



Memorandum

To: Honorable Mayor and City Council

Date: March 30, 2020

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/ March 22 - March 28, 2020**

City Manager's Office

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) Odor Complaints for weekend
- 3) I. T. Department – Security
- 4) COVID 19 – Virus Update
- 5) City Council Zoning Meeting
- 6) City Hall Office Hours

- City Manager held weekly meeting with Finance Director, Matilde Menendez.
- Deputy City Manager held weekly meeting with Public Works Director, Carlos Arroyo and Assistant Public Works Director/Chief of Engineering, Eugene J. Collings-Bonfill.
- Deputy City Manager held weekly meeting with Acting Human Resources Director, Rita Garcia.
- City Manager held weekly meeting with IT Director, Ms. Gladys Gonzalez and Assistant IT Director, Mr. Carlos Olivares regarding.
- City Manager held conference call meeting with Deputy City Manager, Transportation Manager, Ms. Rita Carbonell, Assistant Public Works Director/Chief of Engineering, Mr. Eugene J. Collings-Bonfill, Public Works Director, Mr. Carlos Arroyo, Transit Operations Manager, Ms. Shirley Forero, Transit Road Supervisor, Ms. Andrea Melendez, Transportation Analyst, Mr. Marc O'Keefe regarding COVID-19 Trolley Service Hours.
- Deputy City Manager held weekly meeting via phone conference with Parks & Recreation Director, Ms. Erin Weislow and Assistant Parks & Recreation Director, Mr. Lazaro Quintero regarding Parks & Recreation.
- City Manager held weekly meeting with Chief of Police, Hernan Organvidez.
- Deputy City Manager held weekly meeting via phone conference with Code Compliance Director, Mr. Edgard K. Estrada and Assistant Code Compliance Director, Mr. Danny Del Toro.
- Deputy City Manager held weekly meeting via phone conference with Building Official/Director and Assistant Building Department Director, Ms. Jane Decker.

- Deputy City Manager held weekly meeting via phone conference with Planning and Zoning Director, Mr. Alexander Adams and Economic Developer, Mr. Manuel Pila.
- City Manager and Deputy City Manager attended video conference call with Mayor Bermudez.
- City Manager held weekly meeting with Communications & Protocol Manager, Ms. Maggie Santos.
- City Manager and Deputy City Manager held Bond Meeting Process regarding Construction Management via video conference call with City and AECOM staff members.
- The City Manager's Office worked together with Human Resources, Code Compliance, Public Works and Police Department to provide lunch to City Employees during this week.

Building Department

- ADMIN: Director attended Directors Meeting; Operational closure to Solution Center as of 3/18. On 3/26 moved to drive-up plans drop-off and pickup by appointment only. Fees collected online.
- "WeB" Software UPDATE: Hosted GoToMeeting with Implementation Consultant to assess configuration moment and answer questions. Used Microsoft Teams for internal configuration meeting and to review PZ Special Event process in EnerGov.
- HUMAN RESOURCES ACTIVITIES: Permit Clerk & Administrative Assistant positions are pending interviews.
- 2nd FLOOR LEADERSHIP TEAM MEETINGS: No activity this week.
- Item 20-3635 Permit Fee Utilization Report: RFP responses were reviewed and evaluated. Analysis was sent to CM, DCM, BD Director and Procurement Manager for review.
- Uniform Contract: Delivery expected by end of March.
- STAFF ACCOMPLISHMENTS: Staff continues to support EnerGov Implementation Project.
- Building Department Weekly Stats for week ending 03/20/2020
- PHONES: Data available: (+)435 Inbound call count for week; Significant increase in call volume due to national emergency (COVID-19) and change to operational hours and access to Solution Center on Wednesday, March 18.
- INSPECTIONS: (-)124 Average Daily Inspections, (-)622 total Inspections Completed (week)
- PLANS REVIEWS: (+)436 Plan Reviews (Quantity), -9% Expedite, -4% Walk-Thru, +28% Rework, +60% Drop-off; note significant decrease in walk-thru's due to limited access to Solution Center
- Average plan review time per plan per trade = 37 mins
- LOBBY DATA (DORALQ): (-)246 Total Building Dept Customers: (-)49 Lobby Daily Average, (-)10.0 mins Lobby Wait Time (Weekly Average)
- Average Time Spent Per Customer = (-)10 mins
- Number of clerks needed/provided = *Statistically invalid data.
- Solution Center was closed to the public on March 18. DoralQ not available in 1st Floor Multipurpose Room where BD was receiving customers.
- VELARO CHAT PORTAL: Not active this week. Active replies to missed chats.

- EMOJI SURVEY RESULTS - BUILDING ONLY: No data.

Code Compliance

Code Compliance Department has continued with the enforcement of the Emergency Orders enacted by the City of Doral and Miami Dade County. Also, education of the orders over the numerous phone calls received.

Finance Department

- During this period 361 invoices were processed.
- One hundred eighty nine checks were issued for a total of \$1,946,296.12.
- Five wire transfers completed for a total of \$112,273.73.
- 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:

- Eighteen purchase orders were created this week for a total of \$186,375.82.
- FY19-20 YTD: 1038 Purchase Orders processed for a total of \$60,171,653.56.

PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 3/26/2020:

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. Award recommendation made.

DEPARTMENT PW

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

DEPARTMENT CM

RFP No. 2020-02	01/21/2020	02/14/2020	Recreational Programming
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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
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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
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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
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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
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Pre-bid meeting 3/12/2020. Eleven firms attended.

DEPARTMENT PR

RFP No. 2020-12	03/05/2020	04/03/2020	Special Needs Camp
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Pre-bid meeting postponed to 04/22/2020.

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

Information Technology

- Police Support:
 - Deployed laptops for telecommuting.
 - Assisted remote users.
 - Deployed Admin laptops.
 - Fixed Sgt's are Ricoh Printer.
 - Worked with CH IT to fix Message Switch connection to County and State.
 - Added Genetec license to Briefcam.
 - Worked with Natalie to upload latest city contacts to Everbridge.

- Systems Analyst
 - IT Microsoft Silverlight Install Missing User Working station COMPLETED
 - IT Software House CCURE SSA Quote COMPLETED
 - PR MUNIS Requisition Workflow Notification Update COMPLETED
 - PZ CD-PLUS Application Request Dept. Review Status Issue COMPLETED
 - IT EnerGov 500 Item Requirement Scope Revision IN PROGRESS
 - IT CD-PLUS Server Windows Updates 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

- Network Administration.
 - Enabled Conference Numbers on the Voice Server.
 - Assisted PD's techs on call forwarding from users' extensions to external numbers.
 - VoIP troubleshoot at City Hall.
 - Assisted CH Technician during issues with the VPN solution.
 - Network Provisioning for an IP Phone on the City Hall Consultants office.
 - Worked with City Hall vendors on Network Contracts next to expire.
 - Network Monitoring and notified the IT team as needed.
 - Supported the PD technicians on Network troubleshooting.
 - Migrated Faxes from different departments (IT,PR,CC and PZ) to the new fax server.

- Security Manager
 - Analyzed 18 emails reported by City users
 - Deployed endpoint monitoring enhancement software to remote sites
 - Assisted Help Desk in ensuring City users are able to access remote meeting software
 - Assisted PD IT in removing old versions of anti-virus

- City Wide Help Desk
 - City Wide Help Desk SLA at 95% of all Support Tickets
- (IT) Windows 10 upgrade campaign – In Progress
- (CC) PRR01386 - completed
- (IT) IT Help Desk Survey draft - In Progress
- (IT) Prepare laptops for remote users - Completed
- (CH) City Hall doors and garage adjusted for current situation

- Systems Administration.
- Keep the backups 100% operational.
- Fixed Windows Update in City Clerk file Server .
- Upgrade Parks and Recreations file server to Windows 2012 R2.
- Fixed Windows Update in some pending PD Server .
- Detected a disk problem in the City Hall Camera server and coordinated with Dell and the AV system Tech to replace it. It is resolved now.

- AV

Events

Mayor's Conference Room HR Presentation

Webex meeting for Parks

Webex meeting for Planning and Zoning

Mayor's 10~ skype calls with media

Misc

Onssi optimization of servers

Finished integration of briefcam with both VMS's

Setup and tested council chambers for online council meeting

Setup and tested EOC for online bid presentations

Repairs for ch CCTV server

- Mayor's 5~ zoom virtual meetings with other municipalities

- Assistant IT Director

Installed and tested Microsoft Teams for Council with coordination and assistance from City Clerk.

Tested Microsoft Teams with City Manager's office, Directors and Assistant Directors.

Successfully tested network file access on iPad's and deployed to telecommute employees.

- GIS Administration:

As per planning and zoning dept's request, set up SDE GIS connection database.

Troubleshoot and investigate ArcGIS server issue.

EnerGov/Tyler web/phone meeting.

Followed up with planning & zoning dept about update maps.

- Application Development:

Created Dashboard/Report for PZ new permit types for Online Payments.

Assisted Tyler with Tyler Id integration.

Reviewed production servers for updates and possible consolidation of databases.

Assisted CE and PZ with Properties.

- Citywide Projects

2018-2019 BD - DEVELOPMENT SERVICES SOFTWARE

This week we had a call to address within CSS the Building Residential custom field layout (could be same as existing commercial template, updates were performed. We Re-review Online Custom Field Layout configuration, many questions and answers were discussed on configuration of building processes in EnerGov and additional processes for Tyler to build was assigned.

Project overall is 21% completed

2019-2020 Tyler 311

We are working on the API software so we can extract data for Dashboard and interfaces to use the latest version of Tyler 311 and mobile app for citizen use. We are finalizing Test plan for Tyler 311 online and mobile application this week.

Project overall is 23% completed

2019-2020 Integration to Document Retention Project-Bluebeam

WE are starting Project Schedule for Bluebeam project which should start in June after Plug is on April 22nd Council Agenda is approved.

Project overall is 13% 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

- Database Administrator:
- Working on a new LPR Vigilant Hourly Hits Dashboard in Power Bi, to display the detections by Intersection Cameras on an hourly basis.
- Working to automate the existing Monthly LPR Vigilant dashboard to be able to refresh the data daily.
- 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.

• Website Projects

• FPL 2 LPR Poles:

Due to Coronavirus MDC have been slower than usual to provide approval of permits , Horsepower will call MDC again this week and also come to the city of Doral to deliver permits requiring Doral's approval.

Project is 21 % completed.

• WCCD 37122- New Smart City Certification Project

Continue to answer 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 78% completed

- Intersection LPR's & CCTV
- Remote Maintenance and monitoring of License Plate Readers to include field repairs.
- Remote Maintenance and monitoring of Traffic surveillance cameras to include field repairs.
- Continue working with Miami-Dade PW and HP Electrical engineer on the design/permit of Site I, Site 26 ,and Site 30 LPR camera installation.
- Followed up with vendor the completion of the preventive maintenance to the uninterrupted power supply (UPS) unit at PD (main).

Parks and Recreation

Conference call to discuss special events fees

Park maintenance staff continue to complete work orders and projects in the parks

Staff began to review their budget for next fiscal year

Worked with IT department to ensure all laptops and iPad's are working appropriately to work remotely

Planning and Zoning

- Permits reviewed: 9 for the week of March 20th to March 26th, 2020
- 17 Inspections performed for the week of March 20th to March 26th, 2020
- 13 New BTR/CU for the week of March 16th to March 20th, 2020
- Planning and Zoning Director performed previously scheduled meetings via conference calls.
- Staff participated on one (1) Site Plan Modification conference call and three (3) Pre-Application

conference calls.

- Part of the staff worked remotely from home and reported daily to Planning and Zoning Director via email/phone.

Economic Development

- Communicated directly with county, State and Federal Agencies and coordinated with Public Affairs and business organizations to present up-to-date emergency business assistance information to Doral businesses and stakeholders.
- Reviewed 9 Florida Bridge Loan Applications as part of Miami Dade County Bridge Loan Committee 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.
- Continued to administer all City Grants Programs to provide relief to businesses, HOAs, non-profits and schools.
- Created draft letter to provide an example for essential small businesses to give to employees.

Police Department

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.
- Assisted City Hall with dissemination of information by Mayor Bermudez using Doral Alerts.
- Reviewed PanCAP document by CDC (FOUO) and generated report for Command staff.
- Filed situation reports on the City's protective measures on COVID-19 with the County's Office of Emergency Management
- Continued acquiring personal protective equipment.
- Assisted Satellite cities with their resources requests and mission tasks on WebEOC.
- Held virtual Everbridge training and refresher course with members of PA and Doral 50.
- Assisted HR with uploading all employee contacts into Everbridge system.
- Shared information to Hands on Doral members to assist the City in sharing COVID-19 preventive actions.

Training Bureau

The Training Section coordinated the following activities:

- FTO Training
 - o Scene Management
 - o Daily Observation Report (DOR) Training
 - o FTO Policy Review
- PSA Academy – Week 5 @ Doral Police Training Center
- Purchase Authorization requests submitted for the following:

- o Firearm Armor Kit
- o N95 Masks
- o Anti-Bacterial Wipes & Soap

The Training Unit disseminated the following Training Bulletins:

- Miami-Dade County Emergency Order Amendment I to Emergency Order 09-20
- Miami-Dade County Emergency Order 11-20-Persons over 65 of age or have serious underlying medical condition to stay home
- Miami-Dade County Emergency Order 10-20-Social Distancing
- Miami-Dade County Emergency Order 6-20-Marinas & Boat Launches
- Coronavirus COVID-19 IMT Update #43 Coronavirus Testing/Screening

Public Works

- Assisted with setting up and distributing lunch for City Employees.
- Assisted with setting up items for Building Department drive thru.
- 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. Caltran is preparing the close out projects and the deadline to submit is May 28th.
- 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. The segment along NW 25th Street is 75% complete. The second segment will be along NW 54th Street between NW 102nd Avenue and NW 97th Avenue. The City of Doral submitted the first reimbursement request to the Florida Department of Environmental Protection (DEP) in the amount of \$190,610.82. Total grant amount awarded is \$950,000.
- Contractor has begun excavation of spread-footer foundations in anticipation of long lead times for installation. Contractor has scheduled thermoplastic striping the week of April 6th.
- Contractor has exploratory excavations on numerous spots in efforts to identify existing utilities in potential conflict or not. Contractor is on schedule.
- Contractor has both crews working on 33rd street from 10th avenue to 112th avenue; 60% completed. Only one FPL action items remains on NW 19th street; light pole.
- Contractor has excavated, furnished and installed base rock materials, and compacted 4 of 5 maintenance launch pads. Contractor has also formed and prepared 3 of the 5 launch pads for concrete installation. In addition, contractor has installed over 200 +/- new guardrail.