



Memorandum

To: Honorable Mayor and City Council

Date: November 25, 2020

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/ November 22 - November 28, 2020**

City Manager's Office

• Deputy City Manager held weekly Directors Staff Meeting via Microsoft Teams along with City Attorney Figueredo. The following items were discussed:

- 1) Recap of the weekend
- 2) Phishing Police - Return to HR
- 3) COVID-19 Testing Thanksgiving
 - a. Morgan Levy 8am to 2pm on Thanksgiving Day (park closes at 2:30pm)
 - b. Saturday 11/28 will be normal hours 12 to 8pm
- 4) Grant Programs
- 5) Thanksgiving Holidays

• Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.

• Deputy City Manager held departmental meeting with Planning and Zoning.

• Deputy City Manager held meeting with Public Works Director, Mr. Carlos Arroyo.

• Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.

• Deputy City Manager held meeting with Code Compliance Director, Mr. Edgard Estrada.

• The City Manager's office continues to coordinate and support the free COVID mobile testing site at Morgan Levy Park in partnership with Miami Dade County Fire. For the week starting 11/23, 792 people were tested, for a cumulative total of 3,952 tests performed since the start of the program on 10/12/2020.

• Departments have been enforcing Miami-Dade County Executive Order 20-20, requiring all persons throughout Miami-Dade County to wear a mask or other face covering when in public. Last week the City issued verbal warnings and handed-out masks to 45+ people who were observed in public without masks.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- Received additional Plumbing comments on November 24th.
- Ground-Breaking Ceremony is being coordinated for December.
- Park Fencing permit application for the Nutcracker Special Event routed to City Manager for signature.
- Construction will start January 4th, 2021.

Morgan Levy Park:

- General Construction is on-going:
 - o Concrete slab on grade pouring was completed November 23rd.
 - o Grease trap area excavations is on-going – contractor is coordinating with EAC for separator installation.
 - o Parking high mast LED lights replacement is on-going.

White Course Park:

- Permitting process is on-going
- 5 firms were selected for Phase II Evaluation.
- Phase II Oral Presentation/Interviews scheduled for December 2nd.

Doral Meadow Park:

- Consultant is working on the Pergola foundations.
- Pergola installation on scheduled for December 5th.
- Access Control (ADT) installation performed on November 24th.
- Access Control (ADT) inspection scheduled for November 25th.

Doral Central Park:

- A/E completed all package for Design Development Phase.
- Design Development Package 4 for the City review is on-going.
- RFP for construction material testing is in progress.
- Received AVI-SPL proposal for Consulting Services signed by the City Manager.
- PMT, A/E and CMR participated on weekly meeting for the status of the project.

Doral Boulevard Pedestrian Bridge:

- FDOT has approved RFP and it was sent to the Federal Government for approval.
- NPDS permit is in progress.
- RFP to be advertised on December.

Trail Network:

- Project Design is on-going.
- Sharrows Interlocal agreement with MDC is on-going.
- Design fee proposal from Alleman is in review.

Lighting of Trails:

- Project Design on-going.

Trails and Tails Park:

- Drawings are in review.
- Obtained MDC permit.
- ITB draft is in process. ITB to be advertised on November.

Additional Items:

- The PMT participated on weekly meeting for the coordination/status of projects.
- Weekly Bond Meeting Process and Construction Management.

Building Department

- EnerGov team participated in a call with outgoing consultant on Bluebeam. Final Tasks for Bluebeam integration are to confirm 2020 versions are installed for all users to see if this remedies data integrity issue. Bluebeam will host one final recorded session showing integration with/into EnerGov with new consultant once Doral team is ready.
- Interim Director held meeting with chiefs and supervisors to support accountable efforts for meeting job expectations, following up with staff on resources and needs, and providing adequate coaching for successful team members.
- Interim Director and staff assisted PZ with EnerGov fees, fee templates, custom fields and workflows.
- Interim Director attended weekly meeting with Deputy City Manager.
- Building Department wishes their friends and colleagues at the City a very happy, healthy & safe Thanksgiving.

Code Compliance

- Field Supervisor held an internal "train the trainer" session for Energov for the Code Compliance management team.
- Citation was paid by Developer who illegally discharged storm water from private property into a public drain.

Finance

- Accounts Payable: Processed 115 invoices; 30 checks were issued for a total of \$274,952.
- Journalized the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Continue working with the City's external auditors for the preparation of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending September 30, 2020.
- Processed the City-wide payroll for the pay period ending November 22, 2020.

PROCUREMENT

1. Below Cone of Silence Report for the week of 11/23/2020
2. A total of 44 PO's were created for a total value of \$534,260.

PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 11/23/2020

- Solicitation No. and Title: RFQ No. 2020-22 - Professional General Engineering and Architectural Services
Dept: Public Works
Broadcast Date: 06/25/2020

Due Date/ Bid Opening Date: 08/07/2020
Status: Award Recommendation made - Bid Protest Denied.

- Solicitation No. and Title: RFP No. 2020-25 - Construction of White Course Park
Dept: Public Works
Broadcast Date: 10/09/2020
Due Date/ Bid Opening Date: 11/12/2020
Status: 8 Submittals received; bids are being reviewed.

- Solicitation No. and Title: RFP No. 2020-26 – Investment Management Services
Dept: Finance
Broadcast Date: 09/08/2020
Due Date/ Bid Opening Date: 10/29/2020
Status: 4 Submittals received; bids are being reviewed.

- Solicitation No. and Title: RFP No. 2020-27 – Banking Services
Dept: Finance
Broadcast Date: 11/19/2020
Due Date/ Bid Opening Date: 01/08/2021
Status: Pre-Bid scheduled for 12/02/2020.

- Solicitation No. and Title: RFP No. 2020-28 - Collision Repair and Body Work Services
Dept: Police/ Public Works
Broadcast Date: 08/28/2020
Due Date/ Bid Opening Date: 09/29/2020
Status: 2 Submittals received; bids are being reviewed.

- Solicitation No. and Title: RFP No. 2020-29 - Competitive and Travel Youth Baseball Program Management
Dept: Parks and Recreation
Broadcast Date: 10/14/2020
Due Date/ Bid Opening Date: 11/13/2020
Status: 3 Submittals received; bids are being reviewed.

- Solicitation No. and Title: RFP No. 2020-30 - Design Build Doral Gateway Signs
Dept: Public Works
Broadcast Date: 11/05/2020
Due Date/ Bid Opening Date: 12/08/2020
Status: 23 Firms attended pre-bid meeting

- Solicitation No. and Title: ITB No. 2020-31 - Sub Basin H-8 Phase II
Dept: Public Works
Broadcast Date: 11/18/2020
Due Date/ Bid Opening Date: 12/22/2020
Status: Pre-bid meeting scheduled on 12/03/2020

Human Resources

COVID-19 Testing for Doral Residents

- COVID-19 testing for City of Doral residents began on September 14, 2020, and is programmed to run through December 30, 2020, as a drive-thru service at the Police Training

Center on 97th Avenue. Since September 14, 2020, more than 1,188 City of Doral residents have been tested. The testing is being conducted from 9 a.m. to 1 p.m. on Mondays, Wednesdays, and Fridays, and will continue to operate on the same schedule throughout the Thanksgiving holiday.

COVID-19 Testing for City Employees:

- In an effort to sustain operational efficiencies and care for the welfare of our workforce, the Human Resources Department continues to work with the City Manager's Office to facilitate weekly onsite COVID-19 testing of essential personnel/first responders at City Hall. On Thursday, November 19, 2020, (54) essential personnel/first responders were tested at City Hall. To date, Human Resources has received 1,176 COVID-19 test results. To date, 741 tests have been administered at City Hall. The Human Resources Department continues to closely monitor COVID-19 related cases to ensure that proper protocols are met before allowing affected employees to return to work. No testing will be conducted during the Thanksgiving holiday. Testing will resume the following week after Thanksgiving.

CURRENT JOB POSTINGS

- Police Officer, Police Department, Open Continuous
- Assistant Community Center Manager, Parks and Recreation, closes on 12/04/2020
- Building Inspector, Building Department, Open Continuous
- Events Specialist, Parks and Recreation, closes on 12/04/2020
- Auto Maintenance Technician, Public Works Department, Open Continuous
- Mechanical Inspector/Plans Examiner, Building Department, Open Continuous
- Structural Plans Examiner, Building Department, Open Continuous
- Police Field Logistics Specialists, Police Department, closes on 11/27/2020
- Planner, Building Department, closes on 12/17/2020

Special Projects

- Executive Internship Program: HR continues working with local universities to promote the City of Doral's Executive Internship Program. Five (5) Interns will be selected to work with the Mayor and Councilmembers. The 12-week program is aimed at college level students that are currently enrolled in an accredited university with a GPA of 3.0 or higher. Students will earn \$15 per hour and work 15 hours per week. This amazing opportunity will provide students with practical hands-on knowledge and experience in dealing with the many aspects and complex relationships that are essential in producing and implementing a multitude of diverse community services. The posting is been made available through the university's Hand Shake portal. The City is currently reviewing resumes to select the 5 interns.

- Information Technology Internship Program: HR is working with local universities to identify Information Technology students interested in being part of an internship program with the City's IT Department. Students will gain experience in government and learn how to deliver IT Help Desk services. 3 applicants are currently under review.

- HR Department participated in HRIS/Payroll RFP meeting with members from the Finance and IT Departments to review requirements.

- HR is Currently working to finalize the details for the Employee Holiday Event that will take place on December 18, 2020, at 6:00 p.m., at the Blue Horizons, Providential Doral at the Blue, 5300 NW 87 Avenue, Doral Florida 33178.

New Hires:

Jose Gaston, Police Officer - Start date 12-14-20

3 applicants in the police background process:

I Park Ranger (Gabriela Gonzalez)

I Police Officer (Nina Mendez)

I Police Officer (Patricia Sliman)

Information Technology

- Public Safety Support - This week, the PD IT team assisted finance with their asset inventory. The PD servers this week were all updated with Microsoft latest updates. One of the network drives was reaching its limit, the PD IT Supervisor was able to free more than 100GB and continuing to do so. We kicked off the FIBRS/NIBRS project this week. The North gate at PD is getting the module replaced in order for it to be completed.
- Help Desk Support- This week:
 - Resolved 91% of support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
 - Completed the Clarium Assessment Questionnaire.
 - SIM card replacement for CH iPads as part of our migration to a different carrier network.
 - Completed IT Asset tagging with Finance Department.
 - Meet with access control vendor at Meadow Park to install and configure access control system.
 - Assisted Ricoh tech in configuring RD software in certain printers.
 - Modify doors schedule for the Holidays.
 - In addition, we continue to work on projects as FY1920 Replacement desktops at CH, and access control at parks and CH.
- AV Team provided AV support for Finance, PW, PD, PA, and HR Department
- AV Team Provided pre-bid/bidding recordings to Finance Department
- AV Team met with vendors for AV mounting coordination
- Security Manager
This week, over 25 emails were reported by City users and were analyzed for malicious intent. Also, continued to work on the City's vulnerability assessment. Assisted the Sr. Network Administrator address certificate issues.
- Network Administration -This week, monitored the network, and performed actions based on incidents:
 - Supported the City Hall Help Desk Supervisor during the installation of access control at Doral Meadows Park. Switch provisioned to properly segment the network.
 - Renewed the public certificates (PKI) and started applying them to different systems (Building, HR, and Finance Web Servers).
 - Installed a Firewall Gateway at the Main Data Center for integration with Tyler services. Also configured the Network to support the integration (including Firewalls, Core Routing, and DNS Configurations).
 - Supported the GIS Developer during troubleshooting with online services.
 - Configured the Phone system to announce upcoming holidays (Early release, Thanksgiving, and Friday)
- System Analyst - This week, Apple ID Development Program Migration
- MUNIS AP Check Ready Forms TEST
- MUNIS PROD Charge Codes FY 2021 Migration
- EnerGov FEE GL Accounts Mapping

- MUNIS TEST Web Services WSDL Base URL Authentication Update
- SFTP Site Configuration
- Resolved MUNIS Issue with PDF Files (Daily Solution, looking for permanent solution)
- Working on various items with Energov; IO's and IAAs TESTING Revisions; EnerGov Email configuration, Intelligent Objects Configuration, EnerGov Charge Codes Issues
- Systems Administration. This Week:
Review and Keep the backups if they are 100% operational.
Create a transport role to block emails to users with litigation hold that left the city.
Fixed Azure AD connect sync issue.
Removed all email that were with legal hold option true
Finished windows update in the servers I manage
Worked with Rubrik to fix an issue in the backup appliance
Assist Helpdesk to check if auto reply is working for some users.
Created snapshot in the server GIS to Network admin make some changes.
- Database Administration: This week:
• Working on the Planning and Zoning CD-Plus Dashboard adding two links for PZ In and Out Reports requested by the Acting Planning & Zoning Director
• Working on the Data Conversion Energov Project on: Meeting with the Department's staff to go over the last Lookup Report document received from Talyer, they will map the correct field for the information required.
- GIS Administration- This week:
• Continue to conduct and to test EnerGov, Tyler311 and communicate with EnerGov and internal team.
• Republished EnerGov map server due to spatial reference.
• Troubleshoot and investigating with ArcGIS online security SSL issue.
• Restarted window server machine.
• Switched temporary layers due to ArcGIS online issue.
- Intersection Technology System Support- This week, performed maintenance and monitoring of License Plate Readers and 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 13, Site 26, and Site 30 LPR camera installation.
• Met with AECOM to discuss outdoor conduit runs for exterior cameras and WAPs.
• Assisted Help Desk Supervisor with inventory tagging of CCTV servers at Doral Parks.
- The new Development Services Software (WeB – We Build Doral!) will solve challenges like communication across electronic records, the ability to audit and track performance, consistency in data entry, compliance with statutory requirements and most importantly, outward-facing citizen engagement that is easy-to-use and intuitive.
- Development Services Software (WeB – We Build Doral!)
Projected Go-Live Date: 2021
- 2018-2019 BD - DEVELOPMENT SERVICES SOFTWARE
We received a data lookup this week and team is cleaning and updating all the required data. We schedule assistance for P/Z to finalize the workflows and fees this week. We continue debugging, configuring and testing email notifications to resolve issues of IAA and IO triggers. We continue working on unit testing and new workflows added for department this week. We continue waiting on P/Z to complete testing to start with full system testing.
Project overall is 48% completed
- 2019-2020 Tyler 311
We continue testing MyCivic, Tyler311 portal and system with different departments, some updates of email list have been done. We are setting technical configurations with Apple and

planning implementation of Tyler311 environment this month while testing Tyler modifications for new data fields require for the transfer of data to the PW Mobile 311.

Project overall is 87% completed

- 2019-2020 Integration to Bluebeam Revu (Electronic Document Review) Project

We are still testing recommendation from Tyler for markups plus finalizing test this week. We are supporting/troubleshooting users which are using Bluebeam currently. We had an explanation of how to ensure markup are showing in Energov and how to proceed within the reviewing stage.

Project overall is 99% completed

- 2019-2020 MyCivic

Team is working on launching requirements. We updated configuration from requirements received from PA, PW and Code. We are planning all activities this month for the implementation requirements of City of Doral mobile app. We are meeting weekly to review system features while waiting completion of Tyler311.

Project overall is 87% completed

- 2020-2021 IGinspect and IGenforce applications

We continue testing with the Building department SME and Code SME as the permits move from the Energov Core solution to the IG mobile applications and backwards with updates. Issues with timing of response has been informed, we are waiting new forms and reports development created by Tyler to finalize Unit testing.

Project overall is 57% completed

- 2020-2021 CSS Citizen Self Service

We continue testing and modifying system with help of Tyler consultant. We are expecting from our First Stakeholder results from their testing of the CSS Screens and Navigation.

Project overall is 79% completed

- 2020-2021 Accounts Receivable System

We continue implementation/configuration/unit testing during this month. Finance is updating accounts requirements. Many GL charge accounts have been coded.

Project overall is 67% complete

- 2019-2020 Energov Integration to Laserfiche (Document Retention Software) Project

Meeting on budget for PO was coordinated and now preparing PO and will start planning this month.

Project overall is 10% completed

- 2020-2021 Energov Cashiering Project

We are finishing with system configuration/training and we reviewed forms/reports for Cashiering requirements while entering all GL codes . We are updating Project plan/implementation plan with all requirements and dates for configuration.

Project overall is 57 % completed

- Smart City projects are underway:

- FPL 2 LPR Poles:

Horsepower informed they still continue waiting for MDC to approve permits of site 26 and 30. Project is 43 % completed.

- WCCD 37122- New Smart City Certification Project

We received final results from new reviser and we have meeting on indicator we can improve; we should have results this month and then we will have meeting for final auditor approval.

Project is 98% completed

- HRIS New System Project

We had meeting to review RFP with detail requirements for each module utilized in the HR department including payroll, time & attendance, performance, learning , core HR and e-forms. Team will continue updating priorities of each requirement this week.

Project is 9% completed

- Upgrade Facility Dude Project on Hold

Meeting with Finance and PW to review needed funding and reason for upgrade. Analysis of benefits versus project amount increase for annual maintenance is being evaluated. PO is on hold until decision then we can prepared to start planning mode for the new upgrade for Public Works system including: Asset Essentials Professional, Facilities/Physical Plant Module, Storm Water Module and Parks, Recreation and Forestry Module

Project is 9% completed

- WCCD 37120- Yearly Smart City Certification Project

We are continue obtaining many data information from websites and external companies this week and will start entering data for Transportation indicator when worksheet is unlocked this month.

Project is 13% completed

Parks and Recreation

- Parks Director met with the Miami City Ballet to tour multi-purpose rooms for upcoming Nutcracker performances.
- Events staff coordinated Downtown Doral Christmas Tree installation.
- Special Needs Specialist held weekly virtual classes for Doral Special Olympics Group.

Planning and Zoning

- The Planning and Zoning Department and Economic Development division participated in a project kick-off meeting for the Doral Décor District Action Plan and Code Updates.

Occupational Licensing

- 322 Business Tax Receipt renewals for FY 2021 have been processed this week.
- 10 Business Tax Receipts for new businesses have been processed this week.
- 1 new Temporary Outdoor Dining Permits (53 Temporary Outdoor Dining permits issued to date).

Planning and Zoning

- New addresses issued: 5
- Building Permits reviewed: 36
- Planning Inspections conducted: 22
- Acting Planning and Zoning Director participated on interview panel for Planning and Zoning Planner's position.
- Acting Planning and Zoning Director attended meeting to discuss the comments and landscape review for Shelton Academy new location.
- Acting Planning and Zoning Director attended a Bond Meeting for construction management.
- Acting Planning and Zoning Director and Public Works Department attended meeting with Lennar Multi-family to discuss the overall street character, design quality and streetscape of NW 47th Street.
- Acting Planning and Zoning Director attended EnerGov meeting to discuss fees and minor revisions.

Economic Development

- Administered implementation of Doral CARES Grant application process and assisted Evaluation Committee and applicants, reviewed applications, sent notification letters, prepared check requests and maintained contact with IAF Consulting.
- Met with Greater Miami Chamber of Commerce re: business information request.

- Participated in South Florida Business Journal and Public Affairs re: Smart City promotional opportunity in 2021.
- Met with Mexican investors seeking to purchase Doral business and Beacon Council.
- Provided business assistance information, technical support, B2B and support organization referrals, site selection orientation and data to Doral businesses.

Police Department

Arrests

- Felonies: 3
- Misdemeanors: 2
- Traffic: 1
- Warrants: 4
- DUI: 2

Traffic Citations

- Hazardous Moving Violations: 269
- Non-Hazardous Moving Violations: 252

Notable Arrests & Incidents

Leaving the Scene of an Accident (Hit & Run)

Driving under the Influence

A Doral Police Officer was on routine patrol when he observed a vehicle driving with sparks coming out from its underside. The officer conducted a traffic stop and detained the driver. The vehicle in question had flat tires and was being driven on its rims. A few minutes later the dispatcher advised of a hit and run crash at NW 87 Avenue and I8 Street where two other vehicles were struck by a vehicle fitting the same description and the driver had fled the scene. The driver exhibited signs of being under the influence and after conducting the necessary Field Sobriety Tests, he was charged accordingly. He was arrested and transported to TGK.

Public Information Office

- The PIO handled inquiries from the media on matters involving the Doral Police Department.
- The PIO worked closely with CBS News on a story about the COVID-19 vaccine and Jackson Memorial Hospital. The story included human interest elements focusing on a Doral Police Officer who is currently hospitalized with COVID-19. The story was televised nationally on the CBS Evening News as well as the CBS Morning Edition. The Doral Police Officer and by extension the Department were cast in a positive light.
- 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.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 59135 59,067 (68 more followers than last week)
- SOCIAL MEDIA HIGHLIGHT: Page views on Facebook this week was up 11% from last week; Page likes were up 44% from last week.
- Promoted multiple city events/initiatives including but not limited to: The Nutcracker, Small Business Saturday, Thanksgiving safety
- Film Permit execution
- Media Pitch/Inquires – Signing of SBA agreement (El Nuevo Herald & Miami Today)
- Design Projects: Winter newsletter design and draft ongoing
City app graphics
Hurricane Relief flyers
- Videos:
Release of City App promo video
Release of Mayor's November Message
Filming/Production of Virtual Event Mrs. Claus Storytime Video
Filming/Production of Mayor's Intro videos for Holiday Drive thru movie and Storytime
Pre-production – Happy Holidays from Doral
- Event Coordination
 - o Coordination for Manolo Valdes Exhibit Kick-off 12/5-12-6
- Meeting with Miami Maps to begin work on 2021 City Guide

Public Works

- Participated in the virtual meeting for the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Technical Advisory Committee (TPTAC)
- ITB 2020-23 “Year 5A Phase II of the Canal Bank Stabilization Program”: Project began on Tuesday, October 13th. Awarded contractor, ENCO, LLC, has begun excavation and the installation of the geo cell web. Project is located along the Dressel's Dairy Canal between NW 79th Avenue and the Palmetto Expressway. Contractor has completed the installation of the geo-web to the south bank. Contractor is scheduled to move to the north bank on Monday, November 30th. Project is ahead of schedule.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave. Contractor has completed 100% of drainage scope on phase 1B. Contractor working on roadway scope; milling, sub-base, compaction, and densities.

- NW 112 Ave. (25 - 34 St.) Roadway Construction Improvements. Contractor has completed 95% of all drainage scope on this project. Currently working final lime rock base material for the east side of 112th avenue between 27th street and 33rd street.