the 8500 Block of NW 12 Street. The subjects drove onto the property and entered the building by prying open the door. Once inside they removed a safe containing \$14,000 in cash and left. The subjects returned a few hours later with the intention of stealing a second safe at which time police were alerted and the subjects were caught nearby as they were trying to escape. The subjects were charged accordingly and taken to TGK.

### False Imprisonment

#### Battery

Patrol units were summoned to an apartment building located in the 8500 Block of NW 53 Street regarding a woman that had been beaten. Officers spoke with the victim who advised that she got into an argument with her brother and sister and they beat her and then used rope to tie her arms and feet rendering her immobile. She started to scream asking for help and they stuffed a rag inside her mouth to keep her quiet. The victim advised that during the altercation the victim was able to bite her brother in both arms. The victim stated that they kept her tied up for about six hours at which time she was able to untie herself and escape the apartment. She advised that she ran to the elevator as her siblings chased her to keep her from escaping. She managed to get to the front desk where the personnel working called police. Police contacted the subjects (brother and sister) who refused to provide a statement. The brother had welts and contusions on both forearms consistent with the bites the victim advised she gave her brother. Both subjects were arrested and transported to TGK.

### Aggravated Battery

Patrol units responded to a residence located in the 11200 Block of NW 77 Terrace regarding a fight between two men. The responding officers determined that the victim and subject are

father and son, respectively. According to the father, him and his son got into an argument concerning the latter's ability to drive due to his state of inebriation. The argument escalated and the subject took a chair and assaulted his father. The father ran out of the house screaming for help and the son threw a glass beer bottle striking the father in the head. According to a witness, the victim fell down and was bleeding from the head. Fire-Rescue responded and treated the victim. Officers arrested the subject and transported him to TKG. The victim advised police he would not be pressing charges against his son.

#### Public Information Office

- The PIO handled inquiries from the media on matters involving the Doral Police Department.
- The PIO managed the department's Twitter and Instagram accounts on a daily basis and posted on matters of public safety and community affairs that may be of interest to our community.
- As chairperson of the Awards Committee, the PIO reviews and maintains all commendations and nominations of departmental employees for future consideration.
- The PIO compiled the statistical data and arrest reports and prepared the Weekly Highlights Summary which is sent to the City Manager's Office.
- The PIO handled other tasks assigned by the Chief's Office.

#### Office of Emergency Management

- Attended conference call to further discuss the Miami-Dade Virtual EOC Project with Divisional EOCs. The ongoing COVID-19 Pandemic has required all municipalities and the County to consider alternatives ways to conduct EOC operations while adhering to social distancing protocols.
- Continued coordination with County OEM and Doral EOC assigned personnel on upcoming virtual Municipal Branch and WebEOC training to be held on July 16 or July 31, 2020.
- Revised draft of Emergency Countermeasures Plan for City of Doral Closed Point of Distribution (POD).
- Revised draft of Memorandum of Agreement (MAU) with Health Organizations in Doral.
- Updated EOC Satellite contact information on Emergency Management City cells.
- Through City Clerk's Office, shared information from DHS to the Faith and Community Based Organizations advisory board on the way they are addressing COVID-19 in places such as house of worship.
- Created daily reports on Doral COVID-19 cases number information with data provided by the Florida Department of Health, and shared COVID-19 and other information with Directors.
- With Miami-Dade County Logistics Section Chief, reviewed new SitRep controller WebEOC protocols for municipal incidents.

- Continue providing daily Situational Awareness reports to City Directors.
- Continued outreach on COVID-19 prevention and mitigation on website and social media platforms including information provided by the CDC, the Florida Department of Health, Miami-Dade County Fire Rescue, and the City's Public Affairs Office.
- Continued hurricane preparedness outreach on social media including emergency kit preparation and preparation for seniors especially during COVID-19 pandemic. Tips also included emergency preparedness for disabled individuals and pet owners.
- Monitored Doral Alerts weather notifications.

## **Public Works**

- Held pre-bid for RFQ #2020-22 General Engineering Consultant Pool.
- ITB 2019-36 "Year 7 of the Canal Bank Stabilization Program": The construction is ongoing. The segment along NW 25th Street is 100% complete. The contractor has completed the geo-cell web installation at the second portion along the residential area of the Dressel's Dairy Canal located along NW 54th Street between NW 102nd Avenue and NW 97th Avenue. Restoration phase has begun.
- ITB 2019-30 "Sub Basin A-4 Stormwater Improvements": All stormwater drainage has been installed and all phases have been restored to final restoration. Inspector is currently compiling the punch list for contractor to address. Final Walk-Through inspection scheduled for Friday, July 10th. Original completion date per contract was October 16, 2020.
- ITB 2020-08 "Stormwater Improvement at NW 114 Ave & NW 50 Street": Awarded contractor, Bacallao Construction & Engineering (BC&E), began on June 8th with construction of stormwater improvements along. Construction of the main line along the southbound lanes is 90% complete and is scheduled to be completed by Friday, July 3rd. Connections from the main line to existing structures begun this week.
- ITB 2020-23 "Canal Bank Stabilization Year 5A Phase II": Pre-Bid meeting took place on Tuesday, July 7, 2020 at 10:00AM.
- ITB 2020-24 "Stormwater Improvement at Sub Basin A-2": Pre-Bid meeting took place on Wednesday, July 8, 2020 at 10:00AM.
- Stormwater Division completed the National Pollutant Discharge Elimination System (NDPES) Permit Year 2 cycle has submitted the report to the Florida Department of Environmental Protection (FDEP).
- Coordinated the install of the data loggers for the additional environmental testing event.

## **Transportation:**

- New trolley DT17 was placed into service.
- Trolley Route 3 weekday service hours were extended to end at 7PM instead of 6 PM.
- Submitted the Florida Department of Transportation (FDOT) Local Highway Finance Report.
- Conducted the conference call for the Citizen's Independent Transportation Trust (CITT) - Municipal Transit Service Study.
- Attended the CITT Webinar for the COVID-19 Impact on Surtax Funds.

- NW 82 Ave. Roadway Construction between NW 27 St. and NW 33 St.: (7/9) Closeout meeting scheduled for Friday 7/10.
- NW 74 St. Traffic Signals at NW 97 Ave. and at NW 102 Ave.: (7/9) Contractor has begun milling and resurfacing operation at both intersections (97th and 102nd Avenue)
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave.: (7/9) No change. Contractor waiting on FPL to make repairs. Meeting was held with FPL on 7/7.