



Memorandum

To: Honorable Mayor and City Council

Date: January 04, 2021

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/ December 27 - January 02, 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) Mask Enforcement
- 4) Grants - Status
- 5) Hurricane Relief - Central America
- 6) Council Meeting
- 7) Vaccine - Staff
- 8) Early Release

- 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 with Code Compliance Director, Mr. Edgard K. Estrada to discuss Home Based Businesses.
- City Manager held weekly meeting with Assistant Information Technology Director, Mr. Carlos Olivares.
- Deputy City Manager held weekly meeting with Acting Planning and Zoning Director, Mr. Javier Gonzalez.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.
- City Manager attended Zoom Meeting with Baptist Health South Florida and Councilwoman Mariaca.
- City Manager held weekly meeting with Deputy Chief of Police, Mr. Raul Ubieta.
- City Manager held weekly meeting with Human Resources Director, Mr. John Prats.

- The City Manager's office continues to coordinate and support the free COVID mobile testing site at Morgan Levy Park in partnership with Miami Dade County Fire. For the week starting December 21st, 1,204 people were tested, for a cumulative total of 8,471 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 42 people who were observed in public without masks.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- Permitting process is on-going.
- Construction will start January 2021.
- A/E and PMT met with Miami Dade DERM and Fire on December 29th.

Morgan Levy Park:

- General Construction is on-going.
 - o Dry wall installation is on-going.
 - o Door and hardware were installed.
 - o 16 Anchor bolts for new BBQ Grills were received on December 29th.
 - o Consultant is working on new office and breakroom.

White Course Park:

- Permitting process is on-going.

Doral Meadow Park:

- Consultant is working on final punch list.

Doral Central Park:

- Site Plan application with City of Doral Planning and Zoning Department is on-going.
- Permitting process is on-going.

Doral Boulevard Pedestrian Bridge:

- RFP was advertised on December 18th.

Trail Network:

- Project Design is on-going.
- Sharrows Interlocal agreement with MDC is on-going.
- Design Fee approval on agenda for the January Council Meeting.

Lighting of Trails:

- Project Design on-going.

Trails and Tails Park:

- Drawings permitting review is on-going.
- ITB was advertised on December 23rd.
- Consultant coordination with FPL is on-going.

Building Department

- Interim Director, City Attorney and Floodplain Manager met with Atrium Project counsel to discuss request for LOMR.
- Interim Director attended virtual meeting with PZ, PR to discuss Parks Impact Fees Assessment for Downtown Doral Projects; Cultural Arts Center meeting with PM Team and MDRF & RER.
- Interim Director met w/ IT & EnerGov PM team to discuss Conversion & Testing Process.
- Interim Director attended weekly Director's meeting. Interim Director hosted virtual end of year staff meeting.
- Interim Director scheduled meetings with Finance, CM, CAO for January regarding Building Fund.
- PHONES: Data available: 311 Inbound call count for week; 2:00m average time per call; 15hr+ total time for week
- INSPECTIONS: 85 Average Daily Inspections, 424 total Inspections Completed (week)
- PLANS REVIEWS: 440 Plan Reviews (Quantity), 13% Expedite, 10% Walk-Thru, 33% Rework, 45% Drop-off/Electronic
- Average plan review time per plan per trade = 26 mins
- LOBBY DATA (DORALQ): 82 Total Building Dept Customers; 16 Lobby Daily Average, 10.3 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 11 mins

Code Compliance

- New Code Compliance Officer, Kevin Sanchez, started on Monday 12/28/2020.
- Assistant Director and Field Supervisor were accompanied by Public Affairs to film a brief recap video of the 2020 Virtual Mayor's Citizen Academy by one of the students at their residence.

Finance

- Doral CARES:
The Finance Department, along with our Procurement team, have actively assisted the City's Doral CARES Grants team in processing all approved grant applications by the committee. Our team's role includes downloading files from the IAF portal, creating vendors in Munis, thoroughly reviewing the grants packets for signature, and printing checks, as well as closely working with the City Manager's Office in improving and expediting the process. To date, Finance has printed and issued 255 checks for both Business and Residential grants for a total of \$1,324,951.11.
 - Business Grants: 118 checks printed for a total of \$1,007,737.77.
 - Residential Grants: 137 checks printed for a total of \$317,213.34.
- Accounts Payable: Processed 169 invoices; 123 checks were issued for a total of \$1,158,113.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Continue working with the City's external auditors for the preparation of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending September 30, 2020.

PROCUREMENT

1. Below Cone of Silence Report for the week of 12/30/2020
2. A total of 22 PO's were created for a total value of \$7,739,929.

PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 12/30/2020

- Solicitation No. and Title: RFP No. 2020-26 – Investment Management Services
Dept: Finance
Broadcast Date: 09/08/2020
Due Date/ Bid Opening Date: 10/29/2020
Status: 4 Submittals received; bids are being reviewed.
- Solicitation No. and Title: RFP No. 2020-27 – Banking Services
Dept: Finance
Broadcast Date: 11/19/2020
Due Date/ Bid Opening Date: 01/08/2021
Status: 5 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.
- Solicitation No. and Title: RFP No. 2020-29 - Competitive and Travel Youth Baseball Program Management
Dept: Parks and Recreation
Broadcast Date: 10/14/2020
Due Date/ Bid Opening Date: 11/13/2020
Status: 3 Submittals received; bids are being reviewed.
- Solicitation No. and Title: RFP No. 2020-30 - Design Build Doral Gateway Signs
Dept: Public Works
Broadcast Date: 11/05/2020
Due Date/ Bid Opening Date: 12/14/2020
Status: 1 Submittals received; bid being evaluated.
- Solicitation No. and Title: ITB No. 2020-31 - Sub Basin H-8 Phase II
Dept: Public Works
Broadcast Date: 11/18/2020
Due Date/ Bid Opening Date: 12/22/2020
Status: 13 Submittals; bids are being evaluated.
- 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: 01/13/2021
Status: 8 Firms attended the Pre-Bid Meeting;
- Solicitation No. and Title: RFP No. 2020-33 - Officiating and Scorekeeping Services
Dept: Parks and Recreation
Broadcast Date: 12/02/2020
Due Date / Bid Opening Date: 01/14/2021
Status: 2 Firms attended the Pre-Bid Meeting;

- Solicitation No. and Title: RFP No. 2020-34 – Morgan Levy Park Painting
Dept: Parks and Recreation
Broadcast Date: 12/23/2020
Due Date / Bid Opening Date: 01/20/2021
Status: Pre-Bid Meeting scheduled for 01/07/2021.

- Solicitation No. and Title: RFP No. 2020-35 – Trails and Tails Park Lighting Improvements
Dept: Public Works
Broadcast Date: 12/23/2020
Due Date / Bid Opening Date: 01/21/2021
Status: Pre-Bid Meeting scheduled for 01/05/2021.

- Solicitation No. and Title: RFP No. 2020-36 – Doral Pedestrian Bridge Design Build
Dept: Public Works
Broadcast Date: 12/18/2020
Due Date / Bid Opening Date: 01/18/2021
Status: Pre-Bid Meeting scheduled for 01/06/2021.

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, more than 1,758 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. No testing on New Year's 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, December 17, 2020, (68) essential personnel/first responders were tested at City Hall. To date, Human Resources has received and filed 1,517 COVID-19 PCR test results. To date, 944 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. Testing will be temporarily suspended at City Hall until the new year.

CURRENT JOB POSTINGS:

- Auto Maintenance Technician, Public Works Department, Open Continuous
- Building Inspector, Building Department, Open Continuous
- Code Compliance Officer I, Code Compliance Department, Closes on 01/05/2021
- Mechanical Inspector/Plans Examiner, Building Department, Open Continuous
- Planner, Planning & Zoning Department, closes on 1/12/2021
- Planning & Zoning Director, Planning & Zoning Department, closes on 01/17/2021
- Police Officer, Police Department, Open Continuous
- Police Records Specialist-Teletype, closes on 01/02/2021
- Structural Plans Examiner, Building Department, Open Continuous

EXECUTIVE INTERNS:

- Nicholas Martinez – Councilwoman Claudia Mariaca’s Office - effective January 4, 2021
- David Martinez - Councilwoman Digna Cabral’s Office – effective January 4, 2021

SPECIAL PROJECTS:

- HR has finalized the design of the 2021 8-week Wellness Challenge to begin January 4
- HR worked with Evergreen to finalize the employee survey.

POLICE SERGEANTS EXAM:

- The second part of the Sergeants exam (In-basket component) is scheduled for January 5, 2021

PROMOTIONS:

- Kevin Sanchez, promoted from Assistant Park Manager to Code Compliance Officer effective 12/28

Information Technology

- AV Team Provided pre-bid/bidding recordings to Finance Department
- AV Team provided AV support for Finance, PW, PD, PA, and HR Department

- Smart City projects are underway:
- FPL 2 LPR Poles:

Horsepower waiting for MDC to approve permits of site 26 and 30. City Management is contacting MDC management for support

Project is 43 % completed.

- WCCD 37122- New Smart City Certification Project

We received some answers to questionnaire related to all buildings requirements and entering/updating some comments provided.

Project is 98% completed

- HRIS New System Project

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

Project is 10% completed

- Upgrade Facility Dude Project

We received updated proposal and had evaluation meeting on 3 vendors to decide 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 10% completed

- WCCD 37120- Yearly Smart City Certification Project

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

Project is 15% completed

- 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 had meeting with Tyler on Conversion summary of all differences, issues and address each in detail with Tyler team, they are providing resolution this coming week. We continue debugging, configuring and testing email notifications to resolve issues of IAA and IO triggers. We continue working on unit testing and new workflows added for department this week. We continue waiting on P/Z to complete testing to start with full system testing.

Project overall is 59% completed

- 2019-2020 Tyler 311

We continue troubleshooting all post implementation of Tyler311 portal and system with issues from different departments as we receive them. We continue setting technical configurations for the API for the interface of records with our Dashboard, and notification required plus Tyler modifications for new reporting requirements and dashboard data fields require for management.

Project overall is 94% completed

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

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

Project overall is 99% completed

- 2019-2020 MyCivic

we are updating Mobile app that was launched. We are meeting weekly to review system features/post implementation while waiting completion of Tyler311 final changes.

Project overall is 99% completed

- 2020-2021 IGinspect and IGenforce applications

We have some slowness in 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 69% completed

- 2020-2021 CSS Citizen Self Service

We updated the GIS portion this week with help of Tyler consultant. We are expecting from our First Stakeholder results from their testing of the CSS Screens and Navigation.

Project overall is 81% completed

- 2020-2021 Accounts Receivable System

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

Project overall is 77% complete

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

We submitted PO To MCCI and now will start planning stage this month.

Project overall is 14% completed

- 2020-2021 Energov Cashiering Project

Credit Card system was not functioning properly and ensuring it is ready to finalize system configuration/training and we reviewed forms/reports for Cashiering requirements while entering all GL codes .

We are updating Project plan/implementation plan with all requirements and dates for configuration.

Project overall is 70 % completed

- **Systems Administration. This Week:**

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

Run a message trace and send to Microsoft and troubleshoot the many hops error.

Troubleshoot the Energov system to send emails

Ran December Windows updates in some Windows Servers and restarted.

Call Dell to troubleshoot an issue. Restarted ESRS and VxRail manager in Police department, we still are monitoring.

Increased memory in the Laserfiche server- Requested by System Analyst

- Monitored the network through the Main Monitoring System.
- Participated in the IT weekly meeting.
- Updated the Main Monitoring System to the latest stable release.
- Restarted and verified OS updates on Managed Servers. Confirmed services operations after updates.
- Supported System Analyst during troubleshooting on the City external files server.
- Supported the Sr. Developer during accessing issues to Tyler Reports.
- Phones System configured with a proper announcement (Holidays) due to early release (12/31) and Christmas Eve (1/1).

- **Security Manager**

This week, over 37 emails were reported by City users and were analyzed for malicious intent. Also, continued to work on the City's vulnerability assessment. Assisted the Human Resources Department in setting an out of office notification. Continued to work with a third party to implement a spam filter. Assisted Sr. Systems Admin in implementing patches.

- **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
- UKG Kronos upgrade integration follow up meetings
- Modified access control clearances for Police officers at City Hall
- Upgrade to Bluebeam 2020 for users with BlueBeam 2019
- Modified door schedules to allow Miami City Ballet dancers access to building
- Modified door schedule for the Holidays
- In addition, we continue to work on projects as FY1920 Replacement desktops at CH, and reconciliation of physical inventory of IT equipment

- **System Analyst - This week, Tyler Cashiering Credit Card Processing TEST**

- SFTP Inbox Links Creation
- Kronos WFC 8.1.X Version Upgrade in PROD New Server
- AP Checks MICR Line Bank Confirmation (Finance)
- Bridge Pay Credit Card Processing Issue RESOLVED
- EnerGov SMT Relay Settings Configuration Changes
- Working on various items with Energov; IO's and IAAs TESTING Revisions; EnerGov Email configuration, Intelligent Objects Configuration, EnerGov Charge Codes Issues

- **Database Administrator:**

- Assisted the Technology Project Manager for a Smart City requirement creating a report for businesses that opened in 2016 and still operating in 2018.

- Applied Windows Update on SQL servers: devdp12, dberp11, db02, Cluster (NAPSQLCLUNET-01 – NAPSQLCLUNET-02)
- Fixed the YouTube Videos connection for the Public Affair Internal Dashboard.
- Application Development- This week:
 - Set up auto scale for city website based on memory percentage.
 - Monitored Dynamics CRM storage.
 - Assisted PZ, BD and CE with properties.
 - Assisted to Energov meetings.
 - Restarted servers.
- Intersection Technology System Support- This week, performed maintenance and monitoring of License Plate Readers and traffic surveillance cameras to include field repairs.
- Continued working with Miami Dade PW, City of Doral and HP Electrical engineer on the design/permit of Site, Site 13, Site 26, and Site 30 LPR camera installation.
- Continued working with AECOM and SCS in the coordination/installation of all IT infrastructure/equipment at Meadows and Morgan Levy Parks.
- Started to upgrade site computers on the latest version of Vigilant Fixed LPR software.

Parks and Recreation

- Parks Director had weekly meeting with Deputy City Manager.
- Parks Director and Assistant Director attended a meeting with the Building Department and Planning & Zoning to discuss Park impact fees for White Course Park.
- Parks Staff continued working Nutcracker Performances (12/26-12/31).
- Adult Soccer League Captains virtual meeting held to discuss upcoming league, rules and required documentation. League games begin in January.

Planning and Zoning

- The Planning and Zoning Department attended a staff meeting to discuss department progress and updates. As a follow-up, staff was provided with the Miami Herald's Covid-19 vaccine article.

Occupational Licensing

- 169 Business Tax Receipt renewals for FY 2020-2021 have been processed this week.
- 18 Business Tax Receipts applications for new businesses have been received this week.
- 0 new Temporary Outdoor Dining Permits (53 Temporary Outdoor Dining permits issued to date).

Planning and Zoning

- New addresses issued: 5
- Building Permits reviewed: 33
- Zoning Inspections conducted: 18
- Site Plans reviewed: 1
- Acting Planning and Zoning Director attended a meeting with General Construction & Engineering Services to discuss entrance feature application at Village of Doral Dunes.
- Acting Planning and Zoning Director participated in a meeting with Building Department to discuss White Course/Codina/Lennar Parks Impact Fees.
- Acting Planning and Zoning Director attended a meeting with Holland and Knight LLP and Dorsky Yue International Architecture to discuss site plan resubmittal for Downtown Doral South LMC.
- Acting Director attended Weekly Meeting with Deputy City Manager to discuss ongoing projects.

- Acting Planning and Zoning Director participated in a meeting with Brain Adler of Bilzin Sumberg in regard to a new Subaru Dealership in Doral.
- On December 30, 2020, the Acting Planning and Zoning Director participated in the Doral Bi-Weekly Status Call with David Shamburger of Tyler Tech in regard to Energov Conversion.

Economic Development

- Administered implementation of Doral CARES Grant application process, updated applications for processing, contacted awardees and disbursed checks.
- Met with Enterprise Florida representative re: Chilean companies coming to Doral.
- Administered PTSA Grant and reviewed applications from Doral schools.
- Administered CBO Grant final reports.
- Provided business assistance information, technical support, B2B and support organization referrals, site selection orientation and data to Doral businesses.

Police Department

Arrests

- Felonies: 6
- Misdemeanors: 12
- Traffic: 2
- Warrants: 2
- DUI: 3

Traffic Citations

- Hazardous Moving Violations: 107
- Non-Hazardous Moving Violations: 128

Notable Arrests & Incidents

Dealing in Stolen Property

Theft

Doral Police arrested a man who stole numerous inflatable Christmas lawn decorations from various residences in Doral and was then selling them out of his vehicle.. Several residents in Doral had reported that unknown person(s) had stolen Christmas decorations from their front yards. Detectives utilized surveillance videos from a gated community and identified a vehicle that was in the area during the time of the thefts. After checking the vehicle's tag and identifying the location of registration, detectives located the vehicle and approached a man that was seen working on the car. The officers identified themselves and the purpose of their visit. The man advised that he had taken the decorations and had been selling them in Hialeah. The man was taken to the Doral Police Station where after waiving his Miranda Rights he provided a detailed confession as to his involvement in the thefts. Detectives confiscated approximately a dozen lawn ornaments and are now in the process of identifying the various owners so that the ornaments can be returned. The subject was transported to TGK.

Battery on a Police Officer

Theft

Resisting Arrest with Violence

Outstanding Arrest Warrant

Doral Police were summoned to a restaurant located in the 8100 Block of NW 36 Street regarding an unruly man who was screaming at restaurant staff and other patrons. The manager of the restaurant advised that the man became unruly and belligerent when they refused to serve him free alcoholic beverages. When they told him, he had a pending bill of \$62 he refused to pay

it and started screaming. When the officers arrived, they advised him he would have to pay his bill and he refused. The officers proceeded to take him into custody and as he was being placed in the back of the police car he physically tensed up and would not comply by entering the car. Once they had arrived at the County Jail, the subject spat upon one of the officers striking him on the right side of the face. The subject was remanded into the custody of Correctional personnel.

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.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) increased by 30 since last week.
- Special Project:
 - Historical Portraits for Doral Government Center
 - Preparing to create and launch new social media platform (LinkedIn account) supporting HR initiative.
 - Updated Doral TV channel content
- Promoted multiple city events/initiatives including but not limited to: City of Doral on the Go App, COVID-19 Testing for Doral Residents, Advisory Boards.
- Logistical coordination /Events:
 - Upcoming Manolo Valdez up-pop event in January
- Doral TV:
In Development:
 - Parks Bond Update Video
 - Keep Doral Beautiful Presentation
 - Manolo Valdez new promo video
 - Citizens Academy video

Public Works

Transportation:

- NW 41 St. (87-79 Ave.) - (12/28) Contractor has installed 100% of curbing & median islands for phase 1B; 82nd avenue to 85th avenue. Contractor working on preparing sub-base for densities. MDWASD has installed 2ea. 2" water service connections for White Course Park.
- NW 112 Ave. (25-34 St.) - (12/28) Contractor has installed 100% of asphalt structural course. Traffic has been switched to the east side of the street. Contractor has set up MOT on west side of street for continued demo of existing curbing, asphalt, structures, etc.
- All 10 contracts for the GEC Pool have been execute by the contractor and the City.