



Memorandum

To: Honorable Mayor and City Council

Date: February 26, 2021

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/ February 21 - February 27, 2021**

City Manager's Office

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

- 1) Recap of the weekend
- 2) COVID-19 Cases - Testing
- 3) Vaccine
- 4) Garage Repairs
- 5) Odor Enforcement
- 6) ICMA Retirement Accounts
- 7) Workshop 2nd Floor
- 8) Drive in Movie - Friday
- 9) Doral Shines

- City Manager held weekly meeting with Finance Director, Ms. Matilde Menendez.
- Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- City Manager and Deputy City Manager held meeting with Public Works Director, Mr. Carlos Arroyo, Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill, Parks and Recreation Director, Ms. Erin Weislow, Assistant Park and Recreation Director, Mr. Lazaro Quintero regarding Hurricane Debris.
- City Manager and Deputy City Manager held staff meeting with second floor department heads.
- City Manager and Deputy City Manager attended Council Workshop | Second Floor Departments (Council and Administration Only).
- City Manager and Deputy City Manager attended Ethics Training Part 2 provided by MDCCMA.
- City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Information Technology Assistant Director, Mr. Carlos Olivares.
- City Manager and Deputy City Manager held meeting with City Attorney Figueredo, Public Works Director, Mr. Carlos Arroyo and Code Compliance Director, Mr. Edgard K. Estrada regarding Odor Complaints.

- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- City Manager and Deputy City Manager held meeting with Public Works Director, Mr. Carlos Arroyo, Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill, Code Compliance Director, Mr. Edgard K. Estrada, Assistant Code Compliance Director, Mr. Danny Del Toro regarding Parking Program Implementation.
- City Manager and Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held Agenda Review meeting with Department Directors for Council Meeting scheduled on March 17, 2021.
- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez and Deputy Chief of Police, Mr. Raul Ubieta.
- City Manager held weekly meeting with Human Resources Department, Mr. John Prats.
- City Manager held meeting with City Attorney Figueredo and Code Compliance Director, Mr. Edgard K. Estrada regarding window signage at All Stars Child Development Center.
- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada.
- Deputy City Manager held weekly meeting with Acting Building Official/Director, Ms. Jane Decker.
- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.
- City Manager held weekly meeting with Mayor Bermudez.
- City Manager held weekly meeting with Communications Director, Ms. Maggie Santos.
- City Manager held Bond Meeting Process regarding Construction Management with City and AECOM staff members.
- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez.
- Deputy City Manager held close out meeting with Public Works Director, Mr. Carlos Arroyo regarding the internal audit of all of the PWD divisions and the Fuel Usage.
- The City Manager's office continues to coordinate and support the free COVID mobile testing site at the Police Training and Community Center in partnership with Miami Dade County Fire. For the week starting February 15, 2021, 553 people were tested, and for the week starting February 22nd, 2021, 417 people were tested for a cumulative total of 18,470 tests performed since the start of the program on 10/12/2020. (Additional testing numbers in HR section below).
- Departments have been enforcing Miami-Dade County Executive Order 20-20, requiring all persons throughout Miami-Dade County to wear a mask or other face covering when in public. Last week the City issued verbal warnings and handed-out masks to 61 people who were observed in public without masks.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- Permitting process is on-going.
 - o Early Work Permit issued on February 23rd.
 - o Public Works MOT permit in progress.
 - o Pre-construction meeting with City of Doral Public Works Inspector held February 23rd. Passed fence post inspection & MDC inspection.
 - o Construction Management Plan permit approved.
 - o Life Safety Plan passed February 23rd.
 - o NPDES re-submitted to City of Doral Building Department February 25th.
 - o Notice of Commencement submitted to MDC for recording.
- Notice to Proceed issued for March 1st.
- A-Frame to be installed February 26th.
- Weekly OAC Meetings.
- General Activities
 - o KVC had Doral Police Dept. opened the lock. Lock was placed on construction entrance.
 - o Construction entrance palm tree removal is in progress. Palm tree relocated to southwest portion of site.
 - o Contractor is preparing for root pruning for selected trees. Live oaks pruning must be 90 days in advance before relocation.

Morgan Levy Park:

- Camera pole installation is on-going.
- Ribbon Cutting Ceremony scheduled for March 17th. Coordination with Public Affairs is on-going.
- Plaque installation is on-going.
- Miami-Dade County Fire Inspection passed.
- Certificate of Occupancy scheduled for February 25th.
- Punch List Walk-Through with PMT, Contractor and Parks and Recreations held on February 24th.
- Furniture arrived week of February 22nd
 - o Break room stool seats are too high for the table.
 - o Doral Parks provided alternate chairs for break room from K-log catalog. Waypoint coordinating the return.

White Course Park:

- Permitting process is on-going.
 - o Plans re-submitted to WASD DERM for the sewer extension on February 24th.
 - o COD Building is about 95% complete.
- Contract under review by Waypoint.
- Playground Equipment Design presentation scheduled for March 3rd.
- IT Coordination for required elements is on-going.
 - o New quote for smart poles requested by IT Department.

Doral Meadow Park:

- Concrete pouring at the Flex Plaza completed.
 - o Contractor waiting on Concrete to cure in order to polish it.
- Working on close out documents.
- Pending finalization on ADT Access control installation on strike and biometrics modem.

Doral Central Park:

- Permitting Process for Phase I is on-going:

- o COD Building Department about 30% complete.
 - Asbestos Survey Submitted on February 25th.
- o COD Planning and Zoning Department 90% complete.
- o MDC DERM about 30% complete.
- o MDC Fire about 30% complete.
- Phase IV Recreational Center/ Lake Wall Foundation permit set review completed by City of Doral Building Department.
- Site Plan for Phase IV under review by the Planning and Zoning Department.
 - o Site Plan MDC Fire under review.
 - o Site Plan MDC DERM under review.
- AV drawings received February 25th.
- CMR GMP I submission for City review due mid-March.
- Notice to Proceed for Construction to be issued for early April.
- Groundbreaking Ceremony scheduled for March 1st. Coordination with Public Affairs, Public Works and Parks and Recreation Departments and Consultants is on-going.
- Fencing installation scheduled for March 5th. Banner design is in progress.
- Weekly OAC meetings on-going.
- Weekly IT coordination meetings on-going.
- Second Pre-qualification Workshop by Kaufman Lynn held on February 23rd.
- Meeting with City Attorney, Procurement, PMT, and Consultant for Ordinance clarification held on February 24th.
- PMT and Parks and Recreation met to discuss Emergency Power for the Recreational Center.

Doral Boulevard Pedestrian Bridge:

- RFP No. 2020-36 will be re-bid.

Trail Network:

- Sharrows Interlocal Agreement submitted to MDC.
- Bike lanes 60% drawings received February 15th.
 - o Consultant addressing Public Works comments.

Trails and Tails Park (Lighting Improvements):

- Permitting Review completed.
- Payment for permit approval on hold until contractor is awarded.
- Bids received for ITB2020-35. Firm recommendation to be presented on March Council Meeting.
- Consultant coordination with FPL is on-going.

Additional Items:

PMT Weekly Status of Projects is on-going.

Building Department

- EnerGov Go Live - USER TESTING and Training continued. Automatic Triggers (I/O's or Intelligent Objects) continue to be tested; Completed 7th version of Lookup Report for Conversion Pass #; Mark Hagerty continued training 72 users on a variety of topics. Attended EnerGov Interdepartmental Meeting to discuss GO Live objectives and targets. SME's met on Friday to discuss pending tasks. Attended PM Call.
- Interim Director attended Directors Call, Miami Dade County Building Officials Monthly Virtual Meeting; 2nd Floor Directors Staff Meeting; 2nd Floor Directors Workshop with Mayor & Council; Agenda Review; weekly meeting with DCM; Bond Meeting

- Interim Director virtually met with Doug Williams team to plan scope of latest customer satisfaction survey engagement and gather data to template the reporting process.
- Project meetings this week: Doral Square
- Interim Director worked on Supervisor Review of JAT Tools and confirmed department-wide participation rate.
- Two candidates were selected to move forward with the Building Inspector virtual interview process. These would be the 3rd and 4th candidates selected after two prior unsuccessful interviews.
- PHONES: Data available: 398 Inbound call count for week; 3:00m ave time per call; 20hr+ total time for week
- INSPECTIONS: 96 Average Daily Inspections, 482 total Inspections Completed (week)
- PLANS REVIEWS: 270 Plan Reviews (Quantity), 14% Expedite, 2% Walk-Thru, 32% Rework, 52% Drop-off/Electronic
- Average plan review time per plan per trade = 49 mins
- LOBBY DATA (DORALQ): 99 Total Building Dept Customers; 20 Lobby Daily Average, 10 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 12 mins
- VELARO CHAT PORTAL: 3276 Online Visitors; 4 engagements; Ave Handle Time: 00:01:25

Code Compliance

- Director & Assistant Director attended Council workshop for Functionality of Development Services Departments.
- Director attended virtual meeting with City Manager's Office, City Attorney and Public Works Director to discuss odor monitoring and complaints.
- Director and Assistant Director participated in the Parking Program Implementation meeting with Public Works Department and City Manager's Office.
- Director attended meeting with City manager and City Attorney to discuss window sign case at local childcare facility.
- Code Compliance Officer worked night detail as a ride along with Doral PD to respond to late night noise complaints.
- Assistant Director attended Astoria HOA meeting along with Doral PD Resource Officers to answer questions for residents.

Finance Department

- Accounts Payable: Processed 223 invoices; 112 checks were issued for a total of \$1,903,864.
- 17 wire transfers
- Processed Citywide Payroll for pay period ending February 14, 2021.

PROCUREMENT

Please see below the Cone of Silence report for the week of 02/24/21.

I. A total of 42 PO's were created for a total value of \$176,213.65.

PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 02/24/2021

- Solicitation No. and Title: RFP No. 2020-26 – Investment Management Services

Dept: Finance

Broadcast Date: 09/08/2020

Due Date/ Bid Opening Date: 10/29/2020

Status: Award Recommendation Made.

- 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: 2 Submittals received; bids are being reviewed; Evaluation phase I – Scheduled for 03/02/21.

- Solicitation No. and Title: RFP No. 2020-28 - Collision Repair and Body Work Services

Dept: Police/ Public Works

Broadcast Date: 08/28/2020

Due Date/ Bid Opening Date: 09/29/2020

Status: 2 Submittals received; bids are being reviewed; Evaluation committee phase I – scored and ranked.

- Solicitation No. and Title: RFP No. 2020-29 - Competitive and Travel Youth Baseball Program Management

Dept: Parks and Recreation

Broadcast Date: 10/14/2020

Due Date/ Bid Opening Date: 11/13/2020

Status: Award Recommendation Made.

- Solicitation No. and Title: RFP No. 2020-32 - Replacement of Playground Surfacing

Dept: Parks and Recreation

Broadcast Date: 11/25/2020

Due Date/ Bid Opening Date: 01/15/2021

Status: Award Recommendation Made.

- Solicitation No. and Title: ITB No. 2020-35 – Trails and Tails Park Lighting Improvements

Dept: Parks and Recreation / Public Works – Parks Bond

Broadcast Date: 12/23/2020

Due Date / Bid Opening Date: 01/26/2021

Status: Award Recommendation Made.

- Solicitation No. and Title: RFP No. 2020-36 – Doral Pedestrian Bridge Design Build

Dept: Parks and Recreation / Public Works – Parks Bond

Broadcast Date: 12/18/2020

Due Date / Bid Opening Date: 01/28/2021

Status: 3 Letters of Interest Received being reviewed by Program Management Team.

- 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: 6 Submittals received; bids are being reviewed.

- 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: 03/09/2021

Status: 22 Firms attended the Pre-Bid Meeting.

- 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: 12 Firms attended the Pre-Bid Meeting.

- 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: 02/26/2021

Status: 8 Firms attended the Pre-Bid Meeting.

- Solicitation No. and Title: ITB No. 2021-05 – Telecommunications Wiring Services

Dept: Information Technology

Broadcast Date: 01/28/2021

Due Date / Bid Opening Date: 03/02/2021

Status: 16 Firms attended the Pre-Bid Meeting.

Human Resources

- COVID-19 TESTING FOR DORAL RESIDENTS

COVID-19 testing for City of Doral residents began on September 14, 2020, and is programmed to run through December 4, 2020, as a drive-thru service at the Police Training Center on 97th Avenue. Since September 14, 2020, more than 3,026 City of Doral residents have been tested. The testing is being conducted from 9 a.m. to 1 p.m. on Mondays, Wednesdays, and Fridays, and will continue to operate on the same schedule through June 30, 2021.

- 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 133 PCR tests, which includes 43 tests from February 1 through February 26, 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, February 25, 2021, (41) essential personnel/first responders were tested at City Hall. To date, 1,502 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

- Assistant Planning & Zoning Director, Planning & Zoning Department, Closes on 03/05/2021
- Building Inspector, Building Department, Open Continuous
- Facility Maintenance Technician, Public Works Department, Closes on 03/02/2021
- Licensing Clerk, Planning and Zoning Department, Closes on 03/03/2021
- Mechanical Inspector/Plans Examiner, Building Department, Open Continuous
- Plans Reviewer, Public Works Department, Open Continuous
- Police Officer, Police Department, Open Continuous
- Recreation Administrator, Parks & Recreation Department, Closes on 03/09/2021
- Structural Plans Examiner, Building Department, Open Continuous

NEW HIRES:

- Zafar Ahmed - Planner - Planning & Zoning - 2/22/2021
- Guillermo De Nacimiento III - Planner for the Planning & Zoning - 3/8/2021
- Eddy Plasencia - Assistant Park Manager (Maintenance) Parks & Recreation - 3/8/2021
- Giovanni Bustamante – Park Ranger – Police Department – 03/15/2021

SPECIAL PROJECTS:

- HR is currently working on the submittal of an application for Healthiest Employer in South Florida as part of South Florida Business Journal
- HR continued working with Evergreen Solutions, LLC., and assisting departments with the completion of the Job Analysis Tools.

Information Technology

- Help Desk Support- This week:
- Resolved 91% of support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events
- Upgrade to Bluebeam 2020 all users with BlueBeam 2019
- Assisted in the execution of the Energov Daily Trainings
- Troubleshooted card reader and installation of biometric reader with vendor at Meadow Park
- Participated in call with vendor to resolve Kronos issue where email notification where not being sent to supervisors.
- Meeting with vendor preparing for Laserfiche integration to Energov.
- Performed Granicus server upgrade to Windows 10
- Troubleshooted and resolved all iG Inspect issues with Building inspectors
- In addition, we continue to work on projects as FY1920 Replacement desktops at CH, and reconciliation of physical inventory of IT equipment

- AV Team is working on Council AV upgrades/maintenance with vendor
- AV team assisted Help Desk with user issues/tickets
- AV Team provided AV support for Finance, PW, PD, PA, and HR Department
- AV Team Provided pre-bid/bidding recordings to Finance Department

• Security Manager

This week, over 38 emails were reported by City users and were analyzed for malicious intent. Attended Cybersecurity webinar discussing security in the public sector. Assisted the Chief of Staff with an email issue. Assisted PD IT in security group audit. Finally, assisted Parks and Recreation Department in creating an online platform to collaborate with external vendors.

- Public Safety Support - This week, the PD IT team had a kickoff meeting with our CAD vendor to discuss the Mobile CAD upgrade. The TV in the investigation's unit was swapped for a newer tv, the tv is used to monitor the interview rooms. Two LPR related software's were upgraded this week, one being the TAS alerts in Dispatch, and the other is the software for the Mobile LPR unit on a police cruiser. A Card reader was moved to a new location, with a new name and new access rights. The PD IT Supervisor attended a Motorola Cyber Security training.

- System Analyst - This week, CD-PLUS 2021 FEE SCHEDULE COMPLETED
- Financial System GAS Services Auto Restart IN PROGRESS
- Kronos InTouch Clocks Configuration (FIRMWARE UPDATE/DATA COLLECTION)
- IO's and IAA's QUERY Setup Modification
- Kronos InTouch Communication Issues IN PROGRESS
- Laserfiche DLL and .CONFIG Files Generated COMPLETED
- WSDL URL and Handler Module Updated DSS

• Network Administration - This week:

- Participated in external and internal meetings
- Elaborated custom call reports for the Public Works and Planning and Zoning Departments.
- Configured regular and advance Routing and Switching features in a new switch for an AV project at CH. Supported the AV team in troubleshooting.
- Provided to the City's Bond team the rack elevations with network equipment from the initial design.
- Troubleshoot of a Network Outage at Doral Glades Park. Investigated root cause.
- Visited Legacy Park and troubleshoot a network outage. Investigated root cause.
- Met with the AV Design Team and addressed design considerations for Doral Central Park.
- Started working on the Guest Wi-Fi Integration between Doral Glades Park and the Network Access Controller.
- Continued to monitor the network and performed actions based on incidents.
- Supported the CH Help Desk during troubleshooting with endpoints and intermittent connectivity.
- Network provisioned for a lighting control system integration.
- Continued to work on the Network Annual Budget Allocation.
- The new Development Services Software (WeB – We Build Doral!) will solve challenges like communication across electronic records, the ability to audit and track performance, consistency in data entry, compliance with statutory requirements and most importantly, outward-facing citizen engagement that is easy-to-use and intuitive.
- Development Services Software (WeB – We Build Doral!)

Projected Go-Live Date: 2021

- 2018-2019 BD - DEVELOPMENT SERVICES SOFTWARE

We continue updating changes for Conversion path #2 did testing and expecting path #3. We continue ensuring each users system configuration is updated, we are daily Training/testing with users performing Test scripts and documenting new procedures as we finish the User Test Plans. IT Help Desk have ensured all computers and setup for Blue Bean and Energov environment have been up to date. Code department is issues encountered with training of Inspectors were resolved. We continue debugging, configuring IAA and IO triggers. We continue waiting on all users to finish users test to start with full system testing. We are updating and verifying some forms that were downloaded.

Project overall is 88% completed

- 2019-2020 Tyler 311

We are almost done with developing the dashboard 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 have been training 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 waiting new forms and reports development created by Tyler to finalize Unit testing.

Project overall is 94% completed

- 2020-2021 CSS Citizen Self Service

We continue Training/testing/updating with many department users this week and waiting PA changes.

Project overall is 94% 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.

Project overall is 95% complete

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

We defined field mappings and retention requirements for the plugin. Vendor has submitted plugin to Tyler for testing. We also have the 3 Plug-in being installed in test to start with Energov next week.

Project overall is 67% completed

- 2020-2021 Energov Cashiering Project

We are updated some settings and reviewed forms/reports for Cashiering requirements. We are waiting the Munis upgrade completed 1/14 to update all department EG fees GL codes. We are updating Project plan/implementation plan with all requirements and dates for configuration. Starting full testing this week.

Project overall is 87 % completed

- GIS Administration- This week:

- Continue to conduct systems and communicate with vendor and internal Information Tech team.

- Information Tech Staff meeting

- Meeting with vendor and internal staff.

- Troubleshoot and test GIS printing issue.

- Troubleshoot and test GIS locator tool issue.

- Investigating merge address between internal and vendor's system.

- Weekly GIS maintenance

- Database Administrator:
- Developed a new Tyler 311 Internal Dashboard.
- Updated the metrics associated with Tyler 311 for the Public Works and the Park and Recreation Internal Dashboards.
- Data Conversion Energov Project on:
- Latest data lookup document to pass to the 2nd Data Conversion phase.
- Working with the Building Interim Building Department Director and Energov's Data Engineer to address the issues for the 2nd pass of the data conversion.

• Smart City projects are underway:

- FPL 2 LPR Poles:

New site #22 has been added to Project while Site 26(NW 58 St & 79 Av) has been delayed for now because of a future roadway widening project from Palmetto Expressway to NW 97 Ave along NW 58 St. FPL assistance was coordinated this week with the location of the FPL pick-up-point of these LPR site. We are waiting for MDC to approve permits of site 26 and 30. City Management is contacting MDC management for support

Project is 46 % completed.

- WCCD 37122- New Smart City Certification Project

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 had meeting and we reviewed RFP with detail requirements for each module utilized in the HR department including payroll, time & attendance, performance, learning , core HR and e-forms. Team will continue updating priorities of each requirement this week.

Project is 10% completed

- Upgrade Facility Dude Project

We 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

We are receiving information on green solutions 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 23% completed

- Intersection Technology System Analyst-Worked remotely in all 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 1, 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 Meadows, Morgan Levy, White Coarse and Central Park.
- Completed the upgrade of LPR site computers on the latest version of Vigilant Fixed LPR software.
- Assisted Help Desk Supervisor with door latch issues at Meadows Park.

Parks and Recreation

- Parks Director and Assistant Director met with the City Manager's office and Public Works to discuss hurricane debris location.
- Parks Director and Assistant Director held kick off meeting with PROS Consulting for the update to the Doral Central Park Business Plan, which was approved by Council in January.
- Parks Director and Assistant Director met with Project Management Team and contractor to discuss 4th of July fireworks at Doral Central Park.
- Conducted Morgan Levy Park project walk-thru with Project Management Team and contractor.
- Parks staff met with Public Affairs to discuss Doral Central Park Groundbreaking.
- Parks Director attended weekly meeting with the Deputy City Manager to discuss ongoing department items.
- The Silver Club hosted Virtual Bingo with 26 participants in attendance.
- The Silver Club hosted a virtual seminar: How Aging Affects the Brain with 17 participants registered.
- Events staff hosted Drive-In movie: The Lorax at Doral Central Park with 62 cars registered.
- Special Needs specialist hosted weekly virtual classes for Doral Sunbursts program with 12 participants per class.
- Winter sports continue to hold practices and games.
- Recreation Programs Coordinator hosted Virtual Story Time.
- Youth Flag football held championship games.

Planning and Zoning

Occupational Licensing

- 57 Business Tax Receipt renewals for FY 2020-2021 have been processed this week.
- 28 Business Tax Receipts applications for new businesses have been received this week.
- 0 Temporary Outdoor Dining Permits (56 Temporary Outdoor Dining permits issued to date).

Planning and Zoning

- New addresses issued: 3
- Building Permits reviewed: 33
- Zoning Inspections conducted: 47
- Planning and Zoning Department welcomed a new hire Zafar Ahmed as City Planner.
- Planning and Zoning Director conducted interviews for the AA II/ Outdoor Events Coordinator position.
- The Planning and Zoning Department submitted council agenda items to the City Clerk for the March 17, 2021 Council Meeting.
- Planning and Zoning Director participated in agenda review meeting for the Council meeting scheduled for March 17, 2021.
- Planning and Zoning Director participated in the Park Bonds Project discussion.
- Planning and Zoning Director participated in a preapplication meeting to discuss parking improvements for the office building located at 8725 NW 18 Terrace.
- Planning and Zoning staff continues to work on testing and fee maintenance building the EnerGov permitting system.

- Planning and Zoning Director participated in a workshop with City Council to discuss functionality of Development Services Departments (Building, Code Compliance, Planning and Zoning and Public Works).
- Planning and Zoning Director participated in pre-bid meeting for the design and buildout of the Downtown Doral Arts District.
- Planning and Zoning staff participated in a meeting to discuss the use of retail for a convenience store located at the Doral Impact Center (9831 NW 58th Street).
- Planning and Zoning Director participated in a meeting to discuss setbacks and development standards for Doral Palms South.
- Planning and Zoning Director participated in a preapplication meeting to discuss the incorporation of electric charging stations at various location along Doral Boulevard (NW 41 Street).
- Planning and Zoning Director participated in a preapplication meeting to discuss the development of a commercial building in the Miami International Mall outparcel located at 1645 NW 107 Avenue.
- Planning and Zoning Director participated in a meeting to discuss the Atrium at Doral project located on NW 36 Street and 87 Avenue.
- Planning and Zoning Department participated in a meeting with Miami-Dade County Aviation Planning Division to discuss Miami International Airport land use, noise compatibility restrictions and zoning map legend.
- Planning and Zoning Director participated in a preapplication meeting to discuss a change of use from warehouse to mega nail salon/cosmetics store to be located in the Downtown Doral Art District.

Economic Development

- Visited Diloren Composites and established strategic goals for marketing, access to capital and introductions to regional partners.
- Met with Farmasi representatives re: preapplication meeting and groundbreaking.
- Met with Converlogic and Beacon Council re: introduction to Beacon Council's Innovation and Banking committees, access to resources.
- Met with Beacon Council, PS Business Parks and Code Compliance Director re: resolution of PS Business Parks code case.
- Compiled data for Councilwoman Mariaca's media interview.
- Conducted interview and provided information for two Doral Family Journal stories.
- Met with Fundación Lideres Globales diplomatic mission re: Doral Smart City strategy presentation and Government Center tour.
- Met with Rhythm Foundation and Public Affairs re: Ritmo Doral logistics and marketing.
- Met with AnyLab re: 7-year anniversary ribbon-cutting ceremony orientation.
- Attended South Florida Regional Planning Council meeting.
- Met with Cain Enterprises re: warehouse software.
- Opened 2021 CBO Grants cycle.

Police Department

Arrests

- Felonies: 12
- Misdemeanors: 8
- Traffic: 1
- Warrants: 10
- DUI: 3

Traffic Citations

- Hazardous Moving Violations: 466
- Non-Hazardous Moving Violations: 372

Notable Arrests & Incidents

Fugitive Warrant for Military Desertion

A routine stop by police for a minor traffic violation resulted in the arrest of a man who was wanted by the US Department of Defense for having deserted his post in the military 13 years ago. The subject had an outstanding fugitive warrant issued by the US Army in June 2008 for military desertion. The subject was transported to TGK where he is awaiting extradition by US Military Police.

Criminal Mischief \$1,000+ (Felony)

Battery

Doral Police responded to the 10400 Block of NW 66 Street regarding a neighbor dispute. The victim advised that he was outside his residence talking to his friends when a neighbor came out visibly intoxicated and smelling of alcoholic beverages. The neighbor was irate and demanding that the victim and his friends shut up. The neighbor physically assaulted the victim and slapped him stating that he was going inside his residence to get a gun. The victim and his friends, in fear of their lives retreated inside the victim's residence and called police. A few minutes later they heard noise outside in the parking lot and observed the neighbor slashing the tires on a car belonging to the victim's girlfriend and using a baseball bat to smash the windshield on the victim's car. The subject was arrested and transported to the Doral Police Station where he refused to make any statements. He was charged accordingly and transported to TGK.

Grand Theft

The owner of a logistics company located in the 8200 Block of NW 21 Street came to the Doral Police Station and reported an internal theft by three of his employees totaling over \$17,300 in losses. The victim advised he had video footage of the theft. Detectives reviewed the video and observed the three employees loading mattresses and hardware parts into one of the company's trucks used for deliveries. One of the subjects is seen parking the truck just outside the company's property line. Several hours later in the evening one of the employees is seen as he gets in the truck and drives off. A few hours later the subject is seen as he returns the truck which is now empty. Doral Police arrested two of the subjects and transported them to TGK. One of the subjects remains at large.

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.

Training Section

- Autism Training-Finalized schedule for April 26 to 30 two sessions of 4 hours each (8-12PM & 1-5PM). We will provide five (5) seats for every session to outside agencies.
- Employee Orientation (Traffic Laws, BWC, Backer Acts/RPOs procedures, Victim/Witness assistance Program, Biohazard Safety Procedures, Discriminatory Profiling/Traffic Stops, Taser-7 Certification, Scene Management, Photographic line-ups/Show-ups, OSSI/RMS Training, Policy Review/Power DMS, Basic Report Writing, Criminal Law, Working Conditions, FTO Expectations/Assignment & Preparation- Four new Officers.
- CSI Annual Refresher-2—22-2021 at Training Center.
- Annual Training Schedule-Completed and will be forwarded to all supervisors to disseminate.
- First Aid TRN (Tourniquets) Preparation- finalizing the training and possible schedule for the month of March.
- Firearms & Defensive Tactics Instructor Meeting-was conducted on 2-16-2021 @3PM and all instructors were briefed and provided with the dates for annual training.
- Ammunition Inventory-Completed. We have sufficient ammunition to complete annual training. We will be ordering more ammunition for next year qualification.
- Review of Use of Force, Vehicle Pursuit, and Exposure Reports for training-pending
- Brief Cam Training Schedule with vendor-is scheduled for Thursday, February 25, 2021 at the RTOC from 1PM to 3PM.
- Records Retention Training-pending
- Forfeiture TRN-was completed via Microsoft Teams on 2-18-2021 from 1:30 to 3:00 PM at Training Center. GIU participated along with accreditation and Chief's secretary. The training was recorded and will be released to the entire department via Power DMS.
- Working on training budget for next year.
- FTS meeting-was conducted on 2-18-2021 at 2pm. We discussed FTS and FTO assessments and future FTO trainings, uniforms, BWC, 3-area patrol (coverage), PPO and PPSA phase requirements.
- FTO Meetings-Lt. Ochoa will meet with all FTO squads during their shift to discuss the upcoming FTO Assessments in the upcoming days.

1. Academy Week 21:

- Police Recruit Daniel Vilarchao- completed week 1 of defensive tactics. The tentative date for his graduation is April 16, 2021. Will provide an update as the date gets closer. He passed the firearms exam.

2. Equipment on Order:

- Ballistic Shields

3. Emergency Management Highlights:

- Started Scheduling ICS -700 Department wide.

4. Simulator Project:

- Meeting held on 2/12/2021 and plans were requested by TI Lab to assist with the future installation of the equipment.

Office of Emergency Management

- Continued coordination of IS-700 Introduction to NIMS training for Police Officers, and those missing IS-100.
- Created daily reports on Doral COVID-19 cases number information with data provided by the Florida Department of Health, and shared COVID-19 and other information with Directors. Data includes daily number increase of positive cases in Doral.
- Continued providing daily Situational Awareness reports to City Directors.
- Provided information to County OEM on potential vaccinations sites.
- Reviewed CERT Doral and Hands on Doral status to continue and increase volunteer engagement.
- Began virtual FEMA training on Animals in Disasters: Awareness and Preparedness
- Continued to provide police activity information to Finance Department for Irma PA.
- Conducted research on Public Transportation emergency plans for Doral Trolley.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 60,225 60,114. (111 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Facebook Page Views up 59% from past week; Instagram reach up 28% from last week (11.4k accounts reached)
- Promoted multiple city events/initiatives including but not limited to: Manolo Valdes Art, Throwback Thursday campaign, Thrive305 county survey, Doral Central Park Construction
- Pitch and story coordination with Nuevo Herald re: Doral Central Park
- Media Inquiry responses for Miami Today re: Jackson Health
- Multiple website updates including mass update of Police Department's page and prep for Energov Rollout
- Attended GMCVB Webinar – 2021 Tourism Recovery Overview: Doral Area
- Event Coordination:
 - o Doral Central Park Groundbreaking Coordination March 1st

- o Morgan Levy Groundbreaking Coordination March 17th
- o Manolo Valdes 2nd kick-off event Coordination (Downtown Doral) March 20th

- Videos:

- Published – Spend Local, Save Local : Marfil International

- Published – Staycation City Promo

- Published – Monthly Preview: March

Public Works

Transportation:

- Issued EAC the Work Order for the Section 8 Traffic Calming Counts
- ITB 2020-24 “Stormwater Improvement Sub Basin A-2”: Sub Basin A-2 is located along NW 79th Avenue between NW 14th Street and NW 21st Street. All drainage has been installed. Contractor completed the construction of the curb & gutter and has completed the restoration phase of the project. Currently, the Contractor has begun the milling & resurfacing phase which is the final phase to complete this project.
- NW 112 Ave. (25-34 St.) - Contractor has completed 100% of sidewalk, curbing and concrete driveway installations. Contractor has completed 85% of structural course installation; anticipates completion by this Thursday. A contract extension has been granted until May 8th as a result of light pole delivery and solar flashing light assembly delivery.
- Citywide Sidewalks Project - (2/29) Final document (NOT _ Storm Water) has been forwarded to LAP Administrator to close out this project