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**To:** Honorable Mayor and City Council

**Date:** April 02, 2021

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

**Subject:** **Weekly Council Update/March 28 - April 03, 2021**

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## City Manager's Office

- City Manager held weekly Directors Staff Meeting via Microsoft Teams along with Deputy City Manager, City Clerk Diaz and City Attorney Figueredo. The following items were discussed:  
Recap of the weekend

- 1) EnerGov System
- 2) Vaccine – 500 Friday, Our Lady of Guadalupe
- 3) Strategic Planning Notes
- 4) City Council Meeting on April 14th
- 5) Good Friday

- 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 City Attorney held meeting to discuss EXP US Services, Inc.. Professional Services Agreement.

- Deputy City Manager along with Public Works Director, Mr. Carlos Arroyo, Transportation Manager, Ms. Rita Carbonell attended TPO meeting and site visit with Aileen Boucle and Wilson Fernandez from Miami Dade County Transportation Planning Organization regarding Potential Quick Build/Mobility Makeover project in Doral.

- City Manager along with Chief of Police, Mr. Hernan Organvidez, Major Jose Seiglie, Media & Emergency Manager Specialist, Ms. Natalie French, Parks and Recreation Director, Mr. Erin Weislow, Information Technology Director, Gladys Gonzalez and Assistant Information Technology Director, Mr. Carlos Olivares did a Walk-Thru at Lady of Guadalupe Church regarding COVID-19 Vaccine.

- City Manager and Deputy City Manager held meeting with Public Works Director, Mr. Carlos Arroyo and Transportation Manager, Ms. Rita Carbonell regarding Better Bus Network.

- City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Information Technology Assistant Director, Mr. Carlos Olivares.

- Deputy City Manager attended DEO Outfall Site visit with Public Works Director, Mr. Carlos Arroyo, Stormwater Manager, Ms. Stephanie Bortz, Chief of Construction, Mr. Julio Amoedo and Ms. Lisa Mulhal from In Rem Solutions near 7895 NW 57 Street and other areas near 58<sup>th</sup> St.
- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez.
- Deputy City Manager held weekly meeting with Acting Building Official/Director, Ms. Jane Decker.
- Deputy City Manager held meeting with Planning and Zoning Director, Mr. Javier Gonzalez to discuss Outdoor Public Art.
- City Manager held meeting with City Attorney Figueredo and Human Resources Director, Mr. John Prats.
- City Manager and Deputy City Manager held meeting with Public Works Director, Mr. Carlos Arroyo, Transportation Manager, Ms. Rita Carbonell, Code Compliance Director, Mr. Edgard K. Estrada, Assistant Code Compliance Director, Mr. Danny Del Toro and Procurement Manager, Ms. Tanya Donigan to discuss Parking Implementation.
- City Manager and Deputy City Manager held meeting with Public Works Director, Mr. Carlos Arroyo, Stormwater Manager, Ms. Stephanie Bortz, Floodplain Manager, Mr. Mark Hagerty, and BCC Engineering staff to see Presentation for Stormwater Master Plan Update.
- City Manager held meeting with Information Technology Director, Ms. Gladys Gonzalez regarding Energov Testing and Training Acceptance Document.
- 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 held weekly meeting with Chief of Police, Mr. Hernan Organvidez.
- City Manager held weekly meeting with Human Resources Director, Mr. John Prats.
- City Manager held meeting with City Attorney Figueredo and Human Resources Director, Mr. John Prats regarding City of Doral Councilmembers Retirement Offering.

## **Capital Improvement Project Manager**

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

- Permitting process is on-going:
  - o Public Works MOT permit approved.
  - o Construction Parking permit is on-going.
  - o Trailer permit was approved.
- General Activities:
  - o Grade beam foundation excavations is on-going.
  - o Elevator pit excavation & formwork on-going.

- o Foundations excavations and formwork on-going.
- o Construction Trailer was delivered on site.
- o Contractor was advised to control dust from site.
- o Contractor was advised not to let their subs or employees to park within the Public ROW.
- o AT&T pull box relocation on-going.
- o On-going construction submittals/RFI's.
- Weekly OAC Meetings.

#### **Morgan Levy Park:**

- Replacement of landscape planting pending from punch list items to be completed by April 2<sup>nd</sup>.
- Received One Year Warranty Letter from Waypoint.
- Owner Operation and Maintenance Manual completed. To be transmitted to Parks by April 2<sup>nd</sup>.

#### **White Course Park:**

- Permitting process is on-going:
  - o WASD permit approved. MDC Fire fees paid.
  - o Consultant working on COD Building Department resubmittal.
  - o COD Building Temporary Fence and Parking permit on hold until Master Permit is approved.
  - o COD Public Work:
    - Construction Access permit approved.
    - Pre-construction meeting set up for April 5<sup>th</sup>.
    - Construction Management Plan approved.
- General Activities:
  - o Consultant coordinating final pole design in order to start Shop Drawing submittal.
  - o Waypoint is waiting on Master permit approval from City of Doral to submit for Temporary Water and Power permit to WASD and FPL for the trailer.
  - o Playground Design approved by the City on March 25<sup>th</sup>.
- Public Affairs working on banner designs.
- Groundbreaking Ceremony scheduled for May 4<sup>th</sup>.
  - o Groundbreaking Ceremony coordination is on-going.
- Coordination with IT Department for required elements is on-going.

#### **Doral Meadow Park:**

- Consultant working on final items in order to complete the Owner Operation and Maintenance Manual.
- Meeting with Karmil and Duo-Guard to discuss Pergola Lap Joints Covers was held March 30<sup>th</sup>.

#### **Doral Central Park:**

- Permitting Process is on-going:
  - o Phase I Soil Improvements - Rework I on-going:
    - COD Building Department review on hold due to the implementation of the new e-permitting system.
    - MDC DERM under review.
    - MDC Fire under review.
  - o Phase IV Recreational Center/ Lake Wall Foundation – Rework I on-going.
    - COD Building Department review on hold due to the implementation of the new e-permitting system.
    - MDC DERM under review.
    - MDC Fire under review.

- o Planning and Zoning Site Plan Review Phase II & III:
  - MDC Fire approved.
  - Submitted to Planning and Zoning March 25<sup>th</sup>.
- o Planning and Zoning I<sup>st</sup> Site Plan Review for Phase IV is on-going.
  - Site Plan MDC Fire review is on-going.
  - Site Plan MDC DERM review is on-going.
- o Art in Public Places Application to be resubmitted by April 2<sup>nd</sup>.
- Banner graphic screen to be installed by April 19<sup>th</sup>.
- Weekly OAC meetings on-going.
- Meeting with Planning and Zoning to discuss Phase IV Site Plan Response to Comments held March 29<sup>th</sup>.
- Precor Fitness Presentation held April 1<sup>st</sup>
- Kaufman Lynn's Phase I Construction Bids received.
  - o GMP I to be submitted the week of April 7<sup>th</sup>.

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

- RFP re-advertisement Notice to Proceed received by FDOT Central Office on March 30<sup>th</sup>.
- City of Doral to advertised RFP April 1<sup>st</sup>.

#### **Trail Network:**

- Sharrows Interlocal Agreement submitted to MDC – on-going.
- Work orders being generated for painting of lanes only. Signs will be done in house by the Public Works Department.

#### **Trails and Tails Park (Lighting Improvements):**

- Permitting Review completed.
  - o Payment for Master permit approval on hold until contract is fully executed.
- PMT working on Contract.
- Consultant coordination with FPL is on-going.

#### **Additional Items:**

- PMT Weekly Status of Projects is on-going.

#### **Planning and Zoning**

##### Occupational Licensing

- 1 Business Tax Receipt renewal for FY 2020-2021 processed this week.
- 7 Business Tax Receipts applications for new businesses have been received this week.
- No new Temporary Outdoor Dining Permits (56 Temporary Outdoor Dining permits issued to date).

##### Planning and Zoning

- Addresses issued: 5
- Building Permits reviewed: 8
- Zoning Inspections conducted: 24
- Site plans reviewed/approved: 1
- Planning and Zoning Director attended Strategic Planning Session.
- Planning and Zoning Director participated in the Park Bonds Project discussion.
- Planning and Zoning Director attended meeting to discuss Chapter 80 “Sign Regulations” of

the City's Code.

- Planning and Zoning Director participated in a meeting to discuss the unity of title review and approval process for Panda Kitchen & Bath located at 7800 NW 34 ST, 3388 NW 78 AVE and 3340 NW 78 AVE.
- Planning and Zoning Director participated in a meeting to discuss outstanding site plan comments for Doral Central Park Phase IV.
- Planning and Zoning Director participated in a meeting to discuss driveway approach and Land Development Code requirements for driveways.
- Planning and Zoning Director participated in a meeting to discuss signage for the Wawa Gas Station located at 3300 NW 87 AVE.
- Planning and Zoning Director and Economic Developer participated in a meeting to discuss a potential business location for Turkish Cosmetics Company.
- Planning and Zoning Director and Economic Developer participated in a meeting to discuss a potential business location for Alcora Group Cosmetic and Skincare Company.
- Planning and Zoning Director participated in the biweekly leadership meeting with the Building Department, Code Compliance and Public Works Department.
- Senior Planner attended a pre-application meeting to discuss the development process for the Business land use strip immediately west of the Miami-Dade County Resource Recovery Facility along (theoretical) NW 102nd Avenue.
- Planning and Zoning Director in collaboration with the Public Affairs and Parks and recreation department met to discuss decorative crosswalks.
- Planning and Zoning Director participated in a meeting to discuss the adoption of a Florida Friendly Fertilizer Ordinance.
- Planning and Zoning Director participated in a meeting to discuss the proposal of an additional driveway entrance for the newly developed ICP at 97th Avenue warehouses located at 1500 NW 97 Avenue.
- Planning and Zoning Director participated in a meeting to discuss the renovation of a warehouse facility located at 2254 NW 93 Avenue.
- Planning and Zoning Director participated in a meeting to discuss Doral Facade Grant Agreement for Village of Doral Green.
- Planning and Zoning Director participated in a meeting to discuss the development of two (2) new car dealerships on the existing Lehman Doral dealership site located at 10155 NW 12 Street.

### **Economic Development**

- Staffed the City of Doral booth at Latin Builders Association Business Expo.
- Attended ribbon-cutting ceremony at new business Kurlee Belle.
- Attended Strategic Planning Session.
- Filmed video for CAMACOL Doral-City of Doral small business outreach video series and attended CAMACOL Doral Biz Meet and Greet: A Celebration of Women's International Month at Intercontinental Hotel.
- Met with Freebee and Intercontinental Hotel re: extending Freebee service area to include Intercontinental Hotel and Mirador properties.
- Met with MV Communications re: Spend Local registration.
- Met with Ricardo Mijares re: new business opportunity in Doral.
- Reached out to Carlos Mejia re: new business opportunity in Doral.
- Met with Florida Department of Environmental Protection, Planning and Zoning Director and Assistant Park Director re: healthcare provider brownfield bonus for Legacy Park.

## **Building Department**

- EnerGov Go Live - Attending Support Transition Call, Internal Forms Inventory Meeting
- EnerGov issues outstanding that are being resolved in include manual transfer of project files for permits in review or recently issued, attaching appropriate contacts to permits once they have registered on CSS portal and stepping through workflows to get to actions available for customer.
- Interim Director attended Directors Call, Weekly meeting with DCM, 2nd Floor Leadership Meeting
- Project meetings this week: Rally Kart Racing, Farmasi Pre-App

## **Code Compliance**

- Director met with City Attorney to discuss a community road ownership question.
- Field Supervisor and Code Compliance Officer visited Miami Beach Code Compliance Department for Energov training on iPads.
- Director and Assistant Director met with City Manager's Office, Public Works Dept., and Procurement Manager to go over Parking Implementation.
- Director met with Planning & Zoning Director to discuss possible fertilizer & irrigation ordinances.
- Director met with City Attorney and Planning & Zoning Director to discuss raceway signs on buildings.
- Code Compliance Officer work late night detail to address noise concerns in Downtown Doral and curfew violations at different establishments.

## **Finance Department**

- Accounts Payable: Processed 138 invoices; 105 checks were issued for a total of \$701,643.
- Journalized the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Issued the City's Comprehensive Annual Financial Report for the fiscal year ended September 30, 2020.
- Processed the City wide payroll for the pay period ended March 28, 2021.

### **PROCUREMENT**

A total of 17 PO's were created for a total value of \$61,527.

### **PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 03/31/2021**

• 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: Award Recommendation Made.

• 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: 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: Award Recommendation Made.

- 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: 03/19/2021  
Status: 4 Submittals received; bids are being reviewed.

- 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: Award Recommendation Made.

- 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: Award Recommendation Made.

- Solicitation No. and Title: RFP No. 2021-06 – HRIS and Payroll Software  
Dept: Human Resource  
Broadcast Date: 03/25/2021  
Due Date / Bid Opening Date: 05/06/2021  
Status: Pre-Bid Meeting scheduled for 04/13/2021.

- Solicitation No. and Title: RFQ No. 2021-07 – Towing of Unauthorized and Abandoned Vehicles  
Dept: Police Department  
Broadcast Date: 03/26/2021  
Due Date / Bid Opening Date: 04/29/2021  
Status: Pre-Bid Meeting scheduled for 04/15/2021.

- Solicitation No. and Title: RFP No. 2021-03 – Construction of Pedestrian Bridge - FDOT  
Dept: Public Works  
Broadcast Date: 04/01/2021  
Due Date / Bid Opening Date: 04/27/2021  
Status: Pre-Proposal Meeting scheduled on 04/15/2021.

## **Human Resources**

- COVID-19 TESTING BIOTECH - 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 3,768 City of Doral residents have been tested;

this includes 152 for the week ending 03/26/2021. 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 163 PCR tests, which includes 8 tests for the week ending April 2, 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, April 1, 2021, (20) essential personnel/first responders were tested at City Hall. To date, 1,666 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

- Code Compliance Officer I, Code Compliance Department, Closes on 04/05/2021
- Laborer I, Public Works Department, Closes on 04/05/2021
- Mechanical Inspector/Plans Examiner, Building Department, Open Continuous
- Police Officer, Police Department, Open Continuous
- Structural Plans Examiner, Building Department, Open Continuous

#### SPECIAL PROJECTS:

- HR conducted a Customer Service Training for 8 City employees. The Customer Service Training is scheduled through July 2021 each Tuesday, alternating each week, from 9 -12 p.m. and 2 – 5 p.m. The training is called One Body – One Mind, and the goal is to ensure that all employees are aligned with the City's strategic objectives as they relate to providing excellence in customer service.

- The Human Resources Department has developed a new Performance Evaluation Training and Employee Evaluation Form. The new format is aimed at capturing key performance indicators that are strategically aligned with the City's mission and vision. The training is currently under review by the City Manager's Office is tentatively scheduled to be rolled out to all supervisors during the month of May 2021.

- The Human Resources Department is currently undergoing an internal audit of personnel files to prepare for the Doral Police Department's CALEA Accreditation Audit scheduled in April 5 – 8, 2021.

#### NEW EMPLOYEES:

The Human Resources Department is happy to announce new staff members joining the City of Doral

- Katherine Bravo - Planning and Zoning- Administrative Assistant – Start Date 4/5/2021
- Antonio Jebian - Building Department – Building Inspector – Start Date 4/5/2021

## **Information Technology**

- AV Team provided AV support for Finance, PW, PD, PA, and HR Department
- AV Team Provided pre-bid/bidding recordings to Finance Department
- AV Team assisted Help Desk with user issues/tickets
- AV Team contacted AVI for warranty replacement of broken monitor in Glades
- Public Safety Support - This week, the PD IT team met with a vendor regarding a solution for the RTIC. RSA token continues to be deployed to all personnel at PD. IT fixed an issue where a printer/scanner was not working in Dispatch. Our crash diagram software was fixed with the correct activation key. New AVL's were added to Fleet. The PD IT team supported the vaccine POD.
- Network Administration - This week:
  - Participated in external and internal meetings such as IT Internal Meeting and Low Voltage Contractor's Initial Meeting.
  - Elaborated call custom call reports for the PW department.
  - Troubleshoot issues due to service disruptions. Included root cause analysis and remediation (applied new policies and configurations to firewalls).
  - Performed network troubleshooting on the Data Center from the Police Department due to network alarms on the Data Center Physical Appliances Connectivity.
  - Onsite visited Doral Glades Park and troubleshoot network services down. Worked with the service provider and fixed the issue.
  - Onsite visited the Doral Morgan Levy park and overviewed a job performed by the low wiring contractor.
  - Continued to monitor the network and performed actions based on incidents (Analyzed Network Security Reports, Continuously check-in the Main Monitoring Tool, Isolated unnecessary traffic).
  - Continued to work on the Guest Wi-Fi Integration with a Network Access Controller. This week integrated the Wi-Fi from the PD Training Facility and the PD Police Department.
- Security Manager

This week, over 30 emails were reported by City users and were analyzed for malicious intent. Addressed an email flow issue for the Police Department. Was able to recover password accounts set up prior to server upgrades. Assisted Sr. Network Administrator in addressing SMTP issues for applications attempting to send out email notifications. Assisted Economic Development in accessing a specific website.
- Systems Administration. This Week:
  - Review and Keep the backups if they are 100% operational.
  - Virtual change control weekly meeting.
  - Removed migrated servers from backup schedule.
  - Removed NIC from hybrid exchange server.
  - Finished March server Windows Updates.
  - Shutdown unused server.
  - Added a server to group that doesn't run some GPO.
  - Meeting with Microsoft and PD IT supervisor to fix the visio issue.
  - Meeting to consultant to help improve the GIS system.
  - Meeting with Dell about hardware refresh.
  - Worked with Network administrator to troubleshoot email archiving issues and smtp relay issues.
  - Worked with Network administrator to troubleshoot VxRail alarm.
  - Microsoft online training

- 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
- Provided access control support for Park's weekend event
- Participated in Post-Go Live meeting
- Met with Laserfiche vendor to update workflow modules
- Troubleshooted cashiering system integration to Energov
- Troubleshooted RFID system issues and antennas coverage
- Setup computers for the vaccination program at Legacy Park
- Completed new deployment image and scripted installation
- Removed disabled users that were part of Kace user's database
- Participated in meeting to organize and route support calls regarding the new system
- Reviewed candidates for IT technician opened position
- Continue to work on reconciliation of physical inventory of IT equipment

- GIS Administration- This week:
- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- Information Tech Staff meeting
- GIS meeting with vendor
- As per planning/zoning dept request, created GIS user account.
- As per planning/zoning dept request, created and provided notice location map.
- As per planning/zoning dept request, modified GIS web map app.
- As per building dept request, troubleshoot flood zone map.
- Weekly GIS maintenance

- Database Administrator:

I- 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.

II- Working on a new Internal Dashboard for the HR Department.

III- Assist the Assistant Building Department Director to run a report requested by a Consulting Company for Permits Issued in March 2021.

- 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: March 2021

- 2018-2019 BD - DEVELOPMENT SERVICES SOFTWARE

We resolving Post-Implementation issues with the support of the Tyler transition team. IT Help Desk will manage all calls for Energov and then submit to Tyler support Portal those issues requiring Tyler intervention. We continue finding solutions for each issue encountered after converting data. We are waiting on new batch of forms and design of dashboards.

Project overall is 100% completed

- 2019-2020 Tyler 311

Dashboard was completed 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 are resolved GIS and network issues and testing this week with inspectors from all departments insuring 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 tested new forms and reports development created by Tyler to finalize Unit testing.

Project overall is 100% completed

- 2020-2021 CSS Citizen Self Service

Beautiful changes were performed with the CSS look by Public works. We continue Training/testing/updating with many department users this week and GIS.

Project overall is 100% 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 GL Charge codes in Energov to use with Munis GL entries this week. We completed system testing.

Project overall is 100% complete

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

We are implementing the plug-in with Energov production testing of Building permits, Code and Planning and Zoning this week. We are troubleshooting some issues.

Project overall is 90% completed

- 2020-2021 Energov Cashiering Project

We updated issue with Credit Card transactions, and we have completed system implementation. We are updating Project plan/implementation plan with all requirements and dates for configuration.

Project overall is 98 % completed

- Intersection Technology System Analyst-Worked remotely in all of 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 I, 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 Morgan Levy, White Coarse and Central Park.
- Continue working at Meadows Park surveillance cams views and adjustment.
- Installed camera server and RAID rack brackets at Glades Park.

- Smart City projects are underway:

- FPL 2 LPR Poles:

New comments were informed by MDC, Engineer is verifying that all comments are addressed in the plans. MDC to approve permits of site 26 and 30. City Management has been contacting MDC management for support.

Project is 47 % completed.

- WCCD 37122- New Smart City Certification Project

Reviewing new comments and expecting to finish this coming week. 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 finalized RFP with detail requirements for each module utilized in the HR department including payroll, time & attendance, performance, learning, core HR and e-forms. Team has completed requirement this week and submitted the RFP for vendors answers.

Project is 17% 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

Will start again requesting/receiving information on Business growth in 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 25% completed

## **Parks and Recreation**

- Parks Director attended weekly meeting with the Deputy City Manager to discuss ongoing department items.
- Parks Director met with the Police Department and City Manager at Lady of Guadalupe Church to discuss their COVID-19 vaccination site.
- Parks Director met with Parks staff to discuss the Tennis reservations process.
- Parks Director with the Planning & Zoning Director, Public Affairs Director and Deputy City Manager to discuss Outdoor public art.
- Parks Director and Assistant Director met with the Public Works, Finance, and FPL to discuss the City's 2021 plan.
- Parks staff attended HR's customer service training.
- Parks Admin Assistant and Accounting Clerk assisted with scheduling COVID-19 Vaccine appointments at Doral PD EOC.
- Parks Director and Assistant Director met with the Project Management team to discuss Precor Fitness Equipment.
- Parks Director attended monthly South Florida Parks Coalition meeting.
- Parks Director and Events staff visited Trump National Doral for 4th of July Fireworks walk-thru.
- 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 Virtual Bingo Night was held with 25 participants.
- Doral Legacy Park was used as COVID-19 vaccination site on Thursday, April 1st.
- Youth Basketball League- Spring Season continued team practices.

## **Police Department**

### Arrests

- Felonies: 8
- Misdemeanors: 6
- Traffic: 5
- Warrants: 1
- DUI: 1

### Traffic Citations

- Hazardous Moving Violations: 431
- Non-Hazardous Moving Violations: 263

### Notable Arrests & Incidents

#### Subject Wanted for Questioning Regarding a Homicide

A Doral Police Officer was on routine patrol when he observed a vehicle that was parked on the roadway in the 9000 Block of NE 12 Street. The officer conducted a traffic stop as the driver was exiting the vehicle. A records check revealed an active message on the vehicle tag. The subject was detained. Further investigation indicated that the subject was wanted for questioning by Miami-Dade Police regarding a homicide that occurred earlier in the week in Unincorporated Miami-Dade County. The subject was transported to Miami-Dade Police Headquarters and turned over to Homicide detectives.

#### Bomb Threat

The Miami International Mall had to be evacuated on Sunday, March 28, at approximately 4:20 pm, after a threat via telephone was received where the caller advised an explosive device had been placed somewhere inside the mall. Doral Police in conjunction with Miami-Dade Police conducted a thorough search of the complex using canines trained in the detection of explosives. No device was found.

#### Aggravated Assault with a Firearm

##### Possession of a Firearm by a Convicted Felon

Doral Police officers were dispatched to a motel located in the 8700 Block of NW 27 Street regarding a dispute where a man had threatened two women with a firearm. The women advised they were in the process of moving to a different room in the motel due to a water leak in the room they were in when they became involved in a dispute with the subject who proceeded to brandish a firearm causing the women to fear for their safety. The subject was taken into custody without incident. A records check revealed that he is a convicted felon and prohibited from carrying a firearm. He was charged accordingly and transported to TGK.

#### Grand Theft Auto

##### Possession of Altered VIN Plate

A Doral Police Officer working a plainclothes detail observed a vehicle with a temporary paper tag parked in the rear of a hotel located in the 7900 Block of NW 36 Street. Due to an increase in criminal activity involving fraudulent temporary tags the officer proceeded to investigate further. A check of the VIN plate on the vehicle's dash showed some irregularities so the officer located the confidential number and verified that it did not match. Records check revealed that

the vehicle had been reported stolen in Tampa, Florida. The subject was placed under arrest 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

##### Wednesday 3/24/21

- 10651 NW 19th St. Renaissance Elementary. School Detail.

##### Thursday 3/25/21

- 10311 NW 58TH St. Divine Savior Academy. Safe Cam Program follow-up.
- 9831 NW 58th St. Green Apple Café. Safe Cam Program follow up.
- 6030 NW 99th Ave #409 Baxcell Electronic. Safe Cam Program Presentation.
- 10171 NW 58th St #104 W.U.E. Safe Cam Program follow up.
- 7520 NW 104th Ave. #106 Gourmet 58 Bakery. Safe Cam Program follow up.
- 7550 NW 104th Ave. Publix Liquor. Watch Order. Contact was made with manager/employee.
- 10780 NW 58th St. Sedano's. Safe Cam Program follow up.
- 9851 NW 58th St. Q Salon. Safe Cam Program follow up.
- 7540 NW 104th Ave. TAIKIN. Safe Cam Program follow up.
- 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 3/26/21

- Medley Range Training
- 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).

##### Monday 3/29/21

- Area 2 Patrol
- 1690 NW 87th Ave. Gas Station Business Check.
- 2498 NW 87th Ave. Gas Station Business Check
- 6030 NW 99th Ave. Baxcell Electronics. Safecam/Trespass Presentation.
- 1455 NW 107th Ave. International Mall. Business Check

Tuesday 3/30/21

- Bike Detail. Crime Deterrent.
- 2900 NW 109th Ave. Loyola Academy. Safe Cam follow up. (met with teachers and students)
- 9831-51 NW 58th St. Businesses Safecam Program follow up.

Training Section

- Park Ranger Academy-Traffic Enforcement and Crash Investigations.
- Annual Training- March 30 & 31. (Firearms qualification, Defensive Tactics, Taser, Use of Force, Vehicle Pursuit, and Biohazard Materials)
- Newly Promoted Sergeant Orientation-Sergeants St. Thomas and Markowitz will attend orientation on April 6, 2021. Finalizing the schedule.

Academy Week 21:

- Police Recruit Daniel Villarchao- Successfully passed the First Aid Exam and will be conducting a ride along with our department on April 2, 2021. A memorandum will be submitted via chain of command with the ride along assignment.

Office of Emergency Management

- Continue ICS -700 Department wide.
- Coordinated the upcoming vaccination event on April 7, at Our Lady of Guadalupe Church.

## **Public Affairs**

Highlights from the Public Affairs Department:

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 60,707. (96 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Profile visits on Twitter increased 15% from prior week; Twitter Impressions increased 55% from last week  
\*TOP POST OF THE WEEK- Instagram Post notifying that the City is “hiring” – 8,706
- Promoted multiple city events/initiatives including but not limited to: national mom and pop business day, FDOT put it down campaign, citizens academy spring session, façade grant cycle opening
- Assist with coordination of vaccine appointments for April 7th date (Lady of Guadalupe)
- Meetings to discuss art in public places process
- Meeting to plan for Bloomberg Asphalt Art grant
- Design/Web Projects – Update of Sister Cities website, project banners for white course park

- Event Coordination:
  - o May 4th – White Course Park Groundbreaking
- Videos:
  - Published – April Month Preview Calendar
  - Published – Earth Day video
  - In Production – Business Spotlight Video w/ CAMACOL Doral
  - In Production – PD Facility Tour for Accreditation
  - In Production -- Doral Shines- Drive Responsibly (Spanish version)
  - In Production – Kapow Virtual City Hall Tour

## **Public Works**

### **Transportation:**

- Met and performed field visits with Aileen Boucle from the Miami-Dade Transportation Planning Organization (TPO) for Quick Build/Mobility Makeover Project
- Submitted the Local Highway Finance Report (FHWA-536) for Fiscal Year 2019-20
- The City of Doral applied for the Community Development Building Grant Mitigation (CDBG-MIT) for a 50/50 match funding for the NW 58th Street Outfall Project. A field visit was conducted on Tuesday, March 30th at 9:00AM with CDBG-MIT staff to review the project and verify that the information matches the grant application.
- NW 41 St. (87-79 Ave.) - Marriott Hotel harmonization agreement has been extended to property owner. Custom tops for S5 & S7 expected to arrive this week in efforts to complete 100% of lime rock base.
- Parking Garage Repairs - Contractor scheduled to receive laminate material this week in efforts to cure damaged surface area on third floor. Structural repairs are 100% completed and are scheduled for inspection by EOR this morning.
- PW Warehouse Retrofit (Waypoint) - Contractor has painted the police building facade. Contractor has installed pedestals and electrical conduits for all "big ass" fans, completed drywall installation, and is installing 2nd story doors.