



Memorandum

To: Honorable Mayor and City Council

Date: March 23, 2020

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/March 15 - March 21, 2020**

City Manager

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

- 1) Recap of the weekend
- 2) Dealing with the Media
- 3) Odor Complaints for weekend
- 4) I.T department-security
- 5) COVID 19- Virus Update
- 6) City Council Zoning Meeting

- City Manager held weekly meeting with Finance Director, Ms. Matilde Menendez.
- New Clerical Aide II, Ms. Sara Sencion, started training.
- City Manager held meeting with Information Technology Director, Ms. Gladys Gonzalez, Director of Parks and Recreation, Ms. Erin Weislow, Assistant Parks & Recreation Director, Mr. Lazaro Quintero, Sr. Software Developer, Mr. Sadiel Blanco, Database Administrator, Mr. Dario Montiel, regarding Parks & Recreation new online applications forms and applications.
- City Manager and Deputy City Manager held meeting with Information Technology Director, Ms. Gladys Gonzalez, Assistant IT Director, Mr. Carlos Olivares, Sr. Software Developer, Mr. Sadiel Blanco, Database Administrator, Mr. Dario Montiel, Code Compliance Director, Mr. Edgard K. Estrada, regarding Code Compliance new online applications forms and applications.
- City Manager held meeting with Information Technology Director, Ms. Gladys Gonzalez, Assistant IT Director, Mr. Carlos Olivares, Sr. Software Developer Mr. Sadiel Blanco, Database Administrator, Mr. Dario Montiel, Communications & Protocol Manager, Ms. Maggie Santos regarding Public Affairs new online applications forms and applications.
- City Manager held meeting with Information Technology Director, Ms. Gladys Gonzalez, Assistant IT Director, Mr. Carlos Olivares, Sr. Software Developer, Mr. Sadiel Blanco, Database Administrator, Mr. Dario Montiel, City Clerk, Ms. Connie Diaz, regarding City Clerk's Office new online applications forms and applications.

- City Manager and Deputy City Manager held meeting with Information Technology Director, Ms. Gladys Gonzalez, Assistant IT Director, Mr. Carlos Olivares, Sr. Software Developer Mr. Sadiel Blanco, Database Administrator, Mr. Dario Montiel, Public Works Director, Mr. Carlos Arroyo, Assistant Public Works Director/Chief of Engineering, Mr. Eugene J. Collings-Bonfill regarding Public Works new online applications forms and applications.
- City Manager attended conference call with Miami-Dade County Mayor Carlos Gimenez and Municipal Partners regarding COVID-19.
- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.
- City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez.
- Deputy City Manager held weekly meeting with Human Resources Acting Director, Ms. Rita Garcia.
- Deputy City Manager held meeting with Director of Parks and Recreation, Ms. Erin Weislow, Assistant Parks & Recreation Director, Mr. Lazaro Quintero regarding Park staffing.
- City Manager attended emergency conference call with Miami-Dade City and County Management Association Board, regarding COVID-19 updates.
- City Manager held meeting with City Attorney Figueredo, Assistant Public Works Director/Chief of Engineering, Mr. Eugene J. Collings-Bonfill, Procurement Manager, Tanya Donigan and AECOM staff regarding bond projects.
- City Manager and Deputy City Manager held meeting with Finance Director, Ms. Matilde Menendez, Assistant Public Works Director/Chief of Engineering, Mr. Eugene J. Collings-Bonfill, Procurement Manager, Tanya Donigan and AECOM staff regarding March budget status.
- City Manager and Deputy City Manager held White Course Kick Off meeting with Assistant Public Works Director/Chief of Engineering, Mr. Eugene J. Collings-Bonfill, City Attorney Figueredo, Information Technology Director, Ms. Gladys Gonzalez, Assistant IT Director, Mr. Carlos Olivares, Planning and Zoning Director, Alexander Adams, Public Works Director, Mr. Carlos Arroyo, Building Official/ Director Rene Velazco, Assistant Director Planning and Zoning, Javier Gonzalez, Assistant Building Department Director, Jane Decker, Parks & Recreation Director, Erin Weislow and AECOM staff members.
- City Manager held meeting with Information Technology Director, Ms. Gladys Gonzalez, Assistant IT Director, Mr. Carlos Olivares, Sr. Software Developer Mr. Sadiel Blanco, Database Administrator, Mr. Dario Montiel, Finance Director, Ms. Matilde Menendez, Assistant Finance Director, Eliza Rassi, Grants & Budget Administrator, Solangel Perez, Procurement Manager, Tanya Donigan regarding Finance new online applications forms and applications.
- City Manager and Deputy City Manager along City Attorney Figueredo, City Clerk, Ms. Connie Diaz and Department Directors held meeting to discuss agenda review for April Council meeting.
- City Manager held weekly meeting with Chief of Police, Hernan Organvidez.

- City Manager and Deputy City Manager held Doral Meadow Off meeting with Assistant Public Works Director/Chief of Engineering, Mr. Eugene J. Collings-Bonfill, City Attorney Figueredo, Information Technology Director, Ms. Gladys Gonzalez, Assistant IT Director, Mr. Carlos Olivares, Planning and Zoning Director, Alexander Adams, Public Works Director, Mr. Carlos Arroyo, Building Official/ Director Rene Velazco, Assistant Director Planning and Zoning, Javier Gonzalez, Assistant Building Department Director, Jane Decker, Parks & Recreation Director, Erin Weislow and AECOM staff members.

- City Manager and Deputy City Manager held weekly meeting with Mayor Bermudez.

- City Manager and Deputy City Manager held Bond Meeting Process regarding Construction Management.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- Revised cost estimate with Value Engineering options provided to the City on 3/20 for review

Morgan Levy: (ITB)

- Design on-going

White Course (RFQ advertised November 4th)

- Final coordination/negotiation meeting held 3/18
- NTP provided 3/18

Doral Meadow (RFQ advertised November 1st)

- Final coordination/negotiation meeting held 3/19

Doral Boulevard Pedestrian Bridge:

- Draft RFP and required documents provided to FDOT for review

Trail Network:

- Planning phase for A/E consultant that will prepare exhibits for Phase I

Doral Central Park:

- Phase 2 evaluations moved to April 20 & 21

Lighting of Trails:

- City Comments provided to consultant on Draft report

Trails and Tails:

- Planning Phase on-going

Building Department

- ADMIN: Director attended Directors Meeting; Operational closure to Solution Center as of 3/18. Moved to drive-up/drive-thru plans pickup and drop-off system housed in 1st floor multi-purpose room.
- "WeB" Software UPDATE: This week's on-site training with the implementation consultant was cancelled due to Tyler Technologies request to limit travel due to COVID-19. Since this is a cloud-based solution, configuration is continuing with the SME's.
- HUMAN RESOURCES ACTIVITIES: Permit Clerk & Administrative Assistant positions are pending interviews.
- 2nd FLOOR LEADERSHIP TEAM MEETINGS: Meeting occurred 3/17.
- Item 20-3635 Permit Fee Utilization Report: RFP Invitations to City of Miami Contract pre-qualified bidders sent and are due Thursday, March 19th. DEADLINE EXTENDED.
- Uniform Contract: Delivery expected by end of March.
- STAFF ACCOMPLISHMENTS:

- PHONES: Data available: (-)257 Inbound call count for week
- INSPECTIONS: (-)132 Average Daily Inspections, (-)660 total Inspections Completed (week)
- PLANS REVIEWS: (+)400 Plan Reviews (Quantity), +15% Expedite, +10% Walk-Thru, -27% Rework, -47% Drop-off
- Average plan review time per plan per trade = 42 mins
- LOBBY DATA (DORALQ): (-)497 Total Building Dept Customers: (-)99 Lobby Daily Average, (+)10.4 mins Lobby Wait Time (Weekly Average)
- Average Time Spent Per Customer = (+)15 mins
- Number of clerks needed/provided = 3.6/3 (1 vacant)
- VELARO CHAT PORTAL: Not active this week. Active replies to missed chats.
- EMOJI SURVEY RESULTS - BUILDING ONLY: 90% Satisfaction Rating (10 valid reviews received)
- Granular data available upon request.

Code Compliance

- Code Compliance Officers (2) conducted a night detail with Doral PD to inform all restaurants of 11pm curfew.
- Code Compliance Officers (2) stayed after hours with Doral PD to visit over 100 business and informing them of MDC Emergency Order 03-20.
- Director and Assistant Director met with IT Department to discuss possible department functions that can be migrated to be performed online.
- Department is enforcing the various executive orders issued by the Miami Dade County Mayor as part of the COVID-19 State of Emergency.

Finance Department

- During this period 660 invoices were processed.
- Two hundred checks were issued for a total of \$1,051,110.93.
- Five wire transfers completed for a total of \$298,085.14.
- Daily transactions for Cashier, Parks and Recreation Department including online payment system (OPS) have been entered in the Journal.
- External auditors are conducting the financial audit of FY 2019.

Procurement:

- Twenty six purchase orders were created this week for a total of \$561,171.23.
- FY19-20 YTD: 1020 Purchase Orders processed for a total of \$59,985,277.74.

PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 3/18/2020:

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

DEPARTMENT PW

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

DEPARTMENT CM

RFP No. 2020-02 01/21/2020 02/14/2020 Recreational Programming
Pre-bid meeting 1/28/2020, 22 firms attended. Eight submittals received. Award recommendation made.

DEPARTMENT PR

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

DEPARTMENT PW

RFQ No. 2020-06 01/21/2020 02/21/2020 Pre-Construction & Con. Manager at Risk for Central Park PW

Pre-bid meeting 2/04/2020. Forty-one firms attended. Five submittals received.
Bids being evaluated.

DEPARTMENT PW

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

DEPARTMENT PW

RFP No. 2020-11 03/02/2020 03/31/2020 Nature Focused Camp at Doral Glades Park
Pre-bid meeting 3/12/2020. Eleven firms attended.

DEPARTMENT PR

RFP No. 2020-12 03/05/2020 04/03/2020 Special Needs Camp
Pre-bid meeting 3/19/2020.

DEPARTMENT PR

ITB No. 2020-13 03/05/2020 04/02/2020 NW 112 Avenue (25-34 St.) Roadway Improvements
Pre-bid meeting 3/17/2020. Nineteen firms attended.

DEPARTMENT PW

Human Resources

Conducted 5 pre-employment meetings
Cleared 6 new hires for the City side and 5 Police candidates.
Conducted 4 promotions
Processed 2 new hires
Provided support to employees in regards to insurance inquiries
Created a quarantine tracking form inclusive of a Fitness For Duty form as per CDC and Florida Department of Health guidelines
Provided support to the department directors in personnel matters
Participated in several conference calls and meetings
Held Kronos training for Police Department Supervisors

Information Technology

- Police Support:
- Imaged 22 new Laptops.
- Prepped 22 laptops for possible Telecommuting.
- Met with Motorola and Central Square reference new Motorola CAD upgrade.
- Added users to Virtual Roll Call.

- Help Rey set up Employee Hotline for Covid-19 updates.
- Fixed Printer issues for Motorman.

- Systems Analyst

FN Install TRAIN/TEST/PROD MUN-360534 Hot Fix COMPLETED

FN Depreciate Assets Locked Not Able to Modify COMPLETED

FN MUNIS User Account Role ID Update COMPLETED

IT CD-PLUS Server Windows Updates IN PROGRESS

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

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

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

BD/PW/PZ/CE Workflows Revision IN PROGRESS

- Systems Administration.

- Keep the backups 100% operational.

- Upgrade City Clerk server to Windows 2012 R2.

- Ran Windows Update manually in some servers.

- Upgrade the Backup system version.

- Create GPO to create shortcut in PD desktop for PD Dashboard.

- Change Isilon Network configuration (Gateway and MTU).

- Fixed Windows Update in Archiving PD Server.

- Applied Two Factor to PW computers.

- Security Manager

Analyzed 36 emails reported by City users

Attended Ransomware webinar

Completed deployment of endpoint monitoring enhancement software

Addressed performance issues with Doral PD record management system

- Network Administration

Enabled "on-demand" recording for the Emergency Hotline on the VoIP Server.

Investigated a Connection Issue on the Main Monitoring System.

Reconfigured the Backbone of the Network for better performance on a Network Attached Storage.

Worked with the Security Partner on the Wi-Fi Infrastructure.

Phone setup and ring group modified for the Dispatch Department over at PD.

Updated servers and applications.

Network Monitoring and notified the IT team as needed.

Supported the PD technicians on Network troubleshooting.

Network Backbone configured for Police services reaching FDLE resources.

Worked on the Fax Migration to a new server.

- City Wide Help Desk

City Wide Help Desk SLA at 96% of all Support Tickets

- (IT) Windows 10 upgrade campaign – In Progress

- (CC) PRR01386 - Stand-by

- (IT) IT Help Desk Survey draft - In Progress

- (IT) Prepare laptops for remote users

- GIS Administration:

Prepared update GIS maps.

Followed up with planning and zoning dept about update GIS maps.

Followed up with building dept about update GIS maps.

Researched and prepared ArcGIS Hub.
Outreached ESRI tech support issue with ArcGIS server/web app.

- Citywide Projects
2018-2019 BD - DEVELOPMENT SERVICES SOFTWARE
Vendor cancelled training and performing configurations for GIS, CSS

2019-2020 Tyler 311

We will finalize schedule plan to use the latest version of Tyler 311 and mobile app for citizen use. We are also creating Test plan for Tyler 311 online and mobile application this week.
Project overall is 21% completed

2019-2020 Integration to Document Retention Project-Bluebeam

Bluebeam Plug is on April 22nd Council Agenda for approval.
Project overall is 12% completed

2019-2020 Energov Integration to Laserfiche Project

Obtaining quote with various Energov interfaces, evaluating support options and requesting a statement of work from Laserfiche company.
Project overall is 7% completed

- Application Development:
 - Updated PZ Doral-Q sign in options.
 - Assisted Tyler with Tyler Id integration.
 - Researched Cognito forms and integration with SharePoint.
 - Assisted CE and PZ with Properties.
- Database Administrator:
 - Working on the Data Conversion Energov Project, continue applying the required format to the Public Works permits to be mapping with the coordinates (Lat/Long) for intersections in the GIS Map, an email was sent to the Public Works Permit Clerk with those that they need to update manually.
 - Meetings with the Departments Directors looking for developing Online Applications, forms or reports if needed.
 - Working on a new Vigilant Hourly Hits Dashboard in Power Bi, to display the detections by Intersection Cameras on an hourly basis.
- Website Projects
- FPL 2 LPR Poles:
 - Engineer has updated plans with comments and delivered for Site 26 and 30, which are at MDC waiting revision for approval.
 - Project is 17 % completed.
- WCCD 37122- New Smart City Certification Project
 - WCCD open website now we are answering comments of the first review, WCCD is requesting more documentation, we are sending emails and calling all respondents to provide additional information requested this week.
 - Project is 77% completed
- Intersection LPR's & CCTV
- Maintenance and monitoring of License Plate Readers to include field repairs.
- Maintenance and monitoring of Traffic surveillance cameras to include field repairs.
- Assist AV technician in the maintenance and monitoring of surveillance cameras at city facilities to include field repairs.

- Supervision and coordination of new LPR intersection project.
- Continue working with Miami-Dade PW and HP Electric's engineer on the design of Site I, Site 26, and Site 30 LPR camera installation.
- Coordinated and completed the preventive maintenance of City Hall and Main PD uninterrupted power supply (UPS) units.

Parks and Recreation

Morgan Levy Park equipment set up as a polling place

Meeting with staff to discuss upcoming changes due to COVID-19

Inform the public that all community centers at City of Doral Parks will close until further notice due to COVID-19

Create and Distribute flyers to take to all parks to inform the public that all City of Doral Parks will close 3.19.2020 at 5pm until further notice due to COVID-19

Planning and Zoning

- 80 Permits reviewed for the week of March 13th to March 19th, 2020
- 20 Inspection performed for the week of March 13th to March 19th, 2020
- 28 New BTR/CU for the week of March 9th to March 13th, 2020

Economic Development :

- Coordinated the cancellation of all upcoming events, workshops, conferences, trade missions, in-person presentations and travel plans.
- Communicated directly with county, state and federal agencies like the Beacon Council, SBDC and SBA and coordinated with Public Affairs and business organizations to present up-to-date emergency business assistance information to Doral businesses and stakeholders.
- Accepted invitation to serve on the Florida Bridge Loan review committee for South Florida administered by the Florida SBDC.
- Collaborated with Public Affairs to promote Doral restaurant to-go and delivery offers through the production of a Spend Local video for social media distribution.
- Administered Façade Grant Evaluation Committee process for City Council consideration and continued to administer all city grants programs to provide relief to businesses, HOAs, non-profits and schools.
- Reviewed and scored 23 business submittals as a judge in the Miami Herald Start-Up Pitch Competition.

Police Department

Arrests

- Felonies: 7
- Misdemeanors: 8
- Traffic: 3
- Warrants: 7
- DUI:

Traffic Citations

- Hazardous Moving Violations: 277
- Non-Hazardous Moving Violations: 214

Notable Arrests & Incidents

Carrying a Concealed Firearm

Driving Under the Influence (DUI)

Doral patrol units arrested a man who failed to stop at a red light signal and almost caused an accident with another Doral Police officer. A Doral Police sergeant was travelling in an unmarked police vehicle when she had to take evasive action after another vehicle nearly collided with her car. The sergeant followed the vehicle and summoned marked police units who conducted a traffic stop on the vehicle. The driver showed physical signs indicating that he was under the influence. As he was being patted down a pistol was discovered in his waistband. A records check revealed that he had a Concealed Weapons Permit, however, it had been suspended. The man was arrested and taken to TGK.

Criminal Mischief – Felony

Doral Police officers arrested a man who vandalized the vehicle of a woman with whom he had a romantic relationship. The victim advised that she was involved with the subject and after she learned he was married she broke it off. A few days later she woke up to find her car's paint damaged with deep scratches on the surface. She confronted the subject by text message, and he implicated himself in the crime. Detectives spoke with the security guard who was working on the evening in question and he was able to identify the subject as the one who was seen standing next to the victim's car. Based on the aforementioned detectives contacted the subject who availed himself of legal counsel and surrendered to Doral Police. The subject was arrested and transported to TGK.

Public Information Office

- The PIO handled inquiries from the media on matters involving the Doral Police Department.
- The PIO conducted roll call training with all personnel and discussed proper relations with the general public when dealing with inquiries and requests for specific information on public safety issues.
- The PIO addressed the City Manager and Department Directors on best practices when dealing with members of the media.
- The PIO is promoting a campaign being spearheaded by the Florida Department of Transportation to bring awareness to the State's new laws prohibiting the texting and driving as well as the use of mobile phone in a handheld mode while in a designated school zone or work area.
- The PIO managed the department's Twitter and Instagram accounts on a daily basis and posted on matters of public safety and community affairs that may be of interest to our community.
- As chairperson of the Awards Committee, the PIO reviews and maintains all commendations and nominations of departmental employees for future consideration.
- The PIO compiled the statistical data and arrest reports, and prepared the Weekly
- The PIO handled other tasks assigned by the Chief's Office.

Neighborhood Resources Unit

Due to the closure of schools as a result of the current situation caused by COVID-19, the School Resource Officers have participated in the following:

- Informed business owners of the County Emergency Order requiring all restaurants, bars, clubs, etc. to close operations.
- Assisted road units with patrols.
- Worked with Code Compliance enforcing the County Emergency Order.

Office of Emergency Management

- Continued outreach on COVID-19 prevention and mitigation on website and social media platforms with information provided by the CDC and the Florida Department of Health.
- Updated Power Point presentation on COVID-19 to share with internal and external stakeholders.
- Reviewed FEMA information on National Emergency Declaration (March 13, 2020).
- Attended County OEM meeting with municipalities (virtual) and shared information on FEMA's Public Assistance Program for COVID-19 with directors.
- Filed daily reports on the City's protective measures on COVID-19 with the County's Office of

Emergency Management

- Continued acquiring protective equipment.
- Held Hands on Doral mandatory training on Saturday, March 14, 2020 at the Community Center bringing the total of volunteers to 34.
- Provided information to Hands on Doral volunteers to aid the city with outreach activities regarding COVID-19.
- Continued coordination of Everbridge system training and refresher course with a webinar alternative given the current situation with COVID-19.
- Updated COOP document with specific section on pandemics.

Training Bureau

The Training Section coordinated the following activities:

- Annual Qualifications – continued
 - o Firearms
 - o Defensive Tactics
 - o Use of Force
 - o Taser
 - o CPR
- PSA Academy – Week 4 @ Doral Police Training Center
- Real-Time Dashboard Trainings/PPE Kit Briefings
 - o Patrol Squad Roll Calls
 - o School Resource Officers
 - o General Investigations
- Supervisor Training – Patrol Techniques
 - o Doral Police Training Center – March 16 & 17, 2020
- Purchase Authorization requests submitted for the following:
 - o Firearm Supplies
 - o Medley Firearm Range Dates
 - o Annual IACP Net Service Access

The Training Unit disseminated the following Training Bulletins:

- Miami-Dade County Emergency Order 03-20

Public Works:

- **ITB 2018-13 “Canal Bank Stabilization Year 5B”:** Construction phase of this project is now complete and pending permit project closeout. Final project plans were submitted on Wednesday, January 29th to the Department of Environmental Resources Management (DERM) for final review and approval. The City of Doral was pending 20% of funds from the \$1,000,000 LAP Grant awarded to this project which would be released with project closeout. FDOT released 10% of the remaining 20% this month of the funds from this grant as the City provided all pending documents noted from the final audit. The remaining 10% will be released once the Final Closeout Packet is submitted which the City has 120 days from January 29th to submit to FDOT. There are 69 days remaining.
- **ITB 2019-29 “Stormwater Improvements at NW 21 Street”:** Construction has been completed. The Stormwater Division met with the contractor onsite and the project is now closed. All items were addressed on the submitted punch list.
- **ITB 2019-36 “Year 7 of the Canal Bank Stabilization Program”:** The construction is ongoing. The contractor is working along NW 25th Street between NW 97th Avenue and NW 92nd Avenue installing the geo-web cells and the installation of fencing. An aeronautical study was completed with the FAA which determined the barbed wire fence installation would not impact the FAA tower on the property which now allows the FAA to sign the Canal Bank Easement Agreement.

Transportation:

-NW 82 Ave. Roadway Construction between NW 27 St. and NW 33

St.: Contractor commenced the installation of structural steel cages for the light poles spread footers. One week remain to complete cure of asphalt in order to apply permanent thermoplastic striping.

-NW 74 St. Traffic Signals at NW 97 Ave. and at NW 102 Ave.: Contractor has mobilized to job site. Exploratory excavation to locate existing utility ongoing.

-Citywide Sidewalk Improvements: Work on the south side of NW 33 St. between NW 107 St. and NW 112 Ave. has been 100% completed; construction on the north side is at 75% completed. Pending FPL light pole removal on NW 19 St. to complete work on site.

-NW 41 St. Roadway Construction between NW 87 Ave. and NW 79

Ave.: Contractor commenced work along the shared used path area. Contractor has excavated 3 out of the 4 launch pads to prepare for pad modifications as proposed on plans.