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**To:** Honorable Mayor and City Council

**Date:** September 25, 2020

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

**Subject:** **Weekly Council Update/ September 20 - September 26, 2020**

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## 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) Employee Testing/Resident Testing
  - 3) Grant Programs
  - 4) Weekly Accomplishments
  - 5) Traffic Lights/Lightning of City Hall
  - 6) Tuesday/Zoning Meeting Morning -Budget in Evening
  - 7) Drive-in Move-Friday Night
  - 8) Phishing
  
- 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 individual Agenda Review meetings with City Councilmembers and Planning and Zoning Director, Mr. Alexander Adams, regarding Zoning Council Meeting on September 22, 2020.
  
- City Manager and Deputy City Manager held meeting with Planning and Zoning Director Alexander Adams, Economic Developer, Mr. Manuel Pila, Mr. Kevin Crowder, Ms. Alicia Alleyne from Business Flare Solutions and Phillip Waters and Andrew Clum from Urban3 regarding Economic Development Presentations.
  
- City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Information Technology Assistant Director, Mr. Carlos Olivares.
  
- City Manager and Deputy City Manager attended Virtual Council Zoning Meeting.
  
- Deputy City Manager held weekly meeting with Planning & Zoning Director, Mr. Alexander Adams.
  
- City Manager and Deputy City Manager attended Virtual 2nd Budget Hearing Fiscal Year 2020-2021.
  
- Deputy City Manager held weekly meeting with Parks & Recreation Director, Ms. Erin Weislow.

- Deputy City Manager held weekly meeting with Building Official/Director, Mr. Rene Velazco and Assistant Building Director, Ms. Jane Decker.
- City Manager and Deputy City Manager held meeting with Finance Director, Ms. Matilde Menendez, Assistant Finance Director, Ms. Solangel Perez, Procurement Manager, Ms. Tanya Donigan, Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill , Capital Improvement Project Administrative Coordinator, Ms. Carmen Diaz and AECOM staff members regarding Park Bond - August Budget Cost Report.
- City Manager and Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held Agenda Review meeting with Department Directors for October 14 Council Meeting.
- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada.
- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.
- City Manager and Deputy City Manager held with Councilwoman Cabral, Legislative Analyst, Mr. Christian Contreras, Public Works Director, Mr. Carlos Arroyo and General Services Administrator, Ms. Dulce Pantaleon regarding City's Street Tree Planting Plan 2020.
- City Manager held weekly meeting with Human Resources Director, Mr. John Prats.
- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez.
- City Manager and Deputy City Manager held Appeal Hearing for Police Officer Johann Delgado along with City Attorney Figueredo, Mr. John Hearn, Esquire, Chief of Police, Mr. Hernan Organvidez, Deputy Chief of Police, Mr. Raul Ubieta, Human Resources Director, Mr. John Prats and Assistant Human Resources Director, Ms. Rita Garcia, Officer Delgado and Mr. Luis Fuste, Esquire from Fuste Law P.A.
- City Manager and Deputy City Manager attended ICMA Conference - Unite A Digital Event Bringing the Community Together.
- Deputy City Manager held weekly meeting with Assistant Planning & Zoning Director, Mr. Javier Gonzalez.
- City Manager held weekly meeting with Communications & Protocol Manager, Ms. Maggie Santos.
- City Manager and Deputy City Manager held Bond Meeting Process regarding Construction Management with City and AECOM staff members.
- 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 60 people who were observed in public without masks.

## **Capital Improvement Project Manager**

### **Doral Cultural Arts Center:**

- A/E Kick-off meeting held on September 24<sup>th</sup>.
- Draft Contract sent to KVC for their review on September 24<sup>th</sup>.
- Ground-breaking Ceremony on scheduled for late October.
- Coordination with IT Department is on-going.
- Banner coordination with Public Affairs is on-going. KVC provided company logo to be included on banner on September 22<sup>nd</sup>.

### **Morgan Levy:**

- Received approved PO for IT Components.
- Contractor working on gathering submittals for A/E review.
- Notice to Proceed to start Construction by October 15<sup>th</sup>.

### **White Course:**

- RFP Draft is in progress and to be advertised early October.
- A/E is working on completing the final Design package for permitting by Mid October.

### **Doral Meadow:**

- General construction on-going.
- Flex space glass and drywall are installed.
- Contractor is working on directional boring installation for IT poles.
- Access control coordination completed.
- Contractor working on substantial completion in order to obtain Temporary Certificate of Occupancy by October 26<sup>th</sup>.

### **Doral Central Park:**

- A/E is addressing Parks and Recreation Comments on Design Development Package.
- Parking Study sent to A/E for review.
- Traffic Study submitted to City and MDC for review.
- A/E is working to finalizing floor layout for Recreational and Aquatic facility for Parks & Recreation review.
- Trade Outreach coordination is on-going.
- 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.
- IT Department sent response to package I on September 24<sup>th</sup>.
- Art in Public Places Meeting with Planning and Zoning and Parks and Recreation held on September 23<sup>rd</sup>.
- Baseball Fields Fencing and Netting discussion meeting held on September 23<sup>rd</sup>.

### **Doral Boulevard Pedestrian Bridge:**

- State Comments for Final Package are due next week.
- LAP Agreement to be presented on October Council meeting.
- 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 are due next week.
- 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.
- August Budget Cost Report held on September 23<sup>rd</sup>.

### **Building Department**

- Posting of the Mechanical and Structural reviewer positions were extended for two more weeks. The department is currently using plan review services from CAP Government for these two categories to stay on schedule.
- Reviews and inspections of the Park Bond projects by the City departments and the County agencies continue to take place on schedule.
- Director and Assistant Director attended the weekly meeting with the Deputy City Manager to review and discuss the PMG report of the fee schedule updates and the utilization report. The Deputy City Manager provided comprehensive instructions to follow to have the vendor generate a full report that accomplishes all the tasks described in the contract.
- Building Department team continues to work closely with the IT Department on the EnerGov project. We want to extend our thanks to the IT team members for all their assistance.
- Department continues to coordinate tasks successfully with other departments on the implementation process for EnerGov permitting software.
- COVID 19: Continue to practice safety measures and continue monitor activities at constructions sites. Testing of employees continues. All Building team members test results came back negative this week.
- Met with project managers from the Jackson Hospital to go over plans to prepare for TCO, Temporary Certificate of Occupancy, issuance for the Medical Office Building and the Parking/Support Building by the end of October.
- Building Department Weekly Stats for week ending 09/18/2020
- PHONES: Data available: 593 Inbound call count for week; 3:00m Ave time per call; 35hr+ total time for week
- INSPECTIONS: 100 Average Daily Inspections, 500 total Inspections Completed (week)
- PLANS REVIEWS: 290 Plan Reviews (Quantity), 4% Expedite, 4% Walk-Thru, 40% Rework, 53% Drop-off/Electronic
- Average plan review time per plan per trade = 87mins
- LOBBY DATA (DORALQ): 117 Total Building Dept Customers; 23 Lobby Daily Average, 10.4 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 10 mins
- VELARO CHAT PORTAL: 3100+ - Total online visitors, 2 total engagements at 1m per call

## **Code Compliance**

- Director attended webinar regarding proper enforcement of tree removal-related Florida Statute 163.045.
- Department scheduled interviews for the vacant Code Compliance Field Supervisor position, which are scheduled to take place next week.

## **Finance**

- Accounts Payable: Processed 339 invoices; 143 checks were issued for a total of \$826,282.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).

### **PROCUREMENT**

1. Attached Cone of Silence Report for the week of 09/23/20
2. A total of 22 PO's were created for a total value of \$905,298.19

### **PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 09/23/2020**

- 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: Pre-bid meeting is scheduled for 09/24/2020.

- 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: Pre-bid meeting was held 09/08/2020 with 2 firms in attendance.

## **Human Resources**

- 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. To date, more than 200 residents have been tested. The testing is being conducted from 9 a.m. to 1 p.m. on Mondays, Wednesdays, and Fridays. Fifty (50) 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 not retain any information entered by residents through the Biotech link.

- 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, September 24, 2020, 14 essential personnel/first responders were tested at City Hall. To date, Human Resources has received and filed 670 COVID-19 test results, which includes 126 employees tested in the month of September. To date, 366 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.

- WELLNESS INITIATIVE: Human Resources continued to prepare and distribute wellness kits to employees that successfully completed the open enrollment.

### CURRENT JOB POSTINGS

Police Officer

Auto Maintenance Technician

Park Ranger

Structural Plans Examiner

Mechanical Inspector/Plans Examiner

Police Sergeant

HR METRICS: This week, HR received a total of 42 employee inquiries and completed 18 PAFs, as follows:

HR Inquiries: 42

- Family Medical Leave - 1
- Insurance Inquiries - 4
- Requests to hire/Interview process assistance – 6
- Candidate pre-employment background files being worked - 18
- Kronos assistant - 3
- Job Posting - 3
- Tuition Refund - 2
- Verification of Employment – 2
- ID Badge Inquiry – 2
- Resignation - 1

PAF Tracker: 18

- Performance Merit Increase – 12
- Reclassification - 1
- Years of Service Bonus - 2
- New Hires- 1
- Demotion – 1
- Personal Day – 1

### 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 targeted 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.

- HR continues working on reconfiguring Kronos to account for the Police Department's 9/14/20 bid shift change. This is an essential time-involved process to ensure all employees are assigned to the correct pay rule and schedule. This process consists of reviewing 203 employee profiles and granting Manager licenses to applicable supervisors.
- HR is working on the Position Control reconciliation, which entails an in-depth comparison of the approved budget against the existing Position Control. Once completed, HR will add the new Department to Kronos and generate applicable mapping fields and positions to Kronos and ADP Interviews.
- HR participated in interviews with the Parks and Recreation Department in the selection process for the Assistant Park Manager position.

### **Information Technology**

- 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 are in the last phase of the PD O365 Email migration by decommissioning the on prem exchange servers, received grant approval for FIBRS and enhanced the Public Safety CAD map showing new areas.
- Criminal Justice Information Technical Audit  
The objective of the FDLE CJIS technical audit to verify compliance to the polices and regulations of the Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC), adherence to the FDLE Non-Criminal Justice User Agreement (NCJUA) as well as the FBI CJIS Security Policy, and to state and federal laws and administrative codes. The technical audits are conducted every three (3) years, and this year's audit consists of a 53-page questionnaire and has over 200 questions. This questionnaire is utilized to gain insight regarding the law enforcement agency's IT security, network, systems, media protection, physical site security and how it handles criminal justice information (CJI). The auditor worked with IT personnel and Police personnel familiar with the agency's policies and procedures.  
This year's audit was completed within two weeks and the Police Chief has received a compliant Letter of Findings
- 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 completed the MUNIS BGT Transfer Approval Workflow Update, MUNIS PR BGT Workflow Setup and participated in the in the EnerGov System Administration training. EnerGov in progress responsibilities are SFTP Cleanup, IO's and IAAs Testing, CSS TEST Issues, CASHIERING Implementation, FEE-Charge Code Mapping, Intelligent Objects Configuration.

- 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, changed the BAdmin/BDStaff login script to add the S drive, updated and restarted some servers with the monthly Windows updates, delete old snapshots in the Vcenter, shutdown 3 VMs that were replaced, assist DBA to have admin permissions to PowerBI, removed from backup schedule machines that were decommissioned, uninstalled both exchange servers in PD and remove the servers from Domain. Attended several meetings with vendors; change the hybrid connector for PD in order to uninstall the exchange server.; Veritas account team; AD current state for Upgrade; VMware to discuss the licenses renewal.

- 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 support of a full call manager system across the enterprise with nearly 300 devices on 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, continued to implement new features on the Main Network Monitoring System, planned and worked on quotes for renewing firewall services increasing security features, configured new system backups for Networking Equipment, recommended and acquired new domains for the Doral Downtown Art District project, phone System modified as per requests from the Police Department, supported the PZ department during inquiries regarding the phone system, supported the Help Desk during troubleshooting of printing services at the HR department, supported the AV Technicians during the broadcasting of City meetings, participated in internal and external meetings.

- 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, 37 emails reported by City users. A few projects are underway and met with third party monitoring service to discuss assessments and met with vendor to discuss Active Directory migrations. Also, created SOP to update attributes in Active Directory.

- 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 91% 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, Outlook 365 mailbox storage issues and troubleshooting the card reader at Glades Parks and Multipurpose room with vendors.

- 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, the data conversion a mismatch issue between Contacts Tables was fixed, new backups for CD Plus, and Properties databases have uploaded to the City of Doral SharePoint, participated in the Tyler 311 and My Civic mobile application configuration and training. Improvements to internal metrics and benchmarks by working on the Planning and Zoning and License Internal dashboards adding new measures for licenses, permits, and Inspections on a weekly basis requested by the Planning and Zoning Assistant Director, changes approved, and dashboards published in production. Databases require ongoing maintenance to prevent poor application performance, system downtime, and data loss. This week, we performed clean up disk space for disk S on the NAPSQL server.

- 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 setup and participated in the EnerGov System Administration training. Additional City systems support include upgrading PD Alarms system and assisted PZ and BD with properties.

The new Development Services Software (WeB – We Build Dorall!) 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

IT team has been in Tyler EnerGov Administration training all week. We have been updating GIS maps for CSS and EnerGov 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 have completed working with Conversion data and Lookup report document. We are waiting on P/Z to complete testing to start with full system testing.

Project overall is 41% completed

#### 2019-2020 Tyler 311

We started to configure Tyler311 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 still waiting for access to the SRSS portal for reporting.

Project overall is 41% completed

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

We are had issues testing Bluebeam with EnerGov plug-in. This week Tyler resolved EnerGov issue creating example of Bluebeam Revu session from EnerGov, we will have final testing next week to close this module with EnerGov to start with Laserfiche module.

Project overall is 90% completed

2019-2020 MyCivic

We had first draft of the City of Doral mobile app in the app store and Public affairs had training how to configure it. SME are reviewing and providing feedback while Public Affairs may change some features.

Project overall is 42% completed

2020-2021 IGinspect and IGenforce applications

Testing with Building department SME and Code SME has been performed, 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 45% completed

2020-2021 CSS Citizen Self Service

Issues with new upgrade on user testing have been corrected by Tyler. We have scheduled our First Stakeholder introduction of the CSS Screens and Navigation.

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

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 have meeting to finalize 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 1% 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 and shapefiles. This week, we worked with the EOC staff and created terrorism indicators map for internal only. Also, GIS has a primary role in the implementation of the EnerGov system and we are underway with conducting and testing CSS and EnerGov map. Also, completed City Clerks' PRR request for sent zoning, land use and city limits GIS shapefiles. Monthly maintenance activity includes restart and update windows server.

### **Parks and Recreation**

- Director met with project management team to discuss the requirements of Art in Public Places for Doral Central Park Project.
- Director met with project management team to discuss the baseball fields fencing and netting.
- Special Needs Specialist held weekly virtual classes for Doral Special Olympics Group
- Event staff hosted drive-in movie at Doral Central Park.
- Doral Little League began fall practices this week at Doral Meadow Park with COVID-19 Safety Protocols in place.
- Doral Broncos Cheer began in person practices this week at Doral Meadow Park with COVID-19 Safety Protocols in place.

### **Planning and Zoning**

- On Tuesday, September 22nd PZ participated in the City Council Zoning meeting.
- On Wednesday, September 23rd the PZ Department submitted 17 items for the City Council meeting on October 14th.
- PZ Director met with each Councilmember to prepare for the City Council Zoning Meeting
- PZ Department extended two offers to fill the vacant City Planner positions; and Human Resources is currently working to process the new hires.
- PZ Director held a weekly staff meeting to go over the week's expectations.
- PZ Director participated in the weekly Director's meeting, with the Deputy City Manager
- Economic Developer participated in a weekly meeting with the Deputy City Manager
- Licensing and Planning divisions met with Assistant Building Director to continue developing and testing EnerGov permit system.

#### Occupational Licensing

- 17 New BTR/CU licenses approved this week
- 1 Zoning Verification Letter
- No new Temporary Outdoor Dining Permits
- Chief Licensing Officer met with PZ Director for a weekly meeting.

#### Planning and Zoning

- 0 New Addresses Created
- Permits Reviewed: 39

- Inspections Conducted: 30
- Assistant PZ Director met with PZ Director for a weekly meeting.

### **Economic Development**

- Our two economic development consultants Urban 3 and Business Flare presented their preliminary Phase I findings to City Manager and the Deputy City Manager.
- Economic Developer was a panelist in Dell Future Cities conference discussion, “Digital Cities Driving Economic Development.”
- Economic Developer along with Councilwoman Mariaca partook in an interview with Radio La Luz and regarding various city assistance programs.
- Moderated ‘Grow with Google’ webinar.
- IAF Consulting is being recommended to oversee/review applications for Doral CARES Grant program.
- Met with South Florida Business Journal re: logistics for Smart Cities panel discussion in October conference.

### **Police Department**

#### Arrests

- Felonies: 8
- Misdemeanors: 10
- Traffic: 4
- Warrants: 6
- DUI: 0

#### Traffic Citations

- Hazardous Moving Violations: 472
- Non-Hazardous Moving Violations: 627

#### Notable Arrests & Incidents

##### Possession of Cocaine

##### Possession of THC Oil

In response to criminal activity that has been occurring in the area surrounding the hotels in the city, Doral Police assigned officers working in both plain-clothes and uniform to address the issue. Officers were conducting surveillance of the hotel located in the area of NW 12 Street and 82 Avenue when they observed a vehicle occupied by a man and woman drive into the hotel parking lot at which time they were met by another male who approached the vehicle. A hand-to-hand transaction was observed between the occupants of the vehicle and the man in the parking lot. The officers followed the vehicle as it left the hotel property and conducted a traffic stop. The occupants of the vehicle were in possession of THC oil and Cocaine. They were arrested and transported to TGK.

##### Possession of Methamphetamine

##### Possession of THC Oil

In response to criminal activity that has been occurring in the area surrounding the hotels in the city, Doral Police assigned officers working in both plain-clothes and uniform to address the issue. Officers were conducting surveillance of the hotel located in the area of NW 39 Street and 79 Avenue when they observed a vehicle occupied by two men drive into the hotel parking lot at which time, they were met by another male who approached the vehicle. A hand-to-hand transaction was observed between the occupants of the vehicle and the man in the parking lot. The officers followed the vehicle as it left the hotel property and conducted a traffic stop.

The occupants of the vehicle were in possession of THC oil and Methamphetamine. They were arrested and transported to TGK.

#### 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-17

- Logistics-Food drive at the station
- Publix –food drive logistics p/up food
- Camden-food delivery
- Doral West-food delivery
- Biarritz-food delivery
- International Mall-contacted GM Maria-10-10-10 event
- Wingate-hotel watch Safecam
- Quality Inn-Safecam hotel watch
- Aloft-Safecam-hotel watch
- Element-Safecam hotel watch

##### Friday-18

- Safecam & Grocery Food assistance program
- 10158 NW 58 St #15-16 Chabad Jewish Center –Safecam
- City Place-f/u DPD case 14168
- Miami International Mall-AMP fest 10-10-20 event
- Allegro 55-f/u on new keypad install

##### Monday-21

- Coordinate and follow up DR311-grocery assistance program
- Follow up on 27 of garbage cans with AG
- Ernesto Seafood-Safecam
- Biarritz-f/u on speed trailer-speeding and signs inside the community
- Doral Isles-Cayman case 13957 Spoke to Ms. Cata DPD is no longer responding to the home
- Meet new Downtown Doral Publix GM
- City Hall met w/Building director to assist Trump-Sheldon
- Windsor –possible squatter DPD case 16357
- Biarritz –Monthly HOA meeting rescheduled
- Sedanos-f/u on Safecam and Kiosk

## Tuesday-22

- Doral 311-food drive
- Safecam
- Publix – Safecam
- Follow up w/Sedanosa –Safecam
- Meeting with HOA VP @ Astoria-in reference to 26R report, Safecam-Trespass/See Something Say Something and Crimewatch

## Wednesday-23

- Doral 311 Food delivery to the below communities
  1. Greens @ Doral
  2. Doral Chase Landmark
  3. St. Lucia
  4. Valencia
  5. Doral Terrace
  6. Logistics for Doral 311 Food delivery 10-1

## Training Section

- New Hire Police Academy - concluded
  - o September 17, 2020 – Report Writing, Criminal Law, Taser 7 certifications, Defensive Tactics – Hobble Restraints and Handcuffing
  - o September 18, 2020 – FTO Preparation
- Taser Certification Class
  - o September 17, 2020 – Lieutenants and New Hire
- PAC 136 Recruit Memo – Week 3 completed
- Managing Change and Stress – Doral Police Training Center
  - o Tuesday, September 22, 2020
  - o Wednesday, September 23, 2020

## Office of Emergency Management

- Reviewed CDC's COVID-19 Vaccination Program Interim Playbook, and cross-referenced information with Doral Closed POD plan.
- Followed up on information regarding HMA grants, Rebuild Florida and FEMA GO, and distributed to CRS group.
- 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.
- Assisted PW in reviewing the APWA Accreditation Chapter on Emergency Management.
- Attended NWSMiami weekly weather briefing.
- Provided Emergency Preparedness information including National Preparedness Month campaign by FEMA and Ready.gov

## **Public Works**

- Held the Kick-Off Meeting with Remix
- Participated in the Virtual Vision Zero Champions Workshop #1 conducted by Miami-Dade County Department of Transportation and Public Works
- Participated in the Virtual SR 948/NW 36 Street from SR 826/Palmetto Expressway to SR 5/US 1 Multimodal Corridor Study - Project Advisory Team Meeting #1 conducted by the Florida Department of Transportation (FDOT)
- Submitted the Updated Corrective Action Plan to the Florida Department of Transportation (FDOT) on the City of Doral Triennial Assessment Report
- ITB 2020-08 "Stormwater Improvement at NW 114 Ave & NW 50 Street": Phase I along NW 114th Avenue between NW 50th Street and NW 58th Street was completed by Saturday, August 14th with final lift of asphalt. The Contractor has moved to Phase II along NW 50th Street between NW 114th Avenue and NW 112th Avenue and have closed the roadway. Substantially completion of Phase 2 is complete. The asphalt was installed on Tuesday night and the asphalt has been allowed to cure.
- ITB 2019-36 "Canal Bank Stabilization Project Year 7": Project is complete. Only pending item is to sod the FAA property along NW 25th Street as the Sod Farm is not harvesting currently due to bad weather. Once sod is installed the project will be complete. Clean up efforts of the site is ongoing, and equipment is being removed from the site.
- NW 82 Ave. Roadway Construction between NW 27 St. and NW 33 St. (9/24) 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. (9/24) Contractor continues working on punch list items and preparing for Final inspection with MDC before 10/05.
- Citywide Sidewalk Improvements. (9/24) Contractor is working on scheduling his striping sub; the recent weather has not been very cooperative.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave. (9/24) Contractor has completed guardrail installation on phase 1A (79th to 82nd avenue). We are still pending FPL's removal of concrete pole on NW 79th avenue. As such, this project continues to be delayed as a direct result of FPL not moving their Utility poles. The existing pole on the corner of 79th avenue represents a safety hazard that continues to prevent us from opening phase 1 portion of roadway (79th to 82nd avenue). As a result, phase 2 portion of roadway construction (82nd avenue to 87th) cannot commence.

- NW 112 Ave. (25 - 34 St.) Roadway Construction Improvements. (9/24) 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. All the curbing on 27th street is scheduled to complete by this Friday 9/25. We have allowed a complete road closure on NW 27th street from 109th to 112th Avenue in efforts to facilitate and expedient production rate of roadway re-construction as per plans.