



Memorandum

To: Honorable Mayor and City Council

Date: April 10, 2020

From: Albert P. Childress, City Manager

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

City Manager

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) Welcome John Prats, Human Resources Director
- 2) Recap of the weekend
- 3) I. T. Department – Security
- 4) Masks - Equipment
- 5) Elected Officials
- 6) Month of April
- 7) Trolley
- 8) City Facilities/Parks

- City Manager held weekly meeting with Finance Director, Matilde Menendez.
- Deputy City Manager held Staff Meeting with Public Works Director Arroyo and Division Managers.
- Deputy City Manager attended CERC Overview for COVID-19 webinar regarding Crisis and Emergency Risk Communication principles to more effectively develop and share COVID-19 messages.
- City Manager held weekly meeting with IT Director, Ms. Gladys Gonzalez and Assistant IT Director, Mr. Carlos Olivares.
- Deputy City Manager held weekly meeting with Public Works Director, Carlos Arroyo and Assistant Public Works Director/Chief of Engineering, Eugene J. Collings-Bonfill.
- City Manager and Deputy City Manager attended phone conference meeting with City Managers (MDCCMA) re: COVID-19 Updates.
- City Manager and Deputy City Manager held individual meetings with City Councilmembers to introduce Mr. John Prats as the Human Resources Director.
- Deputy City Manager held meeting with Mr. Frank Sanabria from Doug Williams Group, Inc. to discuss scope of work.

- City Manager and Deputy City Manager along with City Clerk Diaz, City Attorney Figueredo, Chief of Police, Mr. Hernan Organvidez, Building Official/Director, Mr. Rene Velazco, Public Works Director, Mr. Carlos Arroyo and Code Compliance Director, Mr. Edgard K. Estrada attended meeting with Mayor Bermudez
- Deputy City Manager held weekly meeting with Parks & Recreation Director, Ms. Erin Weislow.
- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Alexander Adams and Economic Developer, Mr. Manuel Pila.
- Deputy City Manager attended Crowe webinar re: Revenue Impact of COVID-19 on Local Government.
- City Manager held weekly meeting with Chief of Police, Hernan Organvidez.
- Deputy City Manager held meeting with City Attorney Figueredo, Public Works Director, Mr. Carlos Arroyo, Transportation Manager, Ms. Rita Carbonell and Trolley Manager, Ms. Shirley Forero to discuss Trolley services.
- Deputy City Manager along with City Clerk Diaz, Mayor Bermudez and City Councilmembers held Council Meeting test via Microsoft Teams.
- Deputy City Manager along with City Attorney Figueredo, Public Works Director, Mr. Carlos Arroyo, Transportation Manager, Ms. Rita Carbonell and Trolley Manager, Ms. Shirley Forero held meeting with Limousines of South Florida (trolley service provider).
- Deputy City Manager along with Finance Director, Ms. Matilde Menendez held meeting with Mr. Herb Marlowe from Analytica to discuss Strategic Planning scenarios.
- Deputy City Manager held weekly meeting with Building Official/Director Velazco.
- Deputy City Manager held weekly meeting with Mayor Bermudez.
- Deputy City Manager held meeting with Parks & Recreation Director, Ms. Erin Weislow to discuss Fencing - White Course Park and Virtual Movies in the Park.
- City Manager and Deputy City Manager held Bond Meeting Process regarding Construction Management via video conference call with City and AECOM staff members.
- Deputy City Manager attended Town Hall Virtual meeting with Mayor Bermudez, Economic Developer Pila, and Communications and Protocol Manager Santos.

Capital Improvement Project Manager

- **Doral Cultural Arts Center:**
 - DD package submitted to City of Doral - (Comments received from Floodplain Management, Plumbing, Electrical, Building Department, & IT Department)

- TV walls and surveillance cameras location submitted to B&A – April 8th
 - Preferred irrigation product manufacturer submitted to B&A – April 8th
- **Morgan Levy** –
 - Work Order for IT Design provided to Consultant. Pending return of signed WO's.
- **White Course** –
 - Boring delineation - April 1st; Soil exploration (geo. Survey) – April 8th & 9th
 - Preliminary site plan – received April 3rd – City's comments provided to consultant on 4/9/2020
- **Doral Meadow** – RFQ advertised November 1st
 - 60% package submittal received April 6, 2020 – Currently under City's Review; comments due 4/13/2020
- **Doral Boulevard Pedestrian Bridge:**
 - Partial comments have been issued by FDOT and provided to the consultant to begin responding. All comments due 5/31/2020.
- **Trail Network:**
 - City of Doral provided consultant to start coordination for the addition of “sharrows” on bike lanes.
 - (Approximately two (2) miles of work).
 - Work order provided to the City 4/9 – pending CA and CM signatures
- **Doral Central Park:**
 - Procurement is on-going
- **Lighting of Trails:**
 - Consultant instructed to coordinate report with Southern Commend – April 9th
 - Lighting Master Plan – received March 30th - Pending City's decision on light fixtures.
 - Comments provided by City staff on 4/8/2020 and provided to consultant.
 - Meeting scheduled for 4/14/2020 to select lighting fixtures.
- **Trails and Tails:**
 - IT provided location for LPR, new poles, fiber runs, camera, & IT closet: reduced scope requested April 7th

Code Compliance

- Code Compliance Department has continued with the enforcement of the Emergency Orders enacted by the City of Doral and Miami Dade County. Also, education of the orders over the numerous phone calls received.
- Department assisted Manager's Office in obtaining the best contact information for all the major grocery stores in the city.
- Director submitted department accomplishments to Deputy City Manager for the past year. (April 2019 - April 2020)

Finance Department

- We are currently working with the City Manager and City Departments to Develop the Proposed Budget for Fiscal Year 2021
- Additionally developing the five year budget estimates thru Fiscal Year 2025
- Processed invoices and issued 52 checks for a total of \$682,554.41
- Continue to receive and record all deposits, including online payments

Procurement:

- Thirteen purchase orders were created this week for a total of \$144,161.68
- FY19-20 YTD: 1076 Purchase Orders processed for a total of \$23,436,572.11

PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 04/08/2020

Bid #	Broadcast Date	Due Date	Bid Name	Dept	
RFP No. 2020-01	01/10/2020	02/11/2020	Grant Writing Consulting Services		CM

Comment: No Pre-Bid meeting. 2 submittals received. Bids are being evaluated.

RFQ No. 2020-05 01/21/2020 02/28/2020 A&E Services and Related Disciplines for Central Park PW

Comment: Pre-bid meeting 2/04/2020, 55 firms attended. 5 submittals received. Bids being evaluated. Phase II 04/21/20

RFQ No. 2020-06 01/21/2020 02/28/2020 Pre-Construction & Con. Manager at Risk for Central Park PW

Comment: Pre-bid meeting 2/04/2020, 41 firms attended. 5 submittals received. Bids being evaluated. Phase II 04/20/20

RFP No. 2020-11 03/02/2020 04/22/2020 Nature Focused Camp at Doral Glades Park PR

Comment: Pre-bid meeting 3/12/2020, 11 firms attended.

RFP No. 2020-12 03/05/2020 05/14/2020 Special Needs Camp PR

Comment: Pre-bid meeting postponed to 04/22/2020

ITB No. 2020-13 03/05/2020 04/23/2020 NW 112 Avenue (25-34 St.) Roadway Improvements PW

Comment: Pre-bid meeting 3/17/2020, 19 firms attended.

Human Resources

- Finalized review of all Active Personnel Files for FRS, Non-FRS, and Part-Time employees.
- Completed all necessary changes to bring files up-to-date as per indexing structure.
- Reconciled Insurance carrier bills for: Aetna Medical, Aetna Dental, Humana Vision, Hartford Life, Ameriflex and LegalShield and submitted all respective Check Requests, invoices, and reconciliations.
- Enabled remote timestamp to Building employees to ease the process of worktime recording.
- Processed Kronos corrections submitted by Departments.
- Scanned and filed all Telecommuting Work Agreements provided to our department.
- Scanned and filed all "Assignment Forms" & "Transfer Forms" provided by the Police Department.
- Reached out to employees in regard to Health Savings Accounts that were pending enrollment forms.
- Updated Driver License System as needed.
- Processed and scanned the file for new hires (recreation Service Aide and Code Compliance

Officer).

- Completed Timekeeping adjustment for employees and made corrections to missing punches as needed.
- Submitted all new hire enrollment forms for 2 City employees to the Finance Department for enrollment in Direct Deposit, Retirement and applicable taxes.
- Made corrections to the ADP system to reflect updated employee contact information provided by various departments.
- Completed address changes in ADP, Employee Navigator and submitted to the applicable insurance carrier for processing.
- Conducted reference check for one candidate.
- Currently working on completing promotion for Cultural Arts Specialist vacancy.
- Conducted four (4) pre-employment meetings for the Police Department.
- Conducted and reviewed three (3) background summaries for Police Department candidates.
- Onboarded a total of six (6) Police Officers. Conducted enrollment in all applicable software and biometric databases
- Onboarded Human Resources Director. Conducted enrollment in all applicable software and biometric databases
- Conducted promotion for Assistant Finance Director.
- Conducted reclassification of the Financial Analyst position.
- Processed performance merit increases for various employees in the City and the Police Department.
- Conducted a total of 25 employment verifications and conducted 45 mutual applicant checks with other municipalities.
- Conducted scanning and review of 19 personnel files and saved originals for HR Manager review.
- Conducted a review of 200 timecards for accuracy. Ensured applicable comments and specific backup were received.
- Processed applicable timecards for employees on leave status.
- Participated in conference call with insurance broker to assist employees with inquiries.
- Prepared and coordinated new hire orientation. Worked with the IT department to enable Microsoft Teams.
- Worked with Department Directors to obtain employee headcount at City Hall on a daily basis.
- Worked with the Human Resources and Information Technology team to upload the updated contact information to Everbridge.

Information Technology

- Police Support:
 - Cleaned out and organized PD server rooms.
 - Began Briefcam video training.
 - Deployed Admin laptops.
 - Deployed new Dispatch Desktops.
 - Uploaded city contacts to Everbridge.
 - Continue to support remote users.
- Systems Administration.
 - Keep the backups 100% operational.
 - Restore the PD Printer server from backup.
 - Troubleshoot the Datacenter cameras and upgrade the firmware to latest version and moved them to better place.
 - Fixed and re-run the remaining PD full backups after the power outage.
 - Upgrade Public Works file server.

- Fixed the NTP issue in our backup device.
- Fixed Windows update in Public affair file server.
- Created group to deny group policy to test new Munis application for our system analyst.

- City Wide Help Desk

City Wide Help Desk SLA at 91% of all Support Tickets

- (IT) Windows 10 upgrade campaign – In Progress
- (IT) IT Help Desk Survey draft - In Progress
- (IT) Streamline NX job storage time changed to 7 days
- (IT) Troubleshooting Teams - Few users unable to login
- (IT) Resolving ongoing issues with user's VPN

- Network Administration

Enabled Direct Phone Line for the HR Director.

Met with Vendor for Cisco Software Design Project.

Network Designed for a future project.

Supported the PD technicians on Network troubleshooting.

Modified Call Flows for City Hall Departments (Building, Parks, Public Works, and Human Resources)

Worked with the Voice Vendor for getting softphones licenses.

Modified a VoIP Ring Group from the menu of options for the Public Works Department.

Network Monitoring and notified the IT team as needed.

Conferenced with Vendor for troubleshooting the VPN application.

Assisted different departments with call forwarding requests.

- Systems Analyst

FN MUNIS Upgrade Tyler Support Ticket Updated COMPLETED

FN MUNIS TEST Environment Refresh COMPLETED

IT BlueBeam Revu Software TEST COMPLETED

IT BlueBeam PRIME Account Enroll COMPLETED

IT BlueBeam Revu Software SME's Install IN PROGRESS

IT EnerGov GIS Map Display Error IN PROGRESS

IT EnerGov 500 Item Requirement Scope Revision IN PROGRESS

IT CD-PLUS Server Windows Updates IN PROGRESS

IT CH/PD/PR Access Control Upgrade Vendor Work Order Revision IN PROGRESS

IT/PW Elevator and Access Control Integration Purchase Order (Onsite Meeting) IN PROGRESS

- Security Manager

Analyzed 20 emails reported by City users

Attended vendor meeting to discuss network management solution

Attended Security and Compliance Webinar

Assisted Police Department IT with anti-virus issue

Addressed security incidents

- Setup Skype Interview with ECTV for Mayor Bermudez

Setup Webex for Public Works.

Setup Webex for Finance Department

Tested virtual Council Chambers with AV team

Setup Teams meeting for IT department

Submitted construction comments for cultural arts building, regarding av and CCTV infrastructure.

Revised construction plans for cultural arts according to PW new requests

Designed and scoped overhaul of CCTV servers throughout the city for replacement

- Assistant IT Director

Network system meeting for analytics

Internal meeting for troubleshooting/brainstorming VPN

Assessing needs/updating comments with internal team for Parks Bond projects

Finalizing VPN renewal options

Various testing of video conferences

Assessing preliminary budget for new requests or maintenance

Brainstorming on CCTV infrastructure strategy

Researching other telecommuting features

- Database Administrator:

- Assisting the GIS Developer in creating ODBC connections for the GIS Development Databases on the development server.

- Assisting the Assistant Building Department Director to run a report for Permits Issued with the inspection description for February and March 2020.

- Working on the Data Conversion Energov Project, reviewing the Public Works permits updated by the PW Permit Clerk in order to continue identifying those without a unique address identifier to map them with the coordinates (Lat/Long) for intersections in the GIS Map.

- Working on a new LPR Vigilant Hourly Hits Dashboard in Power BI, to display the detections by Intersection Cameras on an hourly basis. The metrics were created, and the data will be retrieved through linked servers, the dashboard is pending for approval to be published in production.

- Application Development:

Created Web App on Azure Datacenter.

Created a copy of current website on the new web app.

Tested functions and performance of the web app.

Set up domains and certificates for the site.

Updated Traffic Manager.

Updated Technology Budget form and view.

Assisted PR and HR with CRM.

- Citywide Projects

2018-2019 BD - DEVELOPMENT SERVICES SOFTWARE

Tyler team redeployed Energov ensuring Tyler Id properly in place required for many processes; Continue to work on Energov Project requirements with different departments and updating Test plan for all functionalities.

This week Tyler team was configuring missing processes and preparing environment for training to be given April 13-16 on E-review which also interfaces with Bluebeam.

Project overall is 25% completed

2019-2020 Tyler 311

We finalize first draft Test plan for Tyler 311 online and mobile application this week. We are waiting access to the API software so we can extract data for Dashboard and interfaces to use the latest version of Tyler 311 and mobile app for citizen use.

Project overall is 24% completed

2019-2020 Integration to Document Retention Project-Bluebeam

We have been configuring a 30-day trial environment of Studio Prime and Revu for users this week in preparation of training requirements. Complete training and implementation of Bluebeam should start in June/July after April 22nd Council Agenda approval is obtained.

Project overall is 5% completed

2019-2020 Energov Integration to Laserfiche Project

We are waiting for a statement of work and obtaining quote with various Energov interfaces, evaluating support options and requesting a statement of work from Laserfiche company.

Project overall is 7%

2019- 2020 Neogov HR Project

We created an issue Log of outstanding results from test and will have meeting to have a updated Project schedule/Plan.

- Website Projects

- FPL 2 LPR Poles:

It team reviewed site I plan and Horsepower is delivering it to MDC, Engineer had to update plans for missing sidewalk doc and will be delivering this week to MDC

Project is 20 % completed.

- WCCD 37122- New Smart City Certification Project

Answering comments and required documentation to submit to WCCD, resolving issues of restoring data loss at WCCD, calling and requiring documents from PW, Parks and updating Energy, Environment & Climate , Finance indicators with new documentation provided, creating new air monitoring map with Alexis

Project is 81% completed

- GIS Administration:

Created and published Air Monitor web map app with ArcGIS Pro, data, & web map for smart city.

As per building dept's request, assisted conversion data in CD-plus and EnerGov.

Troubleshoot and resolved server error logs.

Installed Security Issue- ArcGIS Server software on window server.

As per public works dept's request, assisted with address layer and software.

Outreached ESRI tech support about JavaScript issue.

As per IT dept's request, assisted property appraiser year built information.

- Intersection LPR's & CCTV

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

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

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

- Continued coordinating with vendor the completion of the preventive maintenance to the uninterrupted power supply (UPS) unit at PD (main).

- Continued working with Eugene (PW AD) on IT room design for Meadows Park.

Parks and Recreation

Assistant Director held on site meeting with vendor for the parking lot resealing project at Trails & Tails Park and Veteran's Park.

Director weekly meeting with Deputy City Manager

Director held virtual staff meetings to discuss proposed budgets

Resurfacing of the tennis & basketball courts @ MLP

Continue notifying public of park closures and refund processes

Worked with Public Works Vendor (USSI) to have all park community centers disinfected to prevent spread of COVID-19

Planning and Zoning

- Permits reviewed for the week of April 2nd to April 9th, 2020.

- 9 Inspection performed for the week of April 2nd to April 9th, 2020.

- 9 New BTR/CU for the week of March 31st to April 3rd, 2020.
- Staff participated in one (1) Pre-Application conference call.
- The Planning and Zoning Department is now able to work 100% remotely. We have individuals in the office only as needed to review physical plans or to resolve IT or as employees need items in the office. This week the Director was in the office 1 day and several employees were in the office for a couple hours at a time.
- Planning and Zoning has enlisted the assistance of our Licensing division to work together with our Economic Development division to provide data on business groups/ industries, emails and phone numbers that staff can then individually call.
- We have 3 full time people working with Manny to call businesses (2 employees from Finance and 1 from Licensing). We are contacting businesses to enlist them into the Shop Local program. Also, letting owners know about Federal aid and loans available.
- We continue to review permits and perform inspections as needed.
- We have seen a large decrease in the number of developments proposed and pre-application meeting requests.

Economic Development:

- Responded to Beacon Council RFP for business seeking 15,000 sq. ft. in Doral for 150 employee office.
- Responded to broker request for information, RE: space for 10-12-acre entertainment complex.
- Coordinated with county, state and federal agencies, business organizations, and Public Affairs to present emergency business assistance information to Doral businesses.
- Reviewed 17 Florida Bridge Loan applications as part of Miami Dade County Bridge Loan Committee administered by the Florida SBDC.
- Worked with Public Affairs and Finance staff to survey hotels, local manufacturers, import-export companies and potential suppliers of emergency equipment, and promote restaurant offers.
- Attended Beacon Council webinar on CARES Act 1099s.
- Participated in Chamber Task Force webinar.
- Completed article for Doral Family Journal special section.

Police Department

Arrests

- Felonies: 9
- Misdemeanors: 3
- Traffic: 2
- Warrants: 2
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 15
- Non-Hazardous Moving Violations: 13

Notable Arrests & Incidents

Aggravated Battery

Doral Police responded to the 10600 Block of NW 72 Street regarding a domestic violence incident. The subject and victim are boyfriend and girlfriend respectively, and she is six-weeks pregnant with his child. According to both parties they got into an argument over his infidelity and the boyfriend pushed the victim in the abdominal area and struck her in the face. He was

arrested and transported to TGK.

Burglary

Possession of Burglary Tools

Grand Theft

Doral Police were summoned to a business located in the 7800 Block of NW 57 Street regarding a burglary. The subject(s) had pried open the main door to the business and after gaining entrance had fled with a toolbox containing tools with an approximate value of \$6,000. Officers searching the area located a vehicle occupied by two males and proceeded to investigate further. In plain sight on the rear seat of the vehicle the officers observed a large metal toolbox. In addition, the officers located three pry bars. The victim checked the surveillance video of the inside of his business and it clearly showed the physical description of the subjects. After observing the video, the officers confirmed that the subjects depicted on the video were the same ones that were stopped. They were arrested and transported to TGK.

Discharging a Firearm from a Vehicle

Discharging a Firearm in Public

Possession of a Controlled Substance

A Doral Police Officer on routine patrol was flagged down by two security guards who advised they heard multiple gunshots coming from the adjacent warehouses. The officer proceeded to conduct a check of the area and she heard multiple gunshots nearby. Several officers responded to the area and they were able to locate a vehicle with its lights on. As the officers approached the vehicle, they observed over 50 spent casings littering the ground. They also observed an AK-47 Assault Rifle on the front seat of the vehicle as well as a plastic bag containing XANAX pills. A man standing next to the vehicle was detained for further investigation. After waiving his Miranda Rights, the man told police that he had recently acquired the assault rifle and was testing it by discharging it in front of his business. He added that it was not his intention to harm anyone by firing the weapon into the air. He also advised that he did not have a prescription for the XANAX and had acquired the pills on the "dark web". The man was charged accordingly and transported to TGK.

Grand Theft

Check Forgery

Doral Police arrested a woman who took checks from her employer, made them out to herself, and forged the business owner's name. The subject was employed as a receptionist at a local eye care and optical center where her duties included the scheduling of appointments and the receipt of payments from customers. Sometime in November 2019 the owner of the business was reviewing her bank statements when she noticed two checks totaling over \$4,000 that were made out to and cashed by the subject. Detectives obtained video footage from the bank showing the subject cashing the checks. She was arrested and after waiving her Miranda Rights she agreed to speak with the detective. She conceded that what she had done was incorrect however, she advised she did it because she felt she was owed the money. She was charged accordingly and transported to TGK.

Public Information Office

- The PIO handled inquiries from the media on matters involving the Doral Police Department.
- The PIO prepared and appeared on a brief and informational video informing Doral residents of the safety equipment our officers were issued to deal with COVID-19. The video was done in English and Spanish and will be uploaded to social media sites.

- The PIO has been conducting an awareness campaign on social media to advise the public of fraudulent schemes where criminals are luring individuals by telephone, emails, and text messages and stealing monies that are part of the government's economic stimulus bill.
- The PIO conducted roll call training with all personnel and discussed proper relations with the general public when dealing with inquiries and requests for specific information on public safety issues.
- 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

- Procured 2,400 N95 masks for police officers through approved vendor list provided by Miami-Dade County's EOC Logistics desk. Shipment set to arrive within a week.
- Continued resource request process with the Florida Division of Emergency Management (FDEM) through Miami-Dade County's WebEOC system.
- 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, and the City's Public Affairs Office.
- Public information also included Emergency Orders signed by Doral Mayor, social distancing inside essential stores and load capacity, closing of Government Center, Trolley routes cancelation, and locations' list on where to apply for unemployment benefits.
- Filed daily situation reports on the City's COVID-19 protective measures with Miami-Dade County's Emergency Operations Center (EOC) Municipal Branch.
- Attended FDEM Webinar on FEMA's Public Assistance Program applicable to COVID-19 disaster declaration.
- Submitted revised request with the Florida Department of Health (DOH) for POD and finalized distribution plan.
- Assisted Public Affairs with Miami-Dade County and Doral COVID-19 cases information.
- Assisted HR and IT in updating employee's contact list for Everbridge system.
- Provided City Directors and Satellite cities with COVID-19 briefings.

- Continued sharing information with Hands on Doral volunteers to assist the City in informing the public on COVID-19 preventive actions.

Training Bureau

The Training Section coordinated the following activities:

- Two-Week Police Academy for Newly Hired Police Officers first week of training was as follow:
 - o Code of Conduct
 - o Traffic Laws
 - o Accreditation Review
 - o Traffic Stops, Discriminatory Profiling, De-escalation Techniques
 - o Criminal Law
 - o Basic Report Writing
 - o OSSI & RMS Training
 - o Photographic Line-Ups & Show Ups (lecture & Practical)
 - o Scene Management (Lecture & Practical)
 - o CPR Training
 - o Officer Safety Scenarios Integrated with BWC
 - o Working Conditions & Regulations (work Hours, Job Descriptions, Shift Work, Breaks, and PBA Contract)
 - o FTO Program Expectations & Assignment
 - o FTO Preparation & Debriefing
- PSA Academy Curriculum:
 - o Traffic Crash Management Investigation (80 hrs.)
- EOC:
 - o Worked with the Florida Health Department on POD request
 - o Working to acquire additional N95 Masks
 - o Daily briefing of Directors
 - o Briefing Chiefs from other cities
 - o Preparing MOU with Dr. Gutierrez

Public Works

- Procured and received new PPE for Government Center Employees.
- Pradere installed temporary sneezing guards on front desks and permit clerk workstations at Government Center.
- USSI continued to disinfect and sanitize twice a week the Government Center, the Police Department, the Public Works Warehouse, and the Police Training Center.
- Conducted a video conference with Juan Beltran a graduate student conducting a research on the “Adopt-a-Street” program from the University of North Carolina-Chapel Hill.
- ITB 2019-36 “Year 7 of the Canal Bank Stabilization Program”: The construction is ongoing. The contractor is working along NW 25th Street between NW 97th Avenue and NW 92nd Avenue installing the geo-web cells and the installation of fencing. The segment along NW 25th Street is 90% complete. The second segment will be along NW 54th Street between NW 102nd Avenue and NW 97th Avenue. The City of Doral received a Stop Construction Request due to COVID-

19 for a two-week period from the contractor set to begin on April 10th. The City is in discussion regarding this request.

- ITB 2019-30 “Sub Basin A-4 Stormwater Improvements”: On February 18, 2020 the construction began of stormwater improvements along NW 84th Avenue between NW 25th Street & NW 12th Street. The awarded contractor, Maggoc, Inc., continues to install the additional drainage and continue on to the next phase. This project has 7 phases and the contractor began phase 4 this week. Phase 4 is along the northbound lanes along NW 84th Avenue a little north from Sam’s Club.

Transportation:

- NW 82 Ave. Roadway Construction between NW 27 St. and NW 33 St.: (4/6) NO activity this week; Contractor is scheduled to install thermoplastic next week (Tuesday). Long lead items (base bolts) are scheduled to arrive tomorrow. Contractor is scheduled to resume spread footer installations on Monday.
- NW 74 St. Traffic Signals at NW 97 Ave. and at NW 102 Ave.: (4/6) Contractor excavating, installing conduits, and directional bores at 97th avenue intersection. Mast arms are scheduled to be delivered first week of June. Drill shafts have been excavated at 97th avenue intersection; few conflicts with existing utilities. Project is on schedule.
- Citywide Sidewalk Improvements: (4/6) Final acceptance letter was executed on April 6th, 2020 with an exception to pending light pole removal by FPL. Contract “time” will be extended in efforts to allow contractor’s remobilization to address the pending work surrounding this pending item.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave.: (4/6) Contractor is 80% completed with Dressels Canal portion of project. Contractor has proceeded to Phase I construction of NW 41st street; roadway has been stripped from 79th avenue to 82nd avenue where road is currently closed to traffic.
- Participated in the virtual meeting for the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Technical Advisory Committee (TPTAC)
- Participated in the virtual meeting for the Miami-Dade Transportation Planning Organization (TPO) Freight Transportation Advisory Board (FTAC)