



## Memorandum.

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**To:** Honorable Mayor and City Council

**Date:** February 21, 2020

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

**Subject:** **Weekly Council Update/ February 17 - February 22, 2020**

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### City Manager

City Manager held weekly Directors 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) I. T. Department – Security
- 3) Sign in Sheets for the Second Floor and each Department
- 4) Record Request
- 5) Strategic Planning Session
- 6) Military Discount
- 7) Cameras on Second Floor
- 8) Parking Workshop
- 9) Archbishop Motorcycle Ride

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

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

- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.

- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Alexander Adams and Economic Developer, Mr. Manuel Pila.

- Deputy City Manager held weekly meeting with Parks and Recreation Acting Director, Mr. Lazaro Quintero and Recreation Administrator, Ms. Erin Weislow.

- City Manager and Deputy City Manager conducted a second interview for the Parks and Recreation Director position.

- City Manager and Deputy City Manager held a meeting with City Attorney Figueredo, Public Works Director, Mr. Carlos Arroyo, Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill, Finance Director, Ms. Matilde Menendez, Code Compliance Director, Mr. Edgard Estrada, Planning and Zoning Director, Mr. Alexander Adams, Assistant Planning and Zoning Director, Mr. Javier Gonzalez and Transportation Manager, Ms. Rita Carbonell.

- City Manager and Deputy City Manager attended Council Parking Workshop with staff and City Council-members.

- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez and Deputy Chief of Police, Mr. Raul Ubieta.
- City Manager and Deputy City Manager along with City Clerk Diaz, City Attorney Figueredo and City of Doral staff members held Agenda Review Meeting for the Council Meeting on March 11, 2020.
- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada and Assistant Code Compliance Director, Mr. Danny Del Toro.
- Deputy City Manager held weekly meeting with Building Official/Director, Mr. Rene Velazco.
- Deputy City Manager held meeting with Legal Office Manager for the City Attorney's Office, Ms. Yamileth Pereyra regarding Doral Square.
- Deputy City Manager held weekly meeting with Acting Human Resources Director, Ms. Rita Garcia.
- City Manager and Deputy City Manager held Bond Meeting Process regarding Construction Management.
- City Manager along with Communications & Protocol Manager, Ms. Maggie Santos and Constituents Services Coordinator, Ms. Andrea Viejo attended MDCCMA Luncheon Re: : "Preparing for the 2020 U.S. Census: What Municipalities in Miami-Dade County Need to Know" at Miami Beach Convention Center.
- Deputy City Manager along with Public Works Director, Mr. Carlos Arroyo, Code Compliance Director, Mr. Edgard Estrada, Finance Director, Ms. Matilde Menendez, Acting Human Resources Director, Ms. Rita Garcia and Information Technology Director, Ms. Gladys Gonzalez attended the American Heart Association Go Red for Women Luncheon at the JW Marriott Miami Turnberry Resort & Spa.

### **Capital Improvement Project Manager**

- Doral Central Park:
  - Addendums 1 and 2 were release for both the A/E and CMAR Bid Documents.
- Morgan Levy
  - Consultant design and PMT coordination is ongoing.
- White Course
  - Contract negotiations are ongoing
- Doral Meadow
  - Contract negotiations are ongoing
- Doral Boulevard Pedestrian Bridge:
  - Meeting - Request for clarification for PHD. – February 18<sup>th</sup>
- Lighting of Trails:
  - Lochner submitted Lighting Standard Criteria progress print - February 19<sup>th</sup>.

## **Building Department**

- ADMIN: Director attended Directors Meeting; Director met w/ DCM for weekly update
- "WeB" We Build Doral Software UPDATE: SMEs (Subject Matter Experts) continue building system configurations with Implementation Consultant this week. Work included system settings, user roles/profiles, "Project" folders, CSS Portal Configuration and report setup. PM & AD attended calls for Bluebeam integration and Tyler311 configuration.
- EnerGov Florida Users Group (EFUG): Online users group meeting for Florida was held on Tuesday, February 19th. This is the kick-off for the first Florida users' group. Florida is unique in several regulatory processes which Tyler has seen and so has created this user group to facilitate ongoing learning of the EnerGov system among our neighbors. The City of Doral will host the summer meeting on July 22.
- HUMAN RESOURCES ACTIVITIES: Permit Clerk & Administrative Assistant position closed.
- 2nd FLOOR LEADERSHIP TEAM MEETINGS: No meeting this week. Coordination for expansion of Velaro Chat to Constituent Services Coordinator is ongoing.
- Item 20-3635 Permit Fee Utilization Report: Pending meeting with Procurement. Report MUST be posted on city website NO LATER THAN December 31, 2020.
- STAFF ACCOMPLISHMENTS: Staff attended site tour of Jackson West with BIM/3D model presentation to review an incoming revision to the project. This type of technology facilitates conflict resolution in the field and is a great tool to visualize where the project is headed.
- PHONES: Data available: (+)263 Inbound call count for week
- INSPECTIONS: (+)138 Average Daily Inspections, (+)692 total Inspections Completed (week)
- PLANS REVIEWS: (+)379 Plan Reviews (Quantity), -9% Expedite, +7% Walk-Thru, +32% Rework, -52% Drop-off
- Average plan review time per plan per trade = 41 mins
- LOBBY DATA (DORALQ): (+)586 Total Building Dept Customers: (+)117 Lobby Daily Average, (+)8.6 mins Lobby Wait Time (Weekly Average)
- Average Time Spent Per Customer = (-)11 mins
- Number of clerks needed/provided = 3.1/3 (1 vacant)
- VELARO CHAT PORTAL: Not active this week. Active replies to missed chats. Pending training to Constituent Services Coordinator
- EMOJI SURVEY RESULTS - BUILDING ONLY: 100% Satisfaction Rating (8 reviews received)
- Granular data available upon request.

## Code Compliance

- Code Compliance Officer worked during President's Day, actively patrolling the city for various/common holiday violations.
- Department held panel interviews with 5 candidates to fill the vacant Code Compliance Officer position.
- Director and Assistant Director attended Council Parking Workshop.
- Director and Assistant Director met with resident to discuss her concerns of possible future violations.
- Director attended American Heart Association luncheon.

## Finance Department

- During this period 273 invoices were processed.
- Fifty seven checks were issued for a total of \$613,307.04.
- Seven wire transfers completed for the total amount of \$281,685.02.
- 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:

- Twelve purchase orders were created this week for a total of \$103,176.09.
- FY19-20 YTD: 874 Purchase Orders processed for a total of \$58,432,948.93.

### PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 2/20/2020:

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
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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. Bids are being evaluated.

DEPARTMENT PR

ITB No. 2020-03	01/29/2020	02/27/2020	Parking Lot Resealing @Trails & Tails Park and Veterans Pk
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Pre-bid meeting 2/18/2020. Ten firms attended.

DEPARTMENT PR

RFP No. 2020-04	01/17/2020	02/13/2020	Vending Machines Operations & Management
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Pre-bid meeting 1/27/2020. Six firms attended.

Three submittals received. Bids being evaluated.

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.

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.

DEPARTMENT PW

ITB No. 2020-07 02/4/2020 03/04/2020 Right-of-Way Maintenance Services

Pre-bid meeting 2/20/2020.

DEPARTMENT PW

ITB No. 2020-08 01/31/2020 03/02/2020 SW Improvements: NW 114 Ave & 50th Street

Pre-bid meeting 2/18/2020, twenty firms attended.

DEPARTMENT PW

### **Human Resources**

- Reviewed 459 timecards for accuracy. In addition, completed and reviewed all timecards for employees under Family Medical Leave, Parental Leave, Personal and Worker's Compensation.
- Generated audit reports for the Police Department and coordinated report features for the Payroll Unit.
- Reconciled all carriers bills with payroll deductions amounts for accuracy and provided to the finance department for processing.
- Onboarded 4 candidates for Police and Finance.
- Successfully closed 1 FMLA cases and opened 2 cases.
- Held 6 pre-employment meetings. In addition, successfully cleared 3 candidates from the pre-employment process, provided start dates. In addition, disqualified 2 candidates from the pre-employment process.
- Provided response of 25 mutual applicants for other Agencies and completed 4 verifications of employment.

### **Information Technology**

- Police Support:
- Completed 30 Support Tickets.
- Continue to upgrade computers to Windows 10

City Wide Help Desk

City Wide Help Desk SLA at 93% of all Support Tickets

- (IT) Windows 10 upgrade campaign – In Progress
- (CH) Print by ID install - In Progress
- (CH) DGC Calendar - Door schedule WE 2/22 - Completed
- (PW) Access Control check for PW expansion - Completed
- (CH) Troubleshoot door schedule and garage door - Completed

Systems Administration

- Keep the backups 100% operational.
- Upgrade IT File server to Windows 2012 R2.
- Applied the new screensaver GPO citywide.

- Created and Applied Audit Group Policy to IT computers for Clarium.
- Applied the WSUS GPO to early adopter servers.

- Security Manager

Analyzed 35 emails reported by City users

Collaborated with Sr. Systems Analyst to enable auditing for endpoint security solution

Deployed Security Awareness screensaver

Continued cleanup of stale devices on the anti-virus console

- Events

Rain Barrel Workshop (Public Works)

Prospera Workshop

Webex Meeting Room 233

Council Workshop

Red-Light Safety Camera

Misc

Continued with briefcam integration

CCTV servers were migrated to new one

Installation of Lobby CCTV Camera

Proposed Av system for cultural arts center

- Network Administration

Security Policy Modified for users from the Public Works Department.

Configured the Voice System with the Holiday recording (On President's Day).

Met with a Services Provider for upcoming projects.

Pre-configured an LTE Router for a new intersection site.

Network Monitoring and notified the IT team as needed.

Supported the PD technicians on Network troubleshooting.

- GIS Administration:

As per finance dept's request, completed communication tax service with ArcMap and ArcGIS Pro.

As per planning & zoning dept's request, assisted with GIS data.

As per building dept's request, troubleshoot and investigated with GIS web map app.

Meeting with EnerGov about citizen self-service admin.

- Database Administrator:

- Working on the Public Works Internal Dashboard, the new metric for Building Maintenance was incorporated and dashboard published in production.

- Assisting System Administrator in installing SQL Server Reporting Services (SSRS) on a development server to create reports of expired files for Veritas.

- Assisting the IT Director in restoring the new DB for the RFID system.

- Application Development:

  - Energov Training/Set up.

  - Started Doral-Q customizations.

  - Fixed CD-PLUS Dashboard SSRS issue

  - Assisted CE and PZ with Properties.

- 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 preliminary design of Site I, Site 26, and Site 30 LPR camera installation.
- Coordinating the relocation of LPR pull box at NW 33 St & 87 Av. (Site 7) with sidewalk contractor and PW Dept.
- Reset and set new password for Trafcams at Site 18.

### **Parks and Recreation**

- Parks weekly meeting with acting Parks and Recreation Director
- Receptionist meeting regarding Broncos Registration
- Youth Basketball League Evaluations
- Doral Little League Parent Meeting
- Leadership Staff Meeting
- Fencing Make up class at Doral Legacy Park
- Wellness Wednesday Zumba at Doral Glades Park
- Kendall Regional Senior lecture
- Capture Doral event

### **Planning and Zoning**

Planning and Zoning:

- 95 permits Reviewed for the week of February 14 - 20, 2020
- 39 inspection Performed for the week of February 14 – 20, 2020
- 12 licenses Issued for the week of February 10 – 14, 2020

Economic Development:

- Attended Prospera Import-Export Academy workshop.
- Met with Marcia Sabbagh, International Relations Director, City of Guatemala re: Sister Cities business support.
- Coordinated PTSA, CBO and Façade Grant reimbursements.
- Promoted USDOT procurement event to business organizations.
- Met with Antique Automobile Club of America re: conference in Doral.
- Met with Michael Sellinger, Miami Bayside Foundation re: financing workshop in Doral.

### **Police Department**

Arrests

- Felonies: 10
- Misdemeanors: 9
- Traffic: 0
- Warrants: 3
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 427
- Non-Hazardous Moving Violations: 322

## Notable Arrests & Incidents

### Aggravated Battery

Patrol units responded to a residence located in the 7100 Block of NW 103rd Path concerning a violent domestic dispute. When the officers arrived, they found a man outside the residence, bleeding from one of his arms. The man explained that he and his girlfriend have been living together for the past seven years. He further advised that his girlfriend (subject) is very jealous and became upset when she found a map on his mobile phone leading to a motel. The argument escalated and she proceeded to spill wine on the victim and smash the wine glass on the floor. The victim advised police that his girlfriend armed herself with a kitchen knife and threatened to cut herself. The victim proceeded to call police at which time the subject used a threatening tone and advised that one of them would end up dead. She then proceeded to cut the victim in the arm. Detectives responded to the scene and transported the subject to the police station for questioning. The subject waived her Miranda Rights and advised that she did not harm her boyfriend and that the laceration to his arm was self-inflicted. She was charged accordingly and transported to TKG.

### Written Threats to Kill or Cause Bodily Injury

The victim in this case is a plumber who performed work for the subject. The subject was not happy with the work that the victim performed at his residence and during the course of several weeks he sent the victim numerous text messages threatening to kill the victim as well his children. During the course of the investigation Doral detectives were able to get copies of the text messages and were able confirm that they came from a phone to which only the subject had access. The subject was located at TKG where he was already in custody on unrelated charges. The charges for this case were applied.

## Public Information Office

- The PIO handled inquiries from the media on matters involving the Doral Police Department.
- 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 Highlights Summary which is sent to the City Manager's Office.
- The PIO handled other tasks assigned by the Chief's Office.

## Neighborhood Resources Unit

### Thursday 13

- Divine Savior Academic Support event follow up
- Follow up with the Flats to meet in reference to Crimewatch programs & PD Access

- Cordoba follow up with Sandra in reference to PD access to 8111 NW 53 St
- Coordinate with MDPD Touch a Truck event @ Devine
- Bill Seidels meeting & Survey in reference to 4 recent stolen vehicles reported.
- Follow up on Random Acts of kindness event in Ikea

Friday-14

- Las Vistas- f/u vandalism case 2967
- Met with South Florida Concrete and LOPEFRA in reference to support for POAT/Explorers
- Coordinated a meeting with Chic Fil A-YCA
- The Flats-PD access to apartments during a call. In an emergency at this time DPD does not have access unless assisted by office or MDR
- Cordoba-follow up in reference to building access code in Bldg. 8111
- Smoothie with a Cop event follow up with business.
- Renaissance Charter Elementary assist officer Guzman DPD case 3218
- Follow Up with Walmart on Trespass Signs not posted.

Monday-17-Presidents day holiday

Tuesday-18

- DRE-Dare
- Renaissance Elementary Charter-follow up case 3218-Threat Assessment
- DRE-Relief 1030-1300 school coverage.
- Camden Villas follow up assisting GIU in reference to vehicle burglaries reported this morning

Wednesday-19

School Threat Assessment Presentation by USSSS @ Double Tree-all day

Office of Emergency Management

- Continued Hands on Doral program expansion and application review process.
- Coordination of Everbridge system training and refresher course.
- Attended LMS Steering Committee Meeting on HMGP grant process.
- Concluded work on Years of Service project.
- Updated Everbridge/Doral Alerts System.
- Worked on Emergency Management Certification requirements.

Training Bureau

- Annual Qualifications
  - o Firearms, Defensive Tactics, Use of Force, Taser, CPR
- Week 27 Recruit Progress Memo (PAC-133)
  - o Pride Run (PAC 133) – February 19, 2020
- New PSA Employee Orientation Week
  - o Ricardo Acevedo and Andy Diaz Oran
  - o Department's goals, philosophy, laptops issued; additional instruction received in e-Notify, Social Media
- Stop The Bleed training - scheduled for June 16, 2020
- Order placed for PSA uniforms – PSA Academy begins February 24, 2020

## **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. Final audit with the Florida Department of Transportation (FDOT) to obtain the last 20% of funds from the \$1,000,000 LAP Grant awarded to this project. Audit was scheduled for Thursday, January 30th. All documents for final completion is being compiled and the final packet is being prepared to submit to FDOT.
- ITB 2019-29 “Stormwater Improvements at NW 21 Street”: Construction has been completed. Contractor is working on the items on the Punch List in order to close out the project.
- 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.
- ITB 2020-08 “Stormwater Improvements at NW 114 Ave & NW 50 St”: Pre-Bid Meeting occurred on Tuesday, February 18th.
- ITB 2020-07 “Right-of-Way Maintenance Services”: Pre-Bid Meeting occurred on Thursday, February 20th.
- Executed agreement with Earth Day Network to become a partner “Green City” to provide awareness of Climate Change and encourage climate action.
- Held the Rain Barrel Workshop, 16 people attended of the 21 that registered.
- Installed the 2020 Census bus bench signs within the City.
- Coordinated the installation of the Ritmo Doral banners in Downtown Doral area.

## **Transportation:**

- NW 82 Ave. Roadway Construction between NW 27 St. and NW 33 St.: (week of 2/10) Spread footer calculations, detail, and cost proposal has been formally submitted. Contractor to begin installation of friction course on the week of 2/17. (week of 2/17) Contractor is currently on site milling the area. The paving operation has also started and will extend until Tuesday night of next week. Spread footer change order has been signed by the City Manager; issued to contractor to commence construction.
- NW 74 St. Traffic Signals at NW 97 Ave. and at NW 102 Ave.: (week of 2/10) Still pending MDC approval; permit supervisor was contacted in efforts to help expedite. (week of 2/17) Contractor is picking up approved MDC permit today 2/20. Setting up meeting with contractor to issue NTP.
- Citywide Sidewalk Improvements: (This week) In communication with MDC special taxing district to address funding for relocation of FPL pole at 19th street. Continued sidewalk construction on NW 30th Terrace between NW 87th Ave and NW 84th Ave. (week of 2/17) Contractor continuing work on 33rd street East of 87th avenue to 8th avenue. Completed work on 115th avenue. Contacted again FPL (Frank Cantero) regarding light pole relocation on NW 19th street., buried box, box adjustment on 82nd avenue, and issued a revised “lights out” spreadsheet.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave.: Notice to Proceed tentatively scheduled for February 17, 2020. Comments received from MDC Traffic & Signals Division (TSS) during the contractor’s submittal for MDC MOT/Construction Permit. The City will request a meeting with TSS to discuss comments that are received after plans have been approved during the design phase. (LAST WEEK) Scheduled a “pre-startup” meeting on 2/13 to

review and update the following: MOT, Public Notifications, Permit, Utility coordination, schedule, FPL relocations, and actual NTP date issuance. (This week) Attended pre-start up meeting with contractor, EOR and CEI to discuss RFIs, permitting, utility relocations all in preparation to tentatively issue NTP on 2/24. (week of 2/17) NTP date: anticipated February 24, 2020. EAC has submitted revised plans and relocation form for Tree Permit. Discussed relocation of launch pads to reduce impact on existing mature trees; pending MDCPW and MDCRER approval.

- Held the Council Workshop for the Parking Ordinance.
- Participated in the Miami-Dade Transportation Planning Organization (TPO) SMART Demonstration Program – Study Advisory Group (SAG) Meeting.
- Performed evening field observations on the Doral Trolley Stops for lighting improvements.