



Memorandum

To: Honorable Mayor and City Council

Date: October 02, 2020

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/ September 27 - October 03, 2020**

City Manager's Office

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

- 1) Recap of the weekend
- 2) Budget
- 3) I.T. Wrist Band
- 4) HR Executive Physical
- 5) Tuesday, November 10th Food Distribution
- 6) School Opening - October 14/October 21 - Downtown Doral
- 7) City Council Meeting - Number of Items
- 8) November Election - Change in Vice-Mayor
- 9) Grants Needs Assessment
- 10) Doral Cares Grants Administration
- 11) Doral Legacy - Baseball Field
- 12) Phase III - Government Announcement

• City Manager held weekly meeting with Finance Director, Ms. Matilde Menendez.

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

• City Manager and Deputy City Manager held meeting at the Government Center Parking Garage with Public Works Director, Ms. Carlos Arroyo and Facilities Manager, Mr. Luis Sanchez to discuss repairs.

• City Manager and Deputy City Manager along with Economic Developer, Mr. Manny Pila held meeting with Beacon Council President & CEO Mr. Michael Finney and his staff regarding Doral Cares grant programs.

• City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Information Technology Assistant Director, Mr. Carlos Olivares.

• Deputy City Manager held weekly meeting with Planning & Zoning Director, Mr. Alexander Adams.

• Deputy City Manager along with Parks & Recreation Director, Ms. Erin Weislow and Assistant Parks & Recreation Director Lazaro Quintero held meeting with Vicki Thompson from Division of State Land and Shauna R. Allen from Florida Department of Environmental Protection

regarding Doral Central Park Land No. 4617.

- City Manager and Deputy City Manager attended MDCCMA Check in Conference Call Meeting with City Managers to discuss COVID-19 updates.
- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.
- Deputy City Manager along with Economic Developer, Mr. Manuel Pila held a training with all Administrative Assistants, Clerical Aides, and Receptionists who provide customer service on a daily basis regarding the Doral CARES Grant Assistance.
- Deputy City Manager and Economic Developer, Mr. Manuel Pila hosted a demonstration of the Doral CARES Grant Assistance platform for staff together with I.A.F. Consulting, Grants administration consultants.
- City Manager and Deputy City Manager held meeting with Assistant Planning & Zoning Director, Mr. Javier Gonzalez and Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill regarding Tentative Plat for Downtown Doral South Multifamily.
- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada.
- Deputy City Manager held weekly meeting with Building Official/Director, Mr. Rene Velazco and Assistant Building Director, Ms. Jane Decker and Building Development Services Coordinator
- Deputy City Manager held meeting with Building Official/Director, Mr. Rene Velazco, Assistant Building Director, Ms. Jane Decker and Building Development Services Coordinator, Mr. Carlos Diaz regarding Permit Fee Study.
- Deputy City Manager held weekly meeting with Parks & Recreation Director, Ms. Erin Weislow.
- City Manager and Deputy City Manager attended Photo Opportunity for Traffic Lights on NW 74 Street (97 Ave & 102 Ave) NW 74 Street and 97 Avenue (North Side of Intersection).
- Deputy City Manager held weekly meeting with Assistant Planning & Zoning Director, Mr. Javier Gonzalez.
- 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 held meeting with Parks & Recreation Director, Ms. Erin Weislow regarding Emergency Orders & Children's Athletics.
- 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 51 people who were observed in public without masks.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- Ground-breaking Ceremony scheduled for Tuesday, October 27th at 10:00 AM.
- Coordination with IT Department is on-going.
- Banner coordination with Public Affairs is on-going.
- PMT is reviewing contract comments received from KVC.

Morgan Levy:

- Contractor working on gathering submittals for A/E review.
- Notice to Proceed to start Construction by October 15th.

White Course:

- RFP Draft is in progress and to be advertised early October.
- Change Order No. 1 approved for the redesign of the Lighting Site.
- Consultant is completing final design package for permitting.
- Revised permit set sent on October 1st to City Departments for review.

Doral Meadow:

- General construction on-going.
- Contractor working on substantial completion in order to obtain Temporary Certificate of Occupancy by end of October.
- Acoustical ceiling grid and lights are installed.
- First coat of paint was applied to drywall.

Doral Central Park:

- A/E is addressing Parks and Recreation Comments on Design Development Package.
- Final floor layout for the Recreational Center and Aquatic Facility was sent to City Departments for their review.
- Meeting to coordinate Trade Outreach held on October 1st with PMT, Consultants, Parks and Recreation and Procurement Departments.
- Trade Outreach confirmed for Tuesday, November 10th at 10:00 AM at Legacy Park.
- PMT and A/E participated on weekly meeting of the status of project.
- PMT, A/E and IT Department participated on weekly on-going coordination.

Doral Boulevard Pedestrian Bridge:

- Received 1st round of comments back from the State
- RFP to be advertised early November.

Trail Network:

- Project Design is on-going.
- Sharrows Intergovernmental Agreement submitted to MDC.
- PMT identified 4 bike lanes projects (2.6M), scope to add green pavement markings/ signs.

Lighting of Trails:

- Project Design on-going.

Trails and Tails Park:

- 100% Construction Documents set sent to Parks and Recreation and IT Departments for review.
- ITB Draft in progress to be advertised mid-October.

Additional Items:

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

Building Department

- PHONES: Data available: 540 Inbound call count for week; 3:00m average time per call; 28hr+ total time for week
- INSPECTIONS: 126 Average Daily Inspections, 631 total Inspections Completed (week)
- PLANS REVIEWS: 261 Plan Reviews (Quantity), 4% Expedite, 14% Walk-Thru, 26% Rework, 56% Drop-off/Electronic
- Average plan review time per plan per trade = 24 mins
- LOBBY DATA (DORALQ): 111 Total Building Dept Customers; 22 Lobby Daily Average, 8.8 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 14 mins
- VELARO CHAT PORTAL: 32100+ - Total online visitors, 2 total engagements at 1m per call

Code Compliance

- Department held interviews with 2 internal candidates to fill vacant Field Supervisor position.
- Department participated in the Energov "Train the Trainer" sessions.
- Director and Assistant Director hand delivered the Keep Doral Beautiful Award plaque to the October winners, Doral Home Decor Center LLC.
- Department collected on a lien in the amount of \$1985 for a case that was opened in 2018.

Finance

- Accounts Payable: Processed 129 invoices; 138 checks and 5 wire transfers were issued for a total of \$703,243.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Processed the Citywide payroll for the pay period ending September 27, 2020.

PROCUREMENT

1. Attached Cone of Silence Report for the week of 09/30/20
2. A total of 20 PO's were created for a total value of \$826,060.64

PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 09/30/2020

- Solicitation No. and Title: RFP No. 2020-16 - Disaster Cost Recovery and Related Grant and Project Management Services

Dept: Finance

Broadcast Date: 06/05/2020

Due Date/ Bid Opening Date: 07/20/2020

Status: Phase I of evaluation has been completed and firms have been shortlisted for Phase II.

- 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 has been made.

- Solicitation No. and Title: RFP No. 2020-26 – Investment Management Services

Dept: Finance

Broadcast Date: 09/08/2020

Due Date/ Bid Opening Date: 10/13/2020

Status: 11 Firms attended the Pre-Bid Meeting.

- 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.

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 4, 2020, as a drive-thru service at the Police Training Center on 97th Avenue. As of September 30, 276 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. Seventy (70) appointments are made available each day via a link provided by Biotech Clinical Laboratory, which residents access through the City's website. The City does not see the information and does retain any information entered by residents through the Biotech link. Not all residents that make the appointment show-up. The average is 34 residents getting tested each day.

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, October 1, 2020, (41) essential personnel/first responders were tested at City Hall. To date, Human Resources has received and filed 675 COVID-19 test results. To date, 407 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.

CURRENT JOB POSTINGS

Police Officer 6/13/18 - Open Continuous

Auto Maintenance Technician 09/27/19 - Open Continuous

Mechanical Inspector/Plans Examiner 08/15/20-10/07/20

HR METRICS: This week, HR received a total of 119 employee inquiries and completed 9 PAFs, as follows:

HR Inquiries: 119

- First day of employment processing – 3
- Family Medical Leave – 6
- Workers Compensation - 5
- Insurance Inquiries - 5

- Requests to hire/Interview process assistance – 7
- Separation of Employment - 5
- Candidate pre-employment background files being worked - 18
- Kronos assistant - 7
- Job Posting – 0
- Other/General Inquiries - 8
- Application/Background Status - 4
- Tuition Refund - 11
- Verification of Employment – 8
- Drug Test - 1
- ID Badge Inquiry/Processing – 6
- Resignation Inquiry – 1
- Pre-employment – 3 Janitorial contractors
- Pre-employment – 1 Planner
- Pre-employment – 1 Park Ambassador
- COVID-19 related Inquiries - 19

PAF Tracker: 9

- Performance Merit Increase – 1
- Reclassification - 3
- New Hires- 3
- Employment Contract - 1
- Phone Allowance - 1

NEW EMPLOYEES HIRED THIS WEEK

1. Police Service Aide – Amanda Catala
2. Police Service Aide – Richard Guzman
3. Police Service Aide – Alejandro Pino

Special Projects

- HR is working with Florida International and St. Thomas University to promote the City of Doral's Executive Internship Program. 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 and greater awareness and understanding of the day-to-day duties and responsibilities of elected officials. The posting has been made available through the university's Hand Shake portal.
- HR completed the reconfiguring of Kronos to account for the Police Department's 9/14/20 bid shift change. This was an essential time-involved process to ensure all employees were assigned to the correct pay rule and schedule. This process consisted of reviewing 203 employee profiles and granting Manager licenses to applicable supervisors.
- HR completed the Position Control reconciliation, an in-depth comparison of the approved budget against the existing Position Control. The new Public Affairs Department was added to Kronos and generated the applicable mapping fields and positions to Kronos and ADP.

Interviews

- HR participated in interviews with the Code Compliance Department in the selection process for the Code Compliance Field Supervisor position.

Information Technology

- Systems Administration orchestrates and continually maintain hundreds of physical and virtual servers running mission critical applications for the enterprise and department-level programs vital to serving resident and business needs in Doral. These services include all the hardware, connectivity, and redundancy to support daily data backups, off-site storage, on-site and remote failover capability, disaster recovery and off-site implementation for critical operations staffing. This week, reviewed files to keep the backups 100% operational, attended the weekly change management meeting, gave permission to Helpdesk Analyst to user Admin Role to assign license to users, installed 12 new servers with the latest Windows version to replace the current domain controllers, Removed from backup schedule more machines that were decommissioned, assisted the Helpdesk to share a folder to user, increase disk space in CD-Plus Server, assisted the Helpdesk to restore files to user, Installed and configured New VMWare vRealize Operation Manager 8.1 , started the AD Migration project - Demoted 3 DC from PD and promoted 1 new DC and Attended several meetings with vendors.
- Security Manager handles all activities designed to protect the usability and integrity of your network and data. It includes both hardware and software technologies. Effective network security manages access to the network. It targets a variety of threats and stops them from entering or spreading on your network. Network security combines multiple layers of defenses at the edge and in the network. Each network security layer implements policies and controls. Even with advanced email protection tools, a small percentage of malicious messages still end up in users' inboxes and our email has a phishing button that empowers users to report phishing emails which are analyzed. This week, 65 emails reported by City users. A few projects are underway and met with third party monitoring service to discuss the completion of the vulnerability assessment and met with vendor to discuss Active Directory migrations. Also, attended Cybersecurity Threat Intelligence webinar. I worked with the Police Department IT to validate security group membership. Also, assisted HR personnel in creating a new security policy.
- Network Administration supports and manages more than 200 networks connection and endpoint devices, that include all switches and routers for a diverse, multi-campus, multi-facility enterprise. This includes voice, data and video circuits, wireless and wired links, smart city IoT nodes and gateways, 911, fiber optics network, telephony systems, telecommunications towers, I.T. environmental, and facilities maintenance. The telephony Telecom supports a full call manager system across the enterprise with nearly 300 devices on the office desk throughout our service domain, ensuring call quality, voicemail service, and switchboard/call transfer, and conference call capabilities. This week, monitored City's Network and performed actions based on incidents, reviewed with the AV Tech and the Intersection Analyst the scope of IT work for Doral Cultural Arts Center including the quotes received for low voltage. Also, configured new phone extensions for users from the Police Department, worked on the Integration of an Identity Security Appliance and the Wi-Fi Infrastructure, supported the Intersection Analyst during a fiber repair at Legacy Park (where reconfiguration of Network switches was performed), coordinated with the WAN service provider the renewal of the circuit at Doral Morgan Levy Park, provisioned the Network Infrastructure for the deployment of new IP Intercoms at the Police Department and worked on configuring the Firewalls based on the Best Practices.
- The IT Support Desk provides continual, on-demand customer support throughout the city's business units and operational periods. Our resourceful and informed Help Desk operation manages inbound calls and effectively resolves 92% of support tickets for service and successfully address issues, problems, data/video analysis needs, and service affecting events. We configured and set up of new PSA's login for the Visitor System located at City Hall. In addition, we continue to work on projects; FY1920 Replacement desktops at CH, Physical Inventory of IT equipment, Configuring and troubleshoot Scan to Folder on Ricoh printers, Setup and configure Code

officers iPads to access workstations and troubleshoot the card reader at Glades Parks and Legacy Park with vendors. We make sure all workstations at CH are complying and rebooted frequently to get the latest operating systems and software updates.

- System Analyst works on citywide process improvement initiatives, and best practices to reduce waste and costs, solve problems, and improve efficiencies and quality of service. For our city to be smart, integration of city systems is essential in order to provide flexibility and access to real-time information for creation and delivery of efficient services. Our System Analyst is dedicated on working on the new Development Services Software to provide a next-generation replacement to its current permit system that will provide core tracking and workflow functionalities. This week, EnerGov Train the Trainer System Wide Training, quoting for a new SFTP Citywide Solution, Mitigated Security Breach Updating EnerGov Admin Passwords. Energov in progress responsibilities are SFTP Cleanup, IO's and IAAs Testing, CSS TEST Issues, CASHIERING Implementation, FEE-Charge Code Mapping, Intelligent Objects Configuration, Scheduled MUNIS Support Session to Update System wide Passwords to avoid possible Security Breach.

- Public Safety Support - Includes management and support of technical operations and public safety technology need. Monitoring, troubleshooting and operation of CCTV cameras, license plate reader systems, crime analysis systems, video management systems, traffic management systems, crime mapping technologies, public safety applications and other technologies. Assists public safety and other city personnel with data and video analytics requests (incidents, traffic engineering, events.) This week, we began to move our current users over to the new O365 office suite. Our Dispatch CAD has been updated to reflect the city's new Area's 1, 2 & 3. The City has a kiosk for informational purposes, and the modem for that kiosk was replaced. Doral PD send electronic citations to the county, and a transmittal issue was corrected. The IT Department completed the yearly IT assets inventory. As per FDLE IT completed the required network users audit. Our Alarms programs has a password issue for new clients that was corrected.

- Application Development focuses on new goals to improve and enhance the current portfolio of applications with off-the-shelf and internally developed systems to improve and expand digital services for constituents and employees. Our Sr Software Developer is part of the team working on the new Development Services Software to provide a next-generation replacement to its current permit system that will provide core tracking and workflow functionalities. This week, we worked on the new Tyler 311 integration and participated in the Energov Train the Trainer sessions. Additional City systems support include assisted PZ and BD with properties, reviewed current development servers for possible upgrade, updated and restarted development and production servers, investigated and monitored issue of the city website.

- Database Administration supports database and storage system infrastructure and high availability. This includes databases, data backup systems and processes, Smart City API's and data infrastructure. Underpinning the applications servers are nearly 100 databases running under Microsoft SQL licensing in a robust, high-capacity, high-availability to the data on the servers. These services include all the hardware, connectivity, and redundancy to support daily data backups, off-site storage, on-site and remote failover capability, disaster recovery and off-site implementation for critical operations staffing. Our DBA is part of the team working on the new Development Services Software to provide a next-generation replacement to its current permit system and is working on the data conversion portion of this project.

This week, participated in the Introduction to Rubrik for Backup Administrators, DBAs and Architects Webinar. Participated in the CSS Energov (Citizen Self Service) online training. Created a new report for BTR's 2021 issued with fees paid online requested by the Planning and Zoning Director. Improvements to the metric and benchmarks by working on the Planning and

Zoning CD-Plus Dashboard adding a new column for Last Reviewed Planner requested by the Planning and Zoning Director.

- 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. The goal is a streamlined process for an optimal customer experience for our residents and businesses.

Projected Go-Live Date: 2021

2018-2019 BD - DEVELOPMENT SERVICES SOFTWARE

We had trained the trainer sessions for all departments this week. We found many required changes. We continue debugging and performing changes to GIS maps for CSS and Energov including spatial collection map for Public works and troubleshooting/changes with Energov Shell Maps this week, while users are finalizing unit testing on Professional licenses setups/updating changes of configurations. We are waiting on Tyler to resolve issues of IAA and IO triggers. We are waiting results of Conversion data and Lookup report document. We are waiting on P/Z to complete testing to start with full system testing.

Project overall is 42% completed

2019-2020 Tyler 311

Next week we will have a user training of Tyler311 with users. We continue configuring Tyler 311 environment this week while waiting for Tyler modifications for data fields require for the transfer of data to the PW Mobile 311. We are waiting for API development completion by October. IT team is accessing the SRSS portal for reporting.

Project overall is 41% completed

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

We had a Create Example Bluebeam Revu Session from EnerGov with users and all issues were fixed between Bluebeam with Energov plug-in. We will have final testing next week to close this module with Energov to start with Laserfiche module.

Project overall is 95% completed

2019-2020 MyCivic

We are planning all activities this week for the implementation requirements of City of Doral mobile app. SME have given some recommendations which are being put in place, waiting on Public Affairs to change some features.

Project overall is 47% 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 47% completed

2020-2021 CSS Citizen Self Service

We continue testing and modifying system with help of Tyler consultant. We had scheduled our First Stakeholder introduction of the CSS Screens and Navigation and they were very excited.

Project overall is 77% completed

2020-2021 Accounts Receivable System

We continue implementation/configuration/unit testing during this month. Finance is updating accounts requirements.

Project overall is 37% complete

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

Council meeting approval was obtained, preparing PO and will start planning first week in October.

Project overall is 10% completed

2020-2021 Energov Cashiering Project

We continue performing system configuration to see what forms/reports for Cashiering requirements will be required while entering all GL codes . We are updating Project plan/implementation plan with all requirements and dates for configuration.
Project overall is 17 % completed

- GIS Administration:

GIS is an integrated cross-sectoral platform to collect, manage, compile, analyze and visualize spatio-temporal information for sustainable urban planning, development and management. We continue to work with departments to develop new maps, SDE, and shapefiles. This week, we worked with the EOC staff and created Tropical Cyclones - Watches, Warnings, and Track/Intensity Forecasts map; public GIS data provided by NOAA, made minor change updated with Flood Information and Neighborhoods/Communities maps. Also, GIS has a primary role in the implementation of the Energov system and we are underway with virtual training, conducting and testing CSS and Energov maps. Also, completed Planning/Zoning's request for a minor revision subject properties Downtown Doral Art Overlay District map in PDF for the state. Continue maintenance activity includes ArcGIS GIS server. In addition, we outreached to Miami Dade County regards to property appraiser GIS data issue. Also, completed Police's request for updated school information map (pending for their approval).

- We are implementing smart city projects with internet of things (IoT) sensors and platforms to increase real-time by developing application programming interfaces, and building collaboration with organizations, business and vendors. For our city to be smart, integration of city systems is essential in order to provide flexibility and access to real-time information for creation and delivery of efficient services. the following Smart City projects are underway:

- FPL 2 LPR Poles:

Horsepower continues updating requirements changes of permits and re-submitting to MDC. Permits requested changes and now waiting for MDC to approve permits of site 26 and 30. Project is 39 % completed.

- WCCD 37122- New Smart City Certification Project

Waiting new reviser to complete work with us; we should have results by September and then we will have meeting for final auditor approval.

Project is 95% completed

- HRIS New System Project

We had meeting and continue updating RFP with detail requirements for each module utilized in the HR department including payroll, time & attendance, performance, learning , core HR and e-forms.

Project is 2% completed

- Upgrade Facility Dude Project

We are in 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 7% 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.

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

- Continued installation of Axis 360 degree cameras to replace out dated Trafcam at LPR Sites.

- Coordinated and supervise SCS fiber re termination work at Legacy Park concession stand IT rack.

Parks and Recreation

- Director, Assistant Director and the Deputy City Manager met with the State to finalize details for the upcoming ARC meeting where the City's request to take ownership of the land that is currently being leased from the State at Doral Central Park will be discussed.
- Parks Department, Public Affairs and FPL finalized the wrap design for the Solar trees at Morgan Levy Park.
- Parks Director discussed new COVID guidelines from Miami Dade County EO Amendment 2 regarding sports activities and playgrounds with Deputy City Manager during weekly meeting, and subsequent meeting with City Manager and Deputy City Manager.
- Department finalized recommendation to fill the vacant Assistant Park Manager Position.
- Parks Director met with regional Girl Scouts director to discuss partnership.
- Parks Director attended virtual county-wide parks & recreation meeting to discuss updated reopening procedures.
- Special Needs Specialist held weekly virtual classes for Doral Special Olympics Group.
- Event staff hosted Virtual Art After Dark cake-pop making class.
- Recreation coordinator hosted Virtual Full Moon Yoga class.
- Special Olympics Tennis class began on-site practices Wednesday 9/30

Planning and Zoning

- The Licensing Division commenced the 2020-2021 Local Business Tax Receipt renewal process for approximately 10,000 licenses.

Occupational Licensing

- 2 New BTR/CU licenses approved this week
- No new Temporary Outdoor Dining Permits (51 Temporary Outdoor Dining permits issued to date).

Planning and Zoning

- New addresses: 3
- Permits reviewed: 44
- Inspections conducted: 20
- PZ Director met with Deputy City Manager.
- PZ Director participated in Pre-application meeting for a new Hotel in Doral.
- Planning and Zoning and Licensing participated in a mandatory meeting for the development and testing of the EnerGov permit system.
- PZ Director met with Midtown Doral residents to discuss project and existing applications
- PZ Director held a weekly staff meeting to go over the week's expectations.
- PZ Director and Licensing Chief has a kickoff meeting to discuss license renewals process.

Economic Development

- Administered grants platform build-out with IAF Consulting, implementation of Doral CARES Grant application process, and assisted business and resident applicants.
After the first day of opening our portal for applications (October 1st), we had 141 applications completely submitted and a total of 196 open applications with a total requested amount of approximately \$2.3 Million. Additionally, over 1400 documents had been uploaded.

- Organized and participated in meeting between Alcora and Monat Corporation executives and Mayor Bermudez re: update on expansion plans in Doral.
- Participated as panelist in Doral Bar Association meeting on ‘Starting a Business in Doral.’
- Participated in meeting between Beacon Council, City Manager and Deputy City Manager re: business support for grant applicants.
- Met with CAMACOL Doral re: planning and marketing of Hospitality Industry Showcase webinar on October 13.
- Participated in Prospera Success Stories Day virtual event.
- Participated in Beacon Council 20/20 Vision: Reimagining Recovery for Miami-Dade event.
- Provided business assistance information, technical support, B2B and support organization referrals, site selection orientation and data to Doral businesses.

Police Department

Arrests

- Felonies: 8
- Misdemeanors: 6
- Traffic: 0
- Warrants: 6
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 169
- Non-Hazardous Moving Violations: 378
- Disabled Parking Citations (September): 31

Notable Arrests & Incidents

Trespass After Warning

Doral Police Patrol units responded to the parking lot of a fast-food restaurant located in the 3900 Block of NW 107 Avenue regarding a dispute between a driver working for a ride-sharing service and his passenger. According to the police investigation, the passenger (subject) got into an argument with the driver of the vehicle and cancelled the service during the middle of the trip. The driver told the passenger to exit his vehicle since she had cancelled the trip. The passenger refused to exit the car saying she would wait until another ride-share vehicle arrived before exiting the vehicle in which she was riding. Police officers repeatedly told the passenger she had to exit the car and she refused. The passenger was arrested for Trespassing and taken to TGK.

Resisting Arrest

No Valid Driver License

Outstanding Fugitive Warrant

Patrol units conducted a traffic stop on a motorcycle that had no tag. The driver provided the officers with her name and advised that she did not have her license in her possession. A records check revealed that no license was issued to the name provided. When confronted with this information the driver acknowledged she had provided a false name because she knew there was a warrant for her arrest. As she was being taken into custody, she fled on foot and was apprehended after a brief foot chase. She was taken into custody without further incident and transported to TGK where she awaits extradition to Monroe County.

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.

Neighborhood Resource Unit

Thursday 24

- Logistics for Doral 311 Food delivery
- Station Temperature Measurement
- International Mall COVID-19 Tent

Friday-25

- Logistics for Doral 311 Food delivery
- Station Temperature Measurement
- International Mall COVID-19 Tent

Monday-28

- Stress in today's climate-training
- Meeting with Windsor, with regards to recent thefts and events in the property
- Biarritz BOD meeting
- 1450 NW 87 Av-professional plaza –homeless/trespass issue

Tuesday-29

- Follow up on VMS board request/speed trailers in schools @ start of schools
- Follow up with Windsor for records request
- 1450 NW 87 Av professional plaza-f/u with patrol on Homeless issue
- Met w/Mr. Smith new principal @ JCB high
- Candlewood Suites-SafeCam
- Sam's/Walmart-business flow under new phase 3 follow up

Wednesday-30

- Logistics for Doral 311 Food delivery
- Station Temperature Measurement
- International Mall COVID-19 Tent

Training Section

- Field Force Training – Doral Police Training Center
 - o Patrol Units/GIU
- New Hire Police Academy – PSAs
 - o September 28, 2020 – Welcome/Geography/Expectations/HR/Quartermaster

- o September 29, 2020 – Code of Conduct/Accreditation/Communications
- o September 30, 2020 – Silver Alert/Discriminatory Profiling/Autism/FTO Preparation
- PAC 136 Recruit Memo – Week 4 completed
- Managing Change and Stress – Doral Police Training Center
 - o Monday, September 28, 2020
 - o Wednesday, September 30, 2020

The Training Unit disseminated the following bulletins:

- Homemade Explosives
- Governor’s Orders – Suspension of Fines

Office of Emergency Management

- Attended the Whole Community Engagement Quarterly Meeting with the County Office of Emergency Management and other municipalities.
- Attended FEMA “Lessons Learned Webinar” for virtual deliveries of ICS 0300 Intermediate Incident Command System for Expanding Incidents and ICS 0400 Advanced Incident Command System for Complex Incidents.
- Followed up on information regarding HMA grants, Rebuild Florida, FEMA GO and pending requirements.
- 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. Data includes daily number increase of positive cases in Doral.
- Distributed Miami-Dade County daily COVID-19 Dashboard.
- Continued 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. Information also included new free testing site for Doral residents at the Police Training and Community Center and City of Doral Cares COVID-19 grants.
- Attended NWS Miami weekly weather briefing.
- Provided Emergency Preparedness information including National Preparedness Month campaign by FEMA and Ready.gov.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 57,516.
- Webpage updates related to Phase 3, Doral CARES, Smart City

- Promoted multiple city events/initiatives including but not limited to: Doral CARES, Census 2020 (final week), “Doral Did You Know” Campaign
- Media Coordination for Doral CARES Coverage
- Participated in design meetings for solar park trees
- Processing of final invoices for FY19; Execution of FY20 agreements
- Coordination of events/photo opportunities
 - o CAMACOL
 - o Light up of Building for Breast Cancer Awareness
 - o Traffic Signals on NW 74th Ave
- Constituent Services
 - o 333 constituent inquiries in September 2020
 - o Our Main Source was Email; Our Main Topic was “City Event” (Florida Blue)
 - o “Other” category included: new Baptist location, Vendor Applications, Sponsorship, Gated Communities.
- Videos:
 - Doral Parks Bond – Projects Update Video
 - Pre-production on State of the City video

Public Works

- Installed intercoms at the Police Department and the Training Center. IT completed the integration of the intercoms with the Access Control system.
- Attended the Southeast Florida Regional Climate Change Compact’s virtual Municipal Roundtable where the draft Compact Climate Assessment Tool (C-CAT) for feedback.
- Coordinated the submittal of the City of Doral application to the Neat Streets Miami – Street Tree Planting Matching Grant through the City’s consultant for \$10,000 to plant 43 trees on NW 102nd Ave between NW 21st Street and NW 19th Street.
- Reviewed Chapter 9 – Emergency Management with the PW Director to properly document the Departments practices as part of the process to obtain the American Public Works Association (APWA) Accreditation.

Transportation:

- NW 82 Ave. Roadway Construction between NW 27 St. and NW 33 St. (10/01) No activity. This project is in closeout phase. We established May 29th as the project acceptance date.
- NW 74 St. Traffic Signals at NW 97 Ave. and at NW 102 Ave. (10/01) Contractor continues working on punch list items and preparing for Final inspection with MDC before 10/05.
- Citywide Sidewalk Improvements. (10/01) Contractor has completed the thermoplastic. This project is 100% completed and is now in closeout phase.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave. (10/01) FPL finally removed hazardous concrete pole at NW 79th avenue on 9/25. Contractor has commenced phase 1B.

- NW 112 Ave. (25 - 34 St.) Roadway Construction Improvements. (10/01) Contractor continues working day and night to complete NW 27th street and 112th avenue from 25th to 27th street in anticipation to school opening back up on 10/05. Curbing, sidewalk, drainage, and asphalt structural course on NW 27th street has been completed.
- ITB 2020-08 “Stormwater Improvement at NW 114 Ave & NW 50 Street”: Project is complete. All roadway throughout the project area is open and all equipment has been removed. A final punch list was created this week and provided to contractor. Project is in the final stages to reach Final Completion and acceptance.
- Commenced expanded weekday trolley service on Route 1
- Met with the Department of Homeland Security to go over their findings of the Doral Trolley BASE Assessment
- Participated in the Virtual Citizen Independent Transportation Trust (CITT) 2020 Annual Municipal Workshop – Part 1
- Executed the additional one-year contract extension with Limousines of South Florida (LSF) for the Operation and Maintenance of the Doral Trolley System