



Memorandum

To: Honorable Mayor and City Council

Date: March 2, 2020

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/February 23 - February 29, 2020**

City Manager

City Manager held weekly Directors Staff Meeting along with City Clerk Diaz and City Attorney Figueredo. The following items were discussed:

- 1) Recap of the weekend
- 2) I. T. Department – Security
- 3) Employee Count - 500
- 4) Movies in the Park
- 5) Dominican Festival
- 6) Odor Complaints
- 7) 2nd Floor Sign in

- City Manager held weekly meeting with Finance Director, Ms. Matilde Menendez.
- City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Assistant Information Technology Director, Mr. Carlos Olivares.
- City Manager held meeting with Ms. Viviana Diaz, Human Resources Director from Harvest Sensations regarding the Best Buddies Annual Friendship Walk.
- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez and Deputy Chief of Police, Mr. Raul Ubieta.
- City Manager held Bond Meeting Process regarding Construction Management.
- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez and Deputy Chief of Police, Mr. Raul Ubieta, Acting Human Resources Director, Ms. Rita Garcia, City Attorney Figueredo, Attorney John Hearn and Professional Law Enforcement Association representatives Mr. Domingo Howard and Ms. Elena Schaffer regarding Step 2 of Officer Cubela's Employee Discipline Report.
- City Manager held meeting with Acting Human Resources Director, Ms. Rita Garcia, Parks and Recreation Director Ms. Erin Weislow and Assistant Parks and Recreation Director, Mr. Lazaro Quintero regarding the Parks Operation Administrator position.

- City Manager held meeting with Code Compliance Director Mr. Edgard K. Estrada and Mr. Anthony De Rosa regarding the Fingerlakes area.

Capital Improvement Project Manager

- Doral Cultural Arts Center:
 - Traffic report second review comments sent to B&A – February 24th
 - Six (6) signed and sealed copies of survey will be provided to B&A – February 28th
- Morgan Levy – ITB
 - 90% Drawings received February 24th – City review comments due March 6th
- White Course – RFQ advertised November 4th
 - Cost proposal due – February 28th
- Doral Meadow – RFQ advertised November 1st
 - Contract Negotiations on-going
- Doral Boulevard Pedestrian Bridge:
 - 60% RFP review meeting on February 26th
- Trail Network:
 - Trail Network Analysis submitted to City – February 28th
- Doral Central Park:
 - DCP for both A/E and CMAR submittal deadline – February 28th
- Lighting of Trails:
 - Lochner submitted Lighting Standard Criteria progress print - February 19th.
 - Comments sent to Lochner on February 25th

Building Department

- ADMIN: Director attended Directors Meeting; Director & AD attended monthly County Building Official's meeting where the topic was Blower-Door Testing requirements as per the Florida Energy Code.
- "WeB" We Build Doral Software UPDATE: SMEs (Subject Matter Experts) continue building system configurations. Director, AD and Building Development Services Coordinator met to discuss outstanding business decision items.
- HUMAN RESOURCES ACTIVITIES: Permit Clerk & Administrative Assistant interviews pending.
- CINTAS Uniform Contract: Cintas reps were on site to re-take measurements of staff. Cintas has resolved production and quality control issues and the department expects to be able to continue with the contract.
- 2nd FLOOR LEADERSHIP TEAM MEETINGS: No meeting this week.
- Item 20-3635 Permit Fee Utilization Report: Pending meeting with Procurement. Report MUST be posted on city website NO LATER THAN December 31, 2020.
- STAFF ACCOMPLISHMENTS: Several staff attended a BOAF Grant-funded training on Use & Occupancy.

- Hosted Certified Floodplain Managers (CFM) exam at the Police community training center. 26 professionals from across the state sat came to Doral to sit for the exam.
- PHONES: Data available: (-)194 Inbound call count for week
- INSPECTIONS: (-)114 Average Daily Inspections, (-)570 total Inspections Completed (week)
- PLANS REVIEWS: (-)325 Plan Reviews (Quantity), -8% Expedite, -6% Walk-Thru, +34% Rework, 52% Drop-off
- Average plan review time per plan per trade = 32 mins
- LOBBY DATA (DORALQ): (-)474 Total Building Dept Customers: (-)95 Lobby Daily Average, (-)6.2 mins Lobby Wait Time (Weekly Average)
- Average Time Spent Per Customer = (+)12 mins
- Number of clerks needed/provided = 2.7/3 (1 vacant)
- VELARO CHAT PORTAL: Not active this week. Active replies to missed chats. Pending training to Constituent Services Coordinator
- EMOJI SURVEY RESULTS - BUILDING ONLY: 100% Satisfaction Rating (5 reviews received)
- Granular data available upon request.

Code Compliance

- Director and Assistant director held final interviews to fill the vacant Code Compliance Officer position. We have selected outside candidate Yeanli Velez.
- Phone interviews were conducted for the vacant Code Compliance Clerk position.
- Assistant Director met with property owner to clarify STR violation. Ordinance was explained and property owner paid pending \$500 citation.
- Field Supervisor Ricardo Alarcon was officially named "Code Enforcement Professional" (CEP) by the Florida Association of Code Enforcement. 1st in department history.
- Director met with City Attorney and pastor of local church to discuss various items of concern at the establishment.
- Code Compliance Officer attended meeting with members of the Planning & Zoning Department and representatives of Midtown Doral to discuss ongoing parking concerns.
- Assistant Director participated as committee member for RFP 2019-47 for Custodial Services for City Facilities.
- Code Compliance Officer worked Dominican Festival to enforce city ordinance during event.

Finance Department

- During this period 325 invoices were processed.
- Ninety two checks were issued for a total of \$521,062.75.
- Six wire transfers completed for the total amount of \$137,343.68.
- Daily transactions for Cashier, Parks and Recreation Department including online payment system (OPS) have been entered in the Journal.
- External auditors are conducting the financial audit of FY 2019.

Procurement:

- Thirty two purchase orders were created this week for a total of \$242,334.92.
- FY19-20 YTD: 906 Purchase Orders processed for a total of \$58,675,283.85.

PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 2/27/2020:

NUMBER	BROADCAST	DUE DATE	BID NAME
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RFP No. 2019-47 12/26/2019 01/27/2020 Custodial Services for City Facilities
Pre-bid meeting scheduled for 1/10/2020. Twenty firms attended. Nine submittals received.
Bids are being evaluated.

DEPARTMENT PW

RFP No. 2020-01 01/10/2020 02/11/2020 Grant Writing Consulting Services
No Pre-Bid. Two submittals received. Bids are being evaluated.

DEPARTMENT CM

RFP No. 2020-02 01/21/2020 02/14/2020 Recreational Programming
Pre-bid meeting 1/28/2020, 22 firms attended. Eight submittals received. Bids are being evaluated.

DEPARTMENT PR

ITB No. 2020-03 01/29/2020 02/27/2020 Parking Lot Resealing @Trails & Tails Park and Veterans Pk
Pre-bid meeting 2/18/2020. Ten firms attended.

DEPARTMENT PR

RFP No. 2020-04 01/17/2020 02/13/2020 Vending Machines Operations & Management
Pre-bid meeting 1/27/2020. Six firms attended.
Three submittals received. Award recommendation made.

DEPARTMENT PR

RFQ No. 2020-05 01/21/2020 02/21/2020 A&E Services and Related Disciplines for Central Park
Pre-bid meeting 2/04/2020. Fifty-five firms attended.

DEPARTMENT PW

RFQ No. 2020-06 01/21/2020 02/21/2020 Pre-Construction & Con. Manager at Risk for Central Park PW
Pre-bid meeting 2/04/2020. Forty-one firms attended.

DEPARTMENT PW

ITB No. 2020-07 02/4/2020 03/04/2020 Right-of-Way Maintenance Services
Pre-bid meeting 2/20/2020. Twenty firms attended.

DEPARTMENT PW

ITB No. 2020-08 01/31/2020 03/02/2020 SW Improvements: NW 114 Ave & 50th Street
Pre-bid meeting 2/18/2020, twenty firms attended.

DEPARTMENT PW

Human Resources

- Participated in various employee relations matters. In which guidance and policy explanation was provided to employees and supervisors.
- Held meeting with other agency for mutual candidates file review.
- Held position meeting regarding pending recruitments and position advertisement.
- Held Family Medical Leave meeting with several employees to open and close cases.
- Reconciled all carriers bills with payroll deductions amounts for accuracy and provided to the finance department for processing.
- Onboarded 3 employees for various departments within the City.
- Participated in conference call to discuss worker's compensation matters.

Information Technology

- Security Manager

Analyzed 37 emails reported by City users

Addressed issue with training emails being blocked

Identified and addressed login issue with the anti-virus console

Addressed auditing and reporting issue with the Police Department

Tested the City's Security Awareness

- Police Support:

- Upgraded RSA Authentication Manager to 8.4 P10.

- Renewed LASO certification.

- Moved IT Storage to new location.

- Received approval from FDLE to move to O365.

- Fixed Mobile LPR system.

- Continue testing County CAD.

- Began training for Virtual Roll Call.

- Systems Administration.

- Keep the backups 100% operational.

- Fixed the Desktop experience installation in the servers that failed.

- Upgrade User home folder file server to Windows 2012 R2.

- Upgrade CPU in our Primary domain controller.

- Upgrade Memory in Permitting server.

- Configure Report services in City Hall and PD.

- Applied the WSUS GPO to production servers and review to make sure all were applied except the application servers.

- City Wide Help Desk

City Wide Help Desk SLA at 98% of all Support Tickets

- (IT) Windows 10 upgrade campaign – In Progress

- (CH) Print by ID install - Completed

- (CH) DGC Calendar - Door schedule WE 2/29 - Completed

- Systems Analyst

BD Permit Fee View Error COMPLETED

FN MUNIS TRAIN Refresh COMPLETED

FN MUNIS PROD Refresh COMPLETED

FN MUNIS On Demand Backup COMPLETED

PD KRONOS Clock Biometric Reader Replacement COMPLETED

IT EnerGov IG Inspect and IG Enforce App. Deployment IN PROGRESS

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

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

BD/PW/PZ/CE Workflows Revision IN PROGRESS

- Network Administration

Network Troubleshoot (Backups Systems) at the Main Data Center.

Added new CCTV servers on our Monitoring System.

Helped users from the City Manager's office with the Fax system.

Network Troubleshoot of CCTV servers.

Supported technicians during cameras installation.

Network Monitoring and notified the IT team as needed.
Supported the PD technicians on Network troubleshooting.

- Assistant IT Director

Meeting with Facilities and Parks regarding 311 requests/workflow

Tyler 311 Deployment meeting

Camera analytics kickoff meeting

AVL deployment discussion

DDGov Consulting meeting

Constituency Metrics meeting

VPN discussion

Dell account meeting

Reran cable run in Legal office

Reconfigured Isilon SmartConnect

Completed Service Desk ticket #'s 17373, 17380, 17384, 17385, 17392 and 17401

- Database Administrator:

- Assisting System Administrator in installing SQL Server Reporting Services (SSRS) on a PD server to create reports of expired files for Veritas.

- Assisting System Administrator in creating the Veritas Users account for City Hall and PD with Content manager role on the Microsoft SQL Server Reporting Services servers.

- Meeting with the Communications & Protocol Manager to discuss the implementation of two new metrics (Outreach Events and Constituent Services) on the Public Affairs Internal and External Dashboards.

- GIS Administration:

As per planning and zoning dept's request, created a new zoning 2020 layer, assisted with editing issue, added minor changes for zoning web map app (search folio, zoom in after search, change address search).

As per EnerGov's request, added cross domain and client access policy XMLs to window server.

As per IT/Police's dept request, created two ArcGIS accounts.

As per public works dept's request, sent an updated allocation road GIS data.

- Citywide Projects

- 2018-2019 BD - DEVELOPMENT SERVICES SOFTWARE

All departments continue completing Audit Permit/Plan Types ensuring Work Classes are assigned, Setting up Workflow Actions to link any "subs or shop drawings" and setting up Workflow Action for each Submittal Type then as they finish Workflow Templates verifying all fees are in system.

Project overall is 20% completed

- 2019-2020 Tyler 311

Next week we will start setting up configuration for Portal and users' profiles,

Portal is for citizens accessing 311/requesting services via mobile app.

IT will interface to populate dashboards.

We will finalize plan to use the latest version of Tyler311 and mobile app for citizen use.

Project overall is 13% completed

- 2019-2020 Integration to Document Retention Project

Legal and Procurement are reviewing documentation for Bluebeam Plug in.

Initial due diligence phase to use the software and preparing schedule is continuing.

Project overall is 7% completed

- Website Projects

- FPL LPR Poles:

Vendor is finalizing connection of cables on Site 22 this week due to fiber company emergency. We are waiting on MDC to approve site 26 and 30 plans and Engineer is working on site #1. Project is 92 % completed.

- WCCD 37122- New Smart City Certification Project

We are answering comments of the first review, WCCD is requesting more documentation, we are sending emails and calling all respondents to provide additional information requested this week.

PW/IT are troubleshooting sensors implementation and performing changes for CH garbage bins. Project is 97% completed

- 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.
- Assist AV technician in the maintenance and monitoring of surveillance cameras at city facilities to include field repairs.
- Supervision and coordination of new LPR intersection project.
- Continue working with Miami-Dade PW and HP Electric's engineer on the preliminary design of Site I, Site 26 ,and Site 30 LPR camera installation.
- Coordinating the relocation of LPR pull box at NW 33 St & 87 Av. (Site7) with sidewalk contractor and PW Dept.
- Coordinating the transfer of Trafcam02 to new server with the assistance of Eduardo (Sr. System Analyst) and Carlos(PD IT Supervisor).

Parks and Recreation

- Core admin meeting
- Evaluation Committee Meeting for RFP 2020-04
- YBL Spring 2020 Draft
- Doral Academy Soccer Game at Doral Meadow Park
- Annual Fire Alarm Testing

Planning and Zoning:

- 33 Permits reviewed for the week of February 21 - 27, 2020
- 23 Inspection performed for the week of February 21 – 27, 2020
- 36 New BTR/CU Issued for the week of February 17 – 21, 2020
- Staff attended meeting at Midtown Doral where the developer and residents/ businesses discussed parking items to be resolved. Planning and Code Enforcement are coordinating efforts to make sure that the existing and proposed solutions will address the city code requirements and both residents and businesses.
- Planning staff attended FCCMA Training in Davie today.
- The department is beginning the initial 2021 budgeting process in preparation for strategic planning sessions next week. We are identifying major projects, studies, and code updates to be accomplished in 2020 and 2021.

Economic Development:

- Presented at the USDOT Procurement workshop at Doral Police Training and Community Center.
- Exhibited at Doral Business Expo at Firefighters Memorial.
- Met with Association of Entrepreneurs of Latin America (ASELA) Director, Pro Chile Trade Director, and Director of Miami-Dade Economic Development Division to discuss collaboration to support incoming businesses.
- Attended Greater Miami Chamber of Commerce/SBDC at FIU business development workshop at Florida Blue offices.

Police Department

Arrests

- Felonies: 4
- Misdemeanors: 6
- Traffic: 1
- Warrants: 5
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 471
- Non-Hazardous Moving Violations: 368

Notable Arrests & Incidents

Grand Theft 3rd °

Burglary

Doral Patrol units arrested a man who for the past three weeks has gained access to the common areas of the Candlewood Suites hotel located in the 8800 Block of NW 27 Street and utilized amenities and consumed food items that are only for registered guests. According to the hotel manager, the subject was able to get a hotel access card that is normally given to guests upon registration. The subject was captured on video as he entered the hotel's common area and consumed food items. He would then leave the premises. The manager estimated the losses to the hotel at \$750. He was taken into custody, charged accordingly, and transported to TGK.

Battery

Disorderly Conduct

Doral patrol units responded to the Flannigan's Restaurant located in the 8700 Block of NW 12 Street regarding a violent altercation between two men. Witnesses advised that the subject and another male who fled the scene before he could be detained by security were involved in an altercation where they started to throw bottles at each other. During the melee a child was struck in the back of the head by a bottle. The child was not injured. The subject was detained by security guards until police arrived and he was taken into custody. He 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 is promoting a campaign being spearheaded by the Florida Department of Transportation to bring awareness to the State's new laws prohibiting the texting and driving as well as the use of mobile phone in a handheld mode while in a designated school zone or work area.
- 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.
- The PIO taught the Effective Press Relations and Social Media Management to the Public Service Aide class.

Neighborhood Resources Unit

Thursday-20

- Dr. Rolando Espinosa teach DARE & arrivals
- Candlewood Suites case follow up on arrest case 3599
- Contact Miami Dade College EOC in reference to MDC North Campus closing due to threat received
- Doral Lakes HOA meeting
- Doral Sands HOA meeting
- Doral Dunes HOA meeting

Friday -21

- Dr. Rolando Espinosa teach DRE
- Smoothie with a COP
- Doral Park HOA speeding on NW 52 St
- Doral Lakes pool vandalism
- Vicky Bakery-law enforcement appreciation project
- DRE-kids fighting in the area
- RECS-coordinate meeting with principal Threat Assessment process

Monday 24

- Dr. Rolando Espinosa –teach DARE
- Dr. Rolando Espinosa –Doral Bullying video
- Dr. Rolando Espinosa meet with PTA-residents parking in school Parking lot
- Dr. Rolando Espinosa Coordinate DARE graduation
- Dr. Rolando Espinosa cover school all day

Tuesday-25

- Dr. Rolando Espinosa teach DARE
- Dr. Rolando Espinosa-relief CP
- Doral Bullying presentation @ Dr. Rolando Espinosa
- Kendall Region ER in Doral meet with the new Medical director
- Follow up with the Mejia family-Las Vistas
- Met with security company Owner of Bravo Two Zero Protection. Madeira 2 & Galapagos 2
- NHT transport –DOW meeting

Wednesday-26

- Dr. Rolando Espinosa-Teach Dare
- Florida Crime prevention association meeting

- Coordinate with Grand Bay HOA and Intelligent in order to coordinate Crime watch meeting in 26R's-weekend cases 3838, 3845, 3869
- Follow up with PAB and Doral Quest in reference to 22 @ 8200 NW 41 St DR200205002603
- Doral Isles-officers entering the community and responding to alarm calls. Security on alarm calls already arrival and asking officers status while on calls.
- Research for Doral 311 concern received from Pinnacle residents in reference to recent crime trends.

Office of Emergency Management

- Continued Hands on Doral program expansion and application review process.
- Coordination of Everbridge system training and refresher course.
- Attended FEMA webinar on revised Homeland Security Exercise and Evaluation Program (HSEEP).
- Attended legislative conference call to address Florida Division of Emergency Management attempts to change Florida Administrative Code 27P-22. This administrative code governs the County LMS Working Groups and the Steering Committee.
- Updated Everbridge/Doral Alerts System.
- Worked on Emergency Management Certification requirements.

Training Bureau

The Training Section coordinated the following activities:

- New PSA Employee Orientation Week - concluded
 - o Ricardo Acevedo and Andy Diaz Oran
- Annual Qualifications
 - o Firearms, Defensive Tactics, Use of Force, Taser, CPR
- PSA Academy began – February 24, 2020 – Doral Police Training Center
- Week 28 Recruit Progress Memo (PAC-133)
- New Officer Orientation Calendar/Curriculum created – duration: 2 weeks (March 2020)
- Body Worn Camera Training – Doral Police Training Center

Public Works

- Held the WE-LAB workshop on Saturday, February 22, 2020, 13 people attended.
- City of Doral has been re-certified for 2019 as a Tree City USA for the 12th year.
- Coordinated the installation of the 2020 Earth Day Art Walk light pole banners at Downtown Doral Park for March 16th, 2020.

- NW 82 Ave. Roadway Construction between NW 27 St. and NW 33 St.: (week of 2/17) Contractor is currently on site milling the area. The paving operation has also started and will extend until Tuesday night of next week. Spread footer change order has been signed by the City Manager; issued to contractor to commence construction. (week of 2/24) Contractor has completed installation of friction course and temporary stripping. All north and south bound lanes on NW 82nd avenue have been opened.
- NW 74 St. Traffic Signals at NW 97 Ave. and at NW 102 Ave.: (week of 2/17) Contractor is picking up approved MDC permit today 2/20. Setting up meeting with contractor to issue NTP. (week of 2/24) Kick off meeting was held with all stakeholders on 2/25; anticipate NTP on March 9th.
- Citywide Sidewalk Improvements: (week of 2/17) Contractor continuing work on 33rd street East of 87th avenue to 8th avenue. Completed work on 115th avenue. Contacted again FPL (Frank Cantero) in regards to light pole relocation on NW 19th street., buried box, box adjustment on 82nd avenue, and issued a revised "lights out" spreadsheet. (week of 2/24) work continues 33rd street from 87th avenue to 33rd street. Field meeting held to harmonize corner of 33rd street and 82nd avenue with roadway improvement project; will meet with MDC Traffic coordinator today at 1:30.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave.: (week of 2/17) NTP date: anticipated February 24, 2020. EAC has submitted revised plans and relocation form for Tree Permit. Discussed relocation of launch pads to reduce impact on existing mature trees; pending MDCPW and MDCRER approval. (week of 2/24) Still pending MDC TSS final approvals to proceed with NTP. Following up with contractor and EOR in regards to department's review state. Conservatively targeting a March 9th NTP.