



Memorandum

To: Honorable Mayor and City Council

Date: March 05, 2021

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/ February 28 - March 06, 2021**

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) COVID -19 Cases – Testing
- 3) Vaccine
- 4) Garage Repairs
- 5) ICMA Retirement Accounts
- 6) Working in Silos
- 7) Internal Audit
- 8) Miami Symphony
- 9) Hurricane Season – May 15

• City Manager and Deputy City Manager along Council Members, AECOM staff, Public Works Director, Mr. Carlos Arroyo, Assistant Public Works Director/Chief of Engineering, Mr. Eugene Joseph Collings-Bonfill, CIP Administrative Coordinator, Ms. Carmen Diaz, Parks & Recreation Director, Ms. Erin Weislow, Assistant Parks & Recreation Director, Mr. Lazaro Quintero, and Communications Director, Ms. Maggie Santos attended Doral Central Park Ground Breaking event.

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

• City Manager and Deputy City Manager held meeting with Assistant Public Works Director/Chief of Engineering, Mr. Eugene Joseph Collings-Bonfill, Parks & Recreation Director, Ms. Erin Weislow, and Assistant Parks & Recreation Director, Mr. Lazaro Quintero regarding Turnpike Widening/Green Spaces discussion.

- Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez.
- City Manager and Deputy City Manager attended briefing for Public Works Audit.
- City Manager and Deputy City Manager along Mayor Bermudez and Chief of Staff, Mr. Jean Carlo Canabal attended meeting with Crowe's Ms. Michelle Blackstock and Mr. John Weber regarding Fuel Usage Audit and Public Works Draft Audit Reports.
- Deputy City Manager held biweekly meeting with 2nd Floor Leadership Team.
- Deputy City Manager held meeting with Acting Building Department Director, Ms. Jane Decker and Flood Manager, Mr. Mark Hagerty regarding Executive Summary Discussion of FEMA Flood Map Changes.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez and Deputy Chief of Police, Mr. Raul Ubieta.
- City Manager held weekly meeting with Human Resources Director, Mr. John Prats.
- City Manager held weekly meeting with and IT Director, Ms. Gladys Gonzalez and Assistant IT Director, Mr. Carlos Olivares.
- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada.
- Deputy City Manager held weekly meeting with Acting Building Official/Director, Ms. Jane Decker.
- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.
- City Manager held weekly meeting with Mayor Bermudez.
- City Manager held weekly meeting with Communications Director, Ms. Maggie Santos.
- City Manager and Deputy City Manager held Bond Meeting Process regarding Construction Management with City and AECOM staff members.
- City Manager along Mayor Bermudez held meeting with Planning and Zoning Director, Mr. Javier Gonzalez regarding 9770 N.W. 25 Street.
- The City Manager's office continues to coordinate and support the free COVID mobile testing site at the Police Training and Community Center in partnership with Miami Dade County Fire. For the week starting March 1, 2021, 442 people were tested, for a cumulative total of 18,912 tests performed since the start of the program on 10/12/2020. (Additional testing numbers in HR section below).

- 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 40 people who were observed in public without masks.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- Permitting process is on-going.
 - o Public Works MOT permit in progress.
 - o Received recorded Notice of Commencement.
- Weekly OAC Meetings.
- Construction entrance palm tree removal is in progress. Palm tree relocated to southwest portion of site.
- Contractor is preparing for root pruning of selected trees.
- Silt Fencing installation, Clearing and Grubbing to start week of March 8th.
- Barricades to be installed March 5th.

Morgan Levy Park:

- Camera pole installation is on-going.
- Ribbon Cutting Ceremony scheduled for March 17th. Coordination with Public Affairs is on-going.
 - o Project Manager met on site with Public Affairs for plaque location.
- Plaque installation is on-going.
- Certificate of Occupancy scheduled for March 5th.
- Stool seats exchange is on-going.
- PMT working on close out documents.
- Consultant is working on punch list items.

White Course Park:

- Permitting process is on-going.
 - o WASD DERM plan review for the sewer extension is on-going.
 - o COD Building is about 95% complete.
- Construction Contract executed March 4th.
- LSI Playground Equipment Design presentation held on March 3rd.
- IT Coordination for required elements is on-going.

Doral Meadow Park:

- Concrete pouring at the Flex Plaza completed. PMT and City to review slab finishes Friday, March 5th.
- Operation and Maintenance Manual provided to parks on March 3rd.
- Project Manager working on close out documents.
- Finalization on ADT Access Control installation on strike and biometrics modem is on-going.

Doral Central Park:

- Permitting Process for Phase I is on-going:
 - o COD Building Department about 30% complete.
 - Asbestos rework submitted March 3rd.
 - o COD Planning and Zoning Department 90% complete.
 - o MDC DERM about 30% complete.
 - Asbestos rework submitted March 3rd.

- o MDC Fire about 30% complete.
- Phase IV Recreational Center/ Lake Wall Foundation review comments submitted to City of Doral Building Department.
- Site Plan for Phase IV under review by the Planning and Zoning Department.
 - o Site Plan MDC Fire under review.
 - o Site Plan MDC DERM under review.
- (2) addendums were issued. Bids due March 19th and CMR GMP due April 15th.
- Groundbreaking Ceremony held on March 1st.
- Fencing approved by Miami-Dade County. Consultant is addressing City of Doral Building Comments. Fence installation will take 3 days.
- Banner approved by the City, awaiting copy from printer for final approval.
- Meeting to discuss Phase I revised civil plans comments with City of Doral Chief of Construction held on March 4th.
- Weekly OAC meetings on-going.

Doral Boulevard Pedestrian Bridge:

- Revised RFP re-advertisement sent to FDOT for review on March 3rd.

Trail Network:

- Sharrows Interlocal Agreement submitted to MDC.
- Designer working on Bike lanes 90% drawings.

Trails and Tails Park (Lighting Improvements):

- Permitting Review completed.
- Payment for permit approval on hold until contractor is awarded.
- Bids received for ITB2020-35. Firm recommendation to be presented on March Council Meeting.
- Consultant coordination with FPL is on-going.

Additional Items:

- PMT Weekly Status of Projects is on-going.

Building Department

- EnerGov- USER TESTING and Training continued. PM Call with conversion team regarding Pass #3. Team also provided a demo of our production environment to St. John's County
- Interim Director attended Directors Call, 2nd Floor Directors Staff Meeting; Bond Meeting; meeting with DCM and Floodplain Manager to review new FEMA Flood Maps (Released 2/26/21); SFBOA Meeting with MDC RER Roofing Section David Fuentes regarding 2020 Roofing Code updates
- Interim Director review JAT Supervisor Tools with Chiefs
- Project meetings this week: Doral Square, Midtown Phase 2,
- Interim Director worked on Supervisor Review of JAT Tools and confirmed department-wide participation rate.
- Two candidates were interviewed for Building Inspector.
- PHONES: Data available: 452 Inbound call count for week; 3:00m ave time per call; 23hr+ total time for week

- INSPECTIONS: 110 Average Daily Inspections, 551 total Inspections Completed (week)
- PLANS REVIEWS: 361 Plan Reviews (Quantity), 11% Expedite, 4% Walk-Thru, 28% Rework, 57% Drop-off/Electronic
- Average plan review time per plan per trade = 40 mins
- LOBBY DATA (DORALQ): 126 Total Building Dept Customers; 25 Lobby Daily Average, 10.2 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 10 mins
- VELARO CHAT PORTAL: 3,693 Online Visitors; 6 engagements; Ave Handle Time: 00:01:27

Code Compliance

- Director participated in evaluation committee meeting for RFP 2020-27 -Banking Services.
- Director met with resident to discuss a short-term rental enforcement case.
- Director & Assistant Director participated in the 2nd floor leadership team meeting.
- Code Compliance Officer began distribution of outreach letters on commercial vehicles parked along NW 82 ST to inform them of the recently adopted parking ordinance.
- Director and Assistant Director presented Keep Doral Beautiful plaque to A+ Mini Storage Doral LTD. Video was taken with the assistance of Public Affairs Department.
- Director met with Chief of Police and City Manager's Office to discuss ongoing issues at City Place.
- Assistant Director participated in meeting with Public Works Department and Miami-Dade WASD for ongoing construction taking place on the weekends.

Finance Department

- Accounts Payable: Processed 165 invoices; 64 checks and 4 wire transfers were issued for a total of \$442,133.
- Processed Citywide Payroll for pay period ending February 28, 2021.
- Continued working with the City's external auditors on the City's Comprehensive Annual Financial Report for the fiscal year ended September 30, 2020.

PROCUREMENT

Please see below the Cone of Silence report for the week of 03/04/21.

I. A total of 18 PO's were created for a total value of \$74,315.10.

PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 03/04/2021

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

Dept: Finance

Broadcast Date: 09/08/2020

Due Date/ Bid Opening Date: 10/29/2020

Status: Award Recommendation Made.

- Solicitation No. and Title: RFP No. 2020-27 – Banking Services

Dept: Finance

Broadcast Date: 11/19/2020

Due Date/ Bid Opening Date: 01/29/2021

Status: 2 Submittals received; Phase I completed; Award Recommendation being drafted.

- 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; Evaluation committee phase I – scored and ranked.

- Solicitation No. and Title: RFP No. 2020-29 - Competitive and Travel Youth Baseball Program Management

Dept: Parks and Recreation

Broadcast Date: 10/14/2020

Due Date/ Bid Opening Date: 11/13/2020

Status: Award Recommendation Made.

- Solicitation No. and Title: RFP No. 2020-32 - Replacement of Playground Surfacing

Dept: Parks and Recreation

Broadcast Date: 11/25/2020

Due Date/ Bid Opening Date: 01/15/2021

Status: Award Recommendation Made.

- Solicitation No. and Title: ITB No. 2020-35 – Trails and Tails Park Lighting Improvements

Dept: Parks and Recreation / Public Works – Parks Bond

Broadcast Date: 12/23/2020

Due Date / Bid Opening Date: 01/26/2021

Status: Award Recommendation Made.

- Solicitation No. and Title: RFP No. 2021-01 – Recreational Programming (Virtual and On-site)

Dept: Parks and Recreation

Broadcast Date: 01/21/2021

Due Date / Bid Opening Date: 02/24/2021

Status: 6 Submittals received; bids are being reviewed.

- Solicitation No. and Title: RFP No. 2021-02 – Adaptive Re-Use Design Build

Dept: Public Works Department

Broadcast Date: 02/09/2021

Due Date / Bid Opening Date: 03/09/2021

Status: 22 Firms attended the Pre-Bid Meeting.

- Solicitation No. and Title: RFQ No. 2021-03 – Construction Materials Testing and Inspection for Doral Central Park

Dept: Parks and Recreation / Public Works – Parks Bond

Broadcast Date: 02/05/2021

Due Date / Bid Opening Date: 03/05/2021

Status: 12 Firms attended the Pre-Bid Meeting.

- Solicitation No. and Title: RFP No. 2021-04 – Youth Soccer Program Management

Dept: Parks and Recreation

Broadcast Date: 01/27/2021

Due Date / Bid Opening Date: 03/03/2021

Status: 4 Submittals received; bids are being reviewed.

- Solicitation No. and Title: ITB No. 2021-05 – Telecommunications Wiring Services
Dept: Information Technology
Broadcast Date: 01/28/2021
Due Date / Bid Opening Date: 03/02/2021
Status: Award Recommendation Made.

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. Since September 14, 2020, 3,189 City of Doral residents have been tested. The testing is being conducted from 9 a.m. to 1 p.m. on Mondays, Wednesdays, and Fridays, and will continue to operate on the same schedule through June 30, 2021.

• COVID-19 TESTING AT INTERLAB CORP

To leverage the response rate and further support our efforts to expediently return employees to work with two negative PCR results, we strategically send employees to InterLab in Doral during the early part of the week, following the Thursday test at City Hall. Since January 1, 2021, InterLab has performed 138 PCR tests, which includes 48 tests from February 1 through March 4, 2021.

• COVID-19 TESTING AT CITY HALL 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, March 4, 2021, (46) essential personnel/first responders were tested at City Hall. To date, 1,548 tests have been administered at City Hall. The Human Resources Department continues to closely follow updates from the CDC and the Police Department's Medical Director as we monitor COVID-19 related cases to ensure that proper protocols are met before allowing affected employees to return to work.

CURRENT JOB POSTINGS

- Assistant Planning & Zoning Director, Planning & Zoning Department, Closes on 03/05/2021
- Building Inspector, Building Department, Open Continuous
- IT Technician, IT Department, Closes on 03/19/2021
- Mechanical Inspector/Plans Examiner, Building Department, Open Continuous
- Plans Reviewer, Public Works Department, Open Continuous
- Police Officer, Police Department, Open Continuous
- Recreation Administrator, Parks & Recreation Department, Closes on 03/09/2021
- Structural Plans Examiner, Building Department, Open Continuous
- Transit Road Supervisor, Public Works Department, Closes on 03/17/2021

NEW HIRES:

- Guillermo De Nacimiento III - Planner for the Planning & Zoning - 03/08/2021
- Eddy Plasencia - Assistant Park Manager (Maintenance) Parks & Recreation - 3/8/2021
- Demy Lemus, Code Compliance Officer – Code Compliance Department – 03/08/2021
- Giovanni Bustamante – Park Ranger – Police Department – 03/15/2021

SPECIAL PROJECTS:

- HR submitted of an application for Healthiest Employer in South Florida as part of the City of Doral Wellness Program
- HR continued working with Evergreen Solutions, LLC., and assisting departments with the completion of the Job Analysis Tools.
- HR participated in interviews for the Plans Reviewer vacancy
- HR participated in interviews for the Building Inspector vacancy
- HR participated in interviews for the Park Manager vacancy

Information Technology

- Public Safety Support - This week, the PD IT team Labeled all PD users in our card access control panel. Officers can now see the new city map that was pushed to their mobile device terminals. Also, they can see the new areas of the city, area 1 2 & 3. This week we met with representatives from our wireless carrier to discuss the outage that happened a month ago, we discussed the issue and how we can further prevent an outage to not hinder Public Safety. The PD IT Supervisor renewed his LASO certification to be compliant with FDLE guidelines. 3 PD servers were patched with windows updated and rebooted.

- AV Team supported live event at Doral Central Park
- AV Team is working on Council AV upgrades/maintenance with vendor (AVI-SPL)
- AV Team assisted Help Desk with user issues/tickets
- AV Team provided AV support for Finance, PW, PD, PA, and HR Department
- AV Team Provided pre-bid/bidding recordings to Finance Department

- Security Manager

This week, over 50 emails were reported by City users and were analyzed for malicious intent. Reviewed Cyber Liability documents. Assisted Sr. Network Administrator and Sr. Systems Analyst in resolving email delivery issues. Assisted Help Desk Supervisor in resolving video conferencing issues for the Mayor's Office. Addressed login permissions for a vendor to allow them to deploy upgrades to production systems.

- Systems Administration. Last two weeks

Review and Keep the backups if they are 100% operational.

Ran Windows Updated more servers and restarted.

Assist System Analyst to fix the email in the new clocking server.

Install new virtual machine to control the lights in City Hall.

meeting with vendor to finish the health check in our file system archiving.

Worked with the system analyst to test the EnerGov email system.

Shutdown the old clocking Server and removed from monitoring and backup.

Completed the server restart over 60 days.

Increased disk space in the Virtual Machine for Sr Developer to run windows update.

Maintenance in our NAP data storage and saved approximately 25TB in disk not used.

Review and Keep the backups if they are 100% operational.

Virtual weekly team meeting.

Removed old server from backups.

Fixed the outlook log issues in our file system archiving server.

Worked with the team to fix the email issue in Police Department.

Did health check and pre upgrade step for Vxrail City Hall.

Ran Windows Updated more servers and restarted.

Increased space in the data storage where we had lower free space.

- Help Desk Support- This week:
- Resolved 90% of support tickets for service and successfully addressed issues, problems,

data/video analysis needs, and service affecting events

- Assisted in the execution of the EnerGov Daily Trainings
- Created and ran access control reports per users by departments
- Participated in Park Bond meeting for all IT needs for new park projects
- Meeting with vendor configuring for Laserfiche integration to EnerGov
- Troubleshooted card reader and configuration of biometric reader with vendor at Meadow Park

- Completed Granicus server upgrade to Windows 10
- Completed FY1920 Replacement desktops at City Hall
- Participated in transition to new systems management
- Continue to work on reconciliation of physical inventory of IT equipment

• Network Administration - This week:

- Participated in external and internal meetings such as IT weekly meetings, Doral Central Park-IT Coordination Meeting.
- Onsite visited Doral Glades Park and provided network support to a City's Vendor during the install and configuration of a lighting controller.
- Met with Parks' Team and instructed them how to operate through the network the light controller from Glades Park. Also created a Name Record for the system.
- Visited Doral Morgan Levy Park, performed a walkthrough, and confectioned a Diagram with Network Drop Locations needed. Delivered it to the City's low voltage contractor.
- Generated and Provided Call Reports for Public Works Department and for Sr. Database Administrator.
- Continued to work on the IT Network Budget.
- Supported a PD Technician during a Printer Relocation at the PD Training Facility.
- Troubleshoot of email issues and confectioned a document with the root cause and resolution.
- Performed a network inventory of acquired equipment for Doral Meadows and Morgan Levy Parks.
- Supported the System Analyst during a domain validation for Cloud Services Renewals.
- Supported the AV vendor during video-network troubleshoot.

• The new Development Services Software (WeB – We Build Doral!) will solve challenges like communication across electronic records, the ability to audit and track performance, consistency in data entry, compliance with statutory requirements and most importantly, outward-facing citizen engagement that is easy-to-use and intuitive.

• Development Services Software (WeB – We Build Doral!)

Projected Go-Live Date: 2021

• 2018-2019 BD - DEVELOPMENT SERVICES SOFTWARE

We received Conversion path #3 and updating differences. We continue ensuring each users system configuration is updated, we are daily Training/testing with users performing Test scripts and documenting new procedures as we finish the User/System Test Plans.

IT Help Desk have ensured all computers and setup for Blue Bean and EnerGov environment have been up to date. Code department issues encountered with training of Inspectors were resolved. We continue debugging, configuring IAA and IO triggers. We continue waiting on all users to finish users test to start with full system testing. We are updating and verifying some forms that were downloaded.

Project overall is 89% completed

• 2019-2020 Tyler 311

We are almost done with developing the dashboard while we are waiting for update of obtaining notification required. Tyler is performing modifications for new reporting requirements and dashboard data fields require for management, we had call with Tyler and new upgrade is

scheduled.

Project overall is 99% completed

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

Helpdesk continues upgrading versions all users this month. We are documenting procedure for e-review. The Building team is creating a video to use for training other departments explaining how to ensure markup are showing in EnerGov and how to proceed within the reviewing stage.

Project overall is 100% completed

- 2019-2020 MyCivic

Post implementation meeting was achieved Mobile app is functioning adequately.

Project overall is 100% completed

- 2020-2021 IGinspect and IGenforce applications

We have been training and testing this week with inspectors from all departments ensuring the permits move from the EnerGov Core solution to the IG mobile applications and backwards with updates. Issues are being informed to Tyler for resolution, we are waiting new forms and reports development created by Tyler to finalize Unit testing.

Project overall is 94% completed

- 2020-2021 CSS Citizen Self Service

We continue Training/testing/updating with many department users this week and waiting PA changes.

Project overall is 95% completed

- 2020-2021 Accounts Receivable System

We are documenting process. Finance is updating accounts requirements. Many GL charge accounts have been coded and tested. We are updating Gal Charge codes in EnerGov to use with Munis GL entries this week.

Project overall is 97% complete

- 2019-2020 EnerGov Integration/Laserfiche (Doc Retention Software) Project

Plugin were created for EnerGov entities and sent to Tyler to start testing of Building permits, Code and Planning and Zoning this week.

Project overall is 77% completed

- 2020-2021 EnerGov Cashiering Project

We started system testing and debugging issues. We are updating Project plan/implementation plan with all requirements and dates for configuration. Starting full testing this week.

Project overall is 89 % completed

- Database Administrator:
- Refreshed the Internal and External Dashboards as usual at the beginning of each month, running the manual processes that together with the automated ones populate the graphs.
- Applied Windows Update on the SQL clusters.
- Assist the Assistant Building Department Director to run a report requested by a Consulting Company for Permits Issued in February 2021.
- Develop a new Internal Dashboard for the HR Department.
- Data Conversion EnerGov Project on:
- Working with the Code Compliance Supervisor, Building Interim Building Department Director, and Energov's Data Engineer to address the issues for the 3rd pass of the data conversion.
- GIS Administration- This week:
- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- Information Tech Staff meeting
- Coordinated meeting with vendor and internal staff.
- Troubleshoot and resolved web zoning map issue.
- As per building dept's request, added FEMA layers to GIS flood information manager web map

app.

- Cleaning up address between internal and vendor's system.
- Weekly GIS maintenance

• Smart City projects are underway:

- FPL 2 LPR Poles:

New site #22 has been added to Project while Site 26(NW 58 St & 79 Av) has been delayed for now because of a future roadway widening project from Palmetto Expressway to NW 97 Ave along NW 58 St. FPL assistance was coordinated this week with the location of the FPL pick-up-point of these LPR site. We are waiting for MDC to approve permits of site 26 and 30. City Management is contacting MDC management for support

Project is 46 % completed.

- WCCD 37122- New Smart City Certification Project

Keep posting information required while Investigating some last answers to questionnaire related to all finance requirements and entering/updating some comments provided.

Project is 98% completed

- HRIS New System Project

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

Project is 10% completed

- Upgrade Facility Dude Project

We are preparing documentation for Council meeting in April after receiving updated proposal and evaluating 3 vendors. We decided to just upgrade current Facility Dude software which is beneficial for City. We are requesting some changes and then we will have meeting with Finance and PW to review needed funding upgrade. Analysis of benefits versus project amount increase for annual maintenance was evaluated. PO is on hold until decision then we can prepared to start planning mode for the new upgrade for Public Works system including: Asset Essentials Professional, Facilities/Physical Plant Module, Storm Water Module and Parks, Recreation and Forestry Module

Project is 11% completed

- WCCD 37120- Yearly Smart City Certification Project

We are receiving information on green solutions the city is performing and many data information from websites and external companies this week and will start entering data for Health indicator when worksheet is unlocked this month.

Project is 23% completed

- Intersection Technology System Analyst-Worked remotely in all the following:
- Intersection Technology System Support- performed maintenance and monitoring of License Plate Readers and traffic surveillance cameras to include field repairs.
- Continued working with Miami Dade PW, City of Doral, and HP Electrical engineer on the design/permit of Site 1, 13, 26, 27 and 30 LPR camera installation.
- Continued working with AECOM and SCS in the design/coordination/installation of all IT infrastructure/equipment at Meadows, Morgan Levy, White Coarse and Central Park.
- Started the installation of media converters and switches for external pole cameras at Meadows Park.

Parks and Recreation

- Parks Director attended weekly meeting with the Deputy City Manager to discuss ongoing department items.
- Parks staff held virtual interviews for the Park Manager position.

- Doral Central Park closed March 1st to begin construction.
- Parks staff attended Doral Central Park groundbreaking event.
- Parks Director and Sponsorship and Marketing Coordinator attended meeting with the Superlative Group to discuss sponsorship valuation.
- Parks Director and Assistant Director attended meeting to discuss Turnpike widening/green space with Public Works and the City Manager's office.
- Parks Director attended the South Florida Parks Coalition Virtual Meeting.
- Building painting began at Morgan Levy Park.
- Adult Soccer League finals held on Sunday, March 7th with 80 players in attendance.
- Winter sports continue to hold practices and games.
- Special Needs specialist hosted Special Olympics Tennis practice at Doral Legacy Park.
- Special Needs specialist hosted Special Olympics Soccer practice at Doral Meadow Park.
- Silver Club hosted virtual bingo with 12 participants in attendance

Planning and Zoning

Occupational Licensing

- 33 Business Tax Receipt renewals for FY 2020-2021 have been processed this week.
- 38 Business Tax Receipts applications for new businesses have been received this week.
- 0 Temporary Outdoor Dining Permits (56 Temporary Outdoor Dining permits issued to date).

Planning and Zoning

- Addresses issued: 9
- Building Permits reviewed: 41
- Zoning Inspections conducted: 24
- Site plans reviewed: 2
- Site plans approved: 2
- Planning and Zoning Director attended pre-application meeting for the construction of Rally Kart at Miami International Mall.
- Planning and Zoning Director participated in Parks bond meeting.
- Planning and Zoning Director participated in the 2nd Floor Leadership Team meeting to discuss current issues and potential improvements to the city's permitting process (development services).
- Planning and Zoning Director met with Finance Department to discuss escrow account project.
- Planning and Zoning Director submitted public advertisements notices to the City Attorney and City Clerk for the Council Zoning Meeting scheduled for March 24, 2021.
- Planning and Zoning Director met with Public Works Department to discuss the Master Development Agreement (MDA) for Doral Square and outstanding improvements/conditions.
- Planning and Zoning Director and Public Works Department attended meeting to discuss development standards and dedications for the development of a vacant lot located on northwest 99 Avenue and 62 Street.
- The Planning and Zoning Department continues to conduct testing for EnerGov.

Economic Development

- Visited Miami-Dade County Commission for Women to deliver certificate.
- Attended Any Lab Ribbon Cutting ceremony with Councilwoman Cabral.
- Met with Noatak re: filming of video for PBS program.
- Met with Converlogic re: permitting.

- Met with Air Ocean Global re: business assistance programs.
- Met with Ewald Fuchs re: South Beach Wine and Food ad opportunity.
- Compiled top 50 businesses list for Mayor Bermudez.
- Coordinated Councilwoman Mariaca's visit to Demetech.
- Coordinated PZ meeting with Tachbrook re: redevelopment opportunities.
- Met with Marco Llobell of DORCAM re: grants and future events.
- Met with Prospera re: co-branded webinar logistics.
- Coordinated 2021 CBO Grants applications.
- Administered ongoing 2020 CBO Grants, Façade Grants and PTSA Grants.

Police Department

Arrests

- Felonies: 5
- Misdemeanors: 8
- Traffic: 3
- Warrants: 2
- DUI: 3

Traffic Citations

- Hazardous Moving Violations: 383
- Non-Hazardous Moving Violations: 298
- Parking Citations for Disabled Parking: 35 (February)
- Civil Citations: 16 (February)

Notable Arrests & Incidents

Grand Theft

Organized Fraud

Unlawful Use of a Communications Device

Unlawful Use of Identification

Doral Police arrested a former employee of an Eye Care Center / Optometry located in the 9500 Block of NW 41 Street. For two years, beginning in November 2017, the subject embezzled over \$111,000 from her employer. As part of her duties and responsibilities the subject was tasked with handling the payments made by patients and customers of the business. The subject established a fictitious account with a popular application that enables businesses to accept payments using a smartphone or tablet. The name on the fictitious account was very similar to the true name of the business so the customers did not notice that they were making a payment to a different entity. The crime came to light when several patients complained to the doctor / proprietor of the Eye Care Center that the product(s) they received was of inferior quality than what they had paid for. When the owner of the business checked the accounts receivable ledger, she could not find the transaction(s) in question. She contacted Doral Police who initiated an investigation. The subject was initially arrested in November 2019, for fraudulently cashing and depositing in her own account two checks meant for the business. A more detailed investigation revealed an ongoing scheme to defraud over a 23-month period where the subject stole more than \$111,000. She was arrested and transported to TGK.

Possession of Cocaine with Intent to Deliver

Possession of Drug Paraphernalia with Intent to Use

During the past year there has been an increase in illegal narcotics activity in some of the hotels located in the city of Doral. Consequently, Doral Police has stepped up surveillance and patrols of the affected establishments. Officers conducting an area check of the hotel located in the 3200

Block of NW 87 Avenue noticed a male who was seated in the passenger seat of a vehicle exit the vehicle and walk into the hotel where he proceeded to go into an unknown room. Approximately 15 minutes later the male exited the hotel, got into his car, and left the premises. He was followed and stopped a short distance from the hotel. The subject was clearly nervous when questioned by the officers. He gave consent to the officers to search his vehicle and this yielded a considerable amount of cocaine in both powder and rock form, over \$3,700 in cash wrapped in rubber bands, assorted plastic baggies and a weighing scale routinely seen in cases involving the street sales of illegal narcotics. The subject was arrested and taken 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

- 9831 NW 58th St. #136 Green Apple Safe Cam follow up.
- 9851 NW 58th St. #116 Any Lab Test Safe Cam Program (recommending other business).
- 3155 NW 84th Ave. Family & Pediatric Safe Cam follow up.
- 10220 NW 66th St. Landmark Clubhouse Safe Cam Program.
- 8360 NW 33rd St, Renaissance Middle School (made contact with staff and students).
- 8455 NW 53rd St. Publix (Crime Deterrent Detail).
- 10651 NW 19th St. Renaissance Elementary, D.A.R.E. taught by S.R.O. D. Guzman (10:45am-11:45am).
- 8390 NW 53rd St. Down Town Doral Elementary School, D.A.R.E. taught by S.R.O. E. Fernandez (9:00am-10:00am).
- Bike Detail (Crime Deterrent Visibility).
- 9831 NW 58th St.#116 Safe Cam follow up.
- 8140 Geneva Ct. (meeting with management reference Repo Tow and also cameras in their buildings).
- 6650 NW 114th Ave. The Courts (Crime Deterrent Detail, made contact with residence, observed movement in the area and also lighting in the common and parking area).
- 6450 NW 110th Ave. (Crime Deterrent Detail, made contact with residence, observed movement in the area).
- 10369 NW 89th Terr. Astoria Community (Crime Prevention meeting with H.O.A Board, residence and Code Enforcement, about ongoing problems/solutions and guidance to the department for the help the residence need).
- 10651 NW 19th St. Renaissance Elementary, D.A.R.E. taught by S.R.O. D. Guzman (10:45am-11:45am).
- 8390 NW 53rd St. Down Town Doral Elementary School, D.A.R.E. taught by S.R.O. E. Fernandez (9:00am-10:00am).

Friday 2/26/21

- 8905 NW 114th Ave Dr. Toni Bilbao Academy, K.A.P.O.W. taught by N.R.U. V. Ten (8:00am-2:00pm).
- 10651 NW 19th St. Renaissance Elementary, D.A.R.E. taught by S.R.O. D. Guzman (10:45am-11:45am).
- 8390 NW 53rd St. Down Town Doral Elementary School, D.A.R.E. taught by S.R.O. E. Fernandez (9:00am-10:00am).
- 6700 NW 104th Ave. Doral Int'l Math and Science School, D.A.R.E taught by N.R.U. C. Dozier 8:30am-10:30am).
- 5001 NW 104th Ave. Doral Park Country Club, reference H.O.A. schedule
- 10369 NW 89th Terr. Astoria Community, Safe Cam Program follow up.
- 9831 NW 58th St. #136 Safe cam follow up.
- 8390 NW 53rd St. Doral Down Town Elementary School, School Check
- 8800 NW 36th St. AMLI (met with management reference gate code).
- 2900 NW 109th Ave, Loyola (private school K-4) Safe Cam program also made contact with staff and students.
- 7950 NW 53rs St Down Town Doral Upper School, School Detail.
- 8390 NW 53rd St. Down Town Doral Elementary School, D.A.R.E. taught by S.R.O. E. Fernandez (9:00am-10:00am).
- 10651 NW 19th St. Renaissance Elementary, D.A.R.E. taught by S.R.O. D. Guzman (10:45am-11:45am).
- Bike Detail (Crime Deterrent Visibility).
- City Hall (met with Parks reference list of Silver Club)
- 2900 NW 109th Ave. Loyola (private school K-4) Safe cam and Trespass warning Presentation).
- 10311 NW 58th St. Divine Savior Academy, School Check.
- 9464 NW 13th St Bruno's Cafeteria, Safe Cam follow up.
- 6700 NW 104th Ave. Doral Int'l Math and Science School, D.A.R.E taught by N.R.U. C. Dozier 8:30am-10:30am).
- 8390 NW 53rd St. Down Town Doral Elementary School, D.A.R.E. taught by S.R.O. E. Fernandez (9:00am-10:00am).

Training Section

- Autism Training-Finalized schedule for April 26 to 30 two sessions of 4 hours each (8-12PM & 1-5PM). We will provide eight (8) seats for every session to outside agencies. Instructor Bart.
- Employee Orientation-New employee Alfredo Ortega
- Employee Orientation for Park Ranger and Park Ranger Training Curriculum
- CSI Annual Refresher-2—22-2021 at Training Center was completed.
- Annual Training Schedule-was forwarded to all Lieutenants and Sergeants.
- First Aid TRN (Tourniquets) Preparation- finalized and in the process of scheduling roll call training. Tentative
- Brief Cam Training Schedule for RTOC with vendor-completed 2-25-2021
- Accreditation Preparation-we are on track the only thing left is PTSD TRN which will be conducted and recorded in the next few weeks and distributed via POWERDMS to everyone.

- Hosting MDPD IA Training - March 1 to 5 from 8-5PM.
- New PPOs orientation was completed, and the PPOs were assigned to their FTOs. They start today.
- Motivational Run is taking place at City of Miami on March 26, 2021 for Police Recruit Vilarchao's academy class. Lt. Ochoa and Officer Harvey will be attending and running with recruits, representing our department. Motors will assist with the escort.
- Police Recruit Daniel Vilarchao - completed week 2 of defensive tactics. The tentative date for his graduation is April 16, 2021.

Equipment on Order:

- Ballistic Shields-Pending should be arriving in about 4 weeks.
- DT Equipment-Grapppling dummies, Punching bags, Gloves, etc. Purchase order will be submitted utilizing grant.
- Ammunition- order pending.
- Firearms Cleaning supplies ordered-waiting on the arrival
- CPR Certification to become a training Center under ASHI was ordered. We should be becoming on our training center under them soon.
- Street Smarts 3D Virtual Reality Headset-Lt. Ochoa is working on this project, He is in contact with Guissela.

Office of Emergency Management

- Continued coordination of IS-700 Introduction to NIMS training for Police Officers, and those missing IS-100.
- Provided Emergency Management function orientation to new officers.
- Assisted the Public Works Department in their APWA accreditation process regarding emergency management.
- Began virtual FEMA training on National Mitigation Framework.
- Began review of new edition of FEMA Preparedness Grants Manual for potential grants for training, exercise, and equipment.
- Reviewed Comprehensive Emergency Management Plan (CEMP) and updated plan with new information provided by Public Works.
- 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.
- Continued providing daily Situational Awareness reports to City Directors.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 60,287. (62 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Instagram Accounts Reached up 10% from past week; Instagram Content interactions up 36% from last week
*TOP POST OF THE WEEK- Doral Central Park FAQs (8,457)
- Promoted multiple city events/initiatives including but not limited to: Manolo Valdes Art, Throwback Thursday campaign, Thrive305 county survey, Doral Central Park Construction
- Pitch and story coordination with Miami Today, Univision, America Teve, CBS 2 re: Doral Central Park
- Design Projects – South Beach Food & Wine Festival Ad, Doral Central Park Fence Screen, several recognition certificates
- Event Coordination:
 - o Ayudame A Vivir Check Presentation March 5th
 - o Morgan Levy Groundbreaking Coordination March 17th
 - o Manolo Valdes 2nd kick-off event Coordination (Downtown Doral) March 20th
- Videos:
 - Published – Mayor’s Art Trek Welcome Video
 - Published – Doral Parks Bond Update – Doral Central Park
 - In production – Doral Shines – Manolo Valdes Event #2 Announcement
 - In production – Doral Shines – Safe & Responsible Driving
 - In production – Doral Shines – Ritmo Doral Intro

Public Works

- Held the Landmark Community Traffic Calming Study Public Workshop
- Met with Homeland Security for a Field Intelligence Briefing
- ITB 2020-24 “Stormwater Improvement Sub Basin A-2”: Sub Basin A-2 is located along NW 79th Avenue between NW 14th Street and NW 21st Street. All drainage has been installed. Contractor completed the construction of the curb & gutter and milling & resurfacing. The Contractor is restoring the last area this week and the final inspection has been scheduled for next week.
- ITB 2020-23 “Stormwater Improvement Sub Basin H-8 Phase II”: Preconstruction meeting took place on Wednesday, March 3rd. Notice to Proceed will be issued in April 2021.
- NW 112 Ave. (25 - 34 St.) Roadway Construction Improvements - (3/4) Contractor has completed structural asphalt installation for the entire project. Final asphalt friction course is scheduled to commence this Sunday Night (3/7) for a duration of 5 days until completed. Substantial completion is expected to be achieved within a week.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave - Contractor has completed 100% of drainage scope on this project. Contractor working on roadway reconstruction, final curbing, and sidewalk for final phase of this project. Substantial completion is expected to be achieved within two weeks.