



Memorandum

To: Honorable Mayor and City Council

Date: April 12, 2021

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/April 4 - April 10, 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) EnerGov System
- 3) Vaccine – 500 Friday, Our Lady of Guadalupe, Vaccine Agreement Milo
- 4) Testing - COVID
- 5) City Council Meeting on April 14th
- 6) July 4th update
- 7) Mayor Agenda review Tuesday
- 8) Food Truck Ordinance
- 9) Miami Immigration – April 28th
- 10) Dyngus Day

- 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 held meeting with City Attorney Figueredo regarding Insurance Coverage For Vehicles For Park Vendors.
- Deputy City Manager held meeting with Code Compliance Director, Mr. Edgard Estrada regarding Food Truck Ordinance.
- 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 Agenda Review with Mayor Bermudez.
- City Manager attended Congratulatory Certificate event for Colonel Jose Solis with Councilmembers.
- City Manager and Deputy City Manager held meeting with Parks and Recreation Director, Ms. Erin Weislow, Assistant Parks & Recreation Director, Mr. Lazaro Quintero, Recreation Facility Supervisor, Mr. Mauricio Narvaez regarding Trails & Tails Park.

- City Manager and Deputy City Manager held meeting with Transportation Manager, Ms. Rita Carbonell, Transportation Analyst, Mr. Marc O’Keefe, Public Works Director, Mr. Carlos Arroyo, and Miami Dade County’s Ms. Linda Morris, Mr. Zac Zahn, and Mr. Carlos Cruz-Casas regarding Better Bus Network for the City of Doral.
- City Manager and Deputy City Manager held meeting with Finance Director, Ms. Matilde Menendez, Assistant Finance Director, Ms. Solangel Perez, and Mayor Bermudez regarding Final Issued Comprehensive Annual Financial Report.
- City Manager and Deputy City Manager held meeting with Code Compliance Director, Mr. Edgard Estrada and several Downtown Doral residents to discuss their concerns regarding noise in the currently approved road closure
- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- City Manager and Deputy City Manager held meeting to discuss Strategic Planning Notes with Mr. Herb Marlowe.
- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez.
- City Manager held weekly meeting with Human Resources Director, Mr. John Prats.
- 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 attended weekly meeting with Mayor Bermudez.
- The City Manager’s office continues to coordinate and support the free COVID mobile testing site at Morgan Levy Park in partnership with Miami Dade County Fire. For the week starting March 22, 2021, 473 people were tested, for the week starting March 30th, 374 people were tested and for the week of April 5th, 540 people were tested for a cumulative total of 20,994 tests performed since the start of the program on 10/12/2020.
- 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 30 people who were observed in public without masks.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- Permitting process is on-going:

- o Trailer permits approved.
 - Access ramp and stairs added to trailer on April 5th.
- General Activities:
 - o Grade beam foundation excavations is on-going (40%).
 - o Elevator pit excavation & formwork on-going (50%).
 - o Foundations excavations and formwork on-going (40%).
 - o Irrigation System repair is on-going.
 - o AT&T pull box relocation on-going.
 - o On-going construction submittals/RFI's.
- Weekly OAC Meetings.

Morgan Levy Park:

- Pending punch list items completed on April 2nd.
- Owner Operation and Maintenance Manual completed and transmitted to Parks and Recreation.
- Project Completed.
 - o Final invoice processed April 8th.

White Course Park:

- Permitting process is on-going:
 - o COD Building Department resubmitted April 6th.
 - o COD Building Temporary Fence and Parking permit on hold until Master Permit is approved.
 - o COD Early Start Permit submitted April 8th.
- General Activities:
 - o Consultant coordinating final pole design to start Shop Drawing submittal.
- Public Affairs provided approved design and was sent to the contractor for production.
- Groundbreaking Ceremony scheduled for May 4th.
 - o Groundbreaking Ceremony coordination with Public Affairs is on-going.
- Coordination with IT Department for required elements is on-going.
 - o Bracket mockup received April 8th and provided to the IT Department for the review and approval.

Doral Meadow Park:

- Consultant working on final items to complete Owner Operation and Maintenance Manual.
- Pergola lap joints cover with PC sheets is on-going.

Doral Central Park:

- Permitting Process is on-going:
 - o Phase I Soil Improvements - Rework I on-going:
 - COD Building Department review is on-going. Delayed due to implementation of new e-permitting System.
 - MDC DERM under review.
 - DERM Trees Removal Permit Draft received April 7th.
 - MDC WASD Agreement under review.
 - MDC Fire under review.
 - o Phase IV Recreational Center/ Lake Wall Foundation – Rework I on-going.
 - COD Building Department review is on-going. Delayed due to the implementation of new e-permitting system.
 - MDC DERM under review.

- MDC Fire under review.
- Planning and Zoning Site Plan Review Phase II & III:
 - MDC Fire approved.
 - MDC DERM under review.
- Planning and Zoning 1st Site Plan Review for Phase IV is on-going.
 - Site Plan MDC Fire under review.
 - Site Plan MDC DERM under review.
- Art in Public Places Application resubmitted April 6th.
- Banner graphic screen to be installed the week of April 12th.
- Weekly OAC meetings on-going.
- Kaufman Lynn's GMP I received April 7th
 - GMP is under review.
- Art Statues confirmed to be removed by April 10th.
- FF&E coordination is on-going.
 - Kickoff meeting with Designers, Parks and Recreations, PMT and JC White schedule for April 15th.
 - Interior Design Review meeting with Designers, Parks and Recreation and PMT scheduled for April 19th.

Doral Boulevard Pedestrian Bridge:

- City of Doral advertised RFP on April 6th.

Trail Network:

- Sharrows Interlocal Agreement submitted to MDC – on-going.
- Work Order under review by the consultant.

Trails and Tails Park (Lighting Improvements):

- Permitting Review completed.
 - Payment for Master permit approval on hold until contract is fully executed.
- AIA Contract to be finalized by Week of April 12th.
- Consultant coordination with FPL is on-going.

Additional Items:

- PMT Weekly Status of Projects is on-going.
- March Monthly Report is in progress.

Planning and Zoning

Occupational Licensing

- 7 Business Tax Receipt renewal for FY 2020-2021 processed this week.
- 26 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: 3
- Building Permits reviewed: 23
- Zoning Inspections conducted: 15
- Site plans reviewed/approved: 3

- Planning and Zoning Department welcomed new hire Katherine Bravo as Administrative Assistant & Outdoor Events Coordinator.
- Planning and Zoning Department completed LPA/Zoning Ad Deadline to City Clerk.
- Planning and Zoning Director participated in the Park Bonds Project discussion.
- Planning and Zoning Director participated in a meeting to discuss code requirements for signs.
- Planning and Zoning Director participated in a meeting to discuss the rezoning of two (2) vacant lots located at 10221 NW 58 ST for the development of an Adult Living Facility.
- Planning and Zoning Director participated in meeting to discuss pervious areas for the property located at 11001 NW 58 Terrace.
- Planning and Zoning Director reviewed planner candidates for interviews.
- Planning and Zoning Director and Parks and Recreation Department attended meeting to discuss David Hayes outdoor sculpture exhibition.
- Planning and Zoning Director and Parks and Recreation Department participated in a meeting to discuss Unity Sculpture Exhibition for the Public Arts Program.
- Planning and Zoning Director participated in a meeting to discuss driveway pavers for the property located at 9820 NW 74 Terrace.
- Planning and Zoning Director participated in a meeting to discuss administrative site plan comments for District 79 located on NW 79 Avenue and 41 Street.
- Planning and Zoning Director participated in a meeting to discuss development standards for the property located at 8335 NW 56th Street.
- Planning and Zoning Director participated in a meeting to discuss Doral Boulevard Beautification Easement for the property located at 10015 NW 41 Street.
- Planning and Zoning Director participated in a meeting to discuss regulations for electric vehicle charging stations.
- Planning and Zoning Director participated in a meeting to discuss billboard design standards and LED near gateways.
- Planning and Zoning Director participated in a webinar titled “Rethinking Streets for Physical Distancing.”

Economic Development

- Participated in Goldman Sachs 10,000 Small Businesses Cohort 22 virtual interview panel.
- Met with Buxton representative Kim Norcross re: consumer behavior data software.
- Met with Kristi Kinard, Voice Media/New Times, and Public Affairs re: Best of Doral campaign, events.
- Met with CAMACOL Doral president Pete de la Torre, CAMACOL president Joe Chi and Chief of Staff re: CAMACOL Doral programs and events.
- Met with Roberto Pesant, Berkadia commercial real estate re: client investment opportunity.
- Met with Axel Gonzalez, Advisors Florida re: Virtual offices.
- Met with new business owner Leo Sosa re: kennel equipment and permitting.
- Met with property owner Guillermo Vega re: Downtown Doral Arts District improvements.
- Met with Public Works re: extending Freebee service area to Intercontinental Hotel.
- Attended ribbon-cutting ceremony at new business Mega Lounge.
- Coordinated ribbon-cutting applications for Puppy Buddy, Fatty Crab.
- Wrote content for Economic Development report.
- Administered ongoing 2020 CBO Grants, Façade Grants, PTSA Grants, Doral CARES Grants.

Building Department

- EnerGov Go Live - Attending Support Transition Call, Post-Go-Live Conversion Call
- EnerGov issues that remain 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. Held in person and Teams calls with multiple clients to walk through CSS Portal and answered hundreds of emails and inquiries regarding same. Projects are getting rolling.
- Interim Director attended Directors Call, Weekly meeting with DCM, Chiefs/Supervisors Meeting, SFBOA April Virtual Meeting w/ EPA Lead Program
- Project meetings this week: Doral Central, Doral Square TCO, CC Homes, J. Witkin Projects, Capital Construction
- The Building Department is pleased to welcome new building inspector, Mr. Antonio Jebian to the team.
- PHONES: Data available: 633 Inbound call count for week; 3:00m ave time per call; 40hr+ total time for week
- APPLICATIONS: 136 Online Applications Received / 16 Back office applications received (all departments)
- PLANS REVIEWS: 142 Plan Reviews (building dept only, all trades)
- PERMITS ISSUED: 37 Permits Issued (all departments) with a construction value of \$3.9 million
- INSPECTIONS: 587 total Inspections Completed (all departments)
- LOBBY DATA (DORALQ): 205 Total Building Dept Customers; 41 Lobby Daily Average, 24 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 18 mins
- VELARO CHAT PORTAL: 4,194 Online Visitors; 0 engagements; Ave Handle Time: 00:00

Code Compliance

- Department presented the Keep Doral Beautiful Award to Esprit Miami for their continued efforts in keeping Doral Beautiful. The video of the award presentation will be shown at the April Council Meeting.
- Director, Assistant Director and Code Compliance Clerk met to begin planning budget for FY 2021-2022.
- Department began scheduling phone interviews for the two vacant code compliance officer positions.

- City Manager, Deputy Manager, and Code Compliance Director met with numerous residents of the Downtown Doral towers to discuss their concerns regarding noise in the currently approved road closure.
- Three code compliance officers participated in a 2-day training to become Florida Department of Environmental Protection Certified Stormwater Inspectors.

Finance Department

- Accounts Payable: Processed 122 invoices; 43 checks and 10 wire transfers were issued for a total of \$658,551.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- FY 2021-2022 Proposed Budget kicked off with the distribution of the Munis Budget Worksheets.

PROCUREMENT

A total of 23 PO's were created for a total value of \$315,253.

PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 04/07/2021

- 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. 2021-09 – 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 as a drive-thru service at the Police Training Center on 97th Avenue. Since September 14, 2020, more than 3,924 PCR tests have been administered to City of Doral residents; this includes 156 for the week ending 04/09/2021. 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 following a confirmed positive screening, 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 172 PCR tests, which includes 9 tests for the week ending April 9, 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 8, 2021, (34) essential personnel/first responders were tested at City Hall.
- To date, 1,700 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

- Laborer I, Public Works Department, Closes 05/08/2021
- Mechanical Inspector/Plans Examiner, Building Department, Open Continuous
- Permit Clerk, Building Department, Closes on 04/19/2021
- Police Officer, Police Department, Open Continuous
- Police Property & Evidence Specialist, Police Department, Closes on 04/22/2021
- Police Service Aide, Police Department, Closes on

SPECIAL PROJECTS:

- HR conducted a Customer Service Training on April 1, 2021, 8 City employees were in attendance. 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 next training is scheduled for April 13, 2021, from 9 – 12 p.m.
- 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, vision, and strategic priorities. The training is currently under review by the City Manager's Office and is tentatively scheduled to be rolled out to all supervisors in May 2021.
- The Human Resources Department conducted a 2.5-hour First-Time Supervisory training for two newly promoted Police Sergeants. The training covered the Family Medical Leave Act, COVID-19 exposure procedures, Workers' Compensation, and Kronos Timekeeping.
- The Human Resources Department successfully passed the HR portion of the first official CALEA Police Accreditation mock audit on April 7, 2021. The next audit will take place in August 2021.
- The Human Resources Department participated with the Public Works Department to conduct interviews to fill a vacancy for Facilities Maintenance Technician on 04/07/21.

NEW EMPLOYEES:

Human Resources is pleased to introduce new staff members joining the City of Doral on April 12, 2021:

Manuel Menocal - Police Officer, City of Doral Police Department
Rafael Otero - Police Officer, City of Doral Police Department

Information Technology

- AV Team worked with vendor for Council Chambers system programming
- AV Team assisted installing multiple street monitoring cameras
- 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

- 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. We are resolving CSS and some interfaces issues with the payments process and some conversion results from moving legacy data to new system.

Project overall is 100% completed

- 2019-2020 Tyler 311

Post-Implementation Phase is completed. 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 was completed.

Project overall is 100% 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

Post-implementation issues with forms are being resolved. We are resolved GIS and network issues and testing this week with inspectors from all departments ensuring 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 finalizing 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 94% completed

- 2020-2021 Energov Cashiering Project

Post-implementation issues are being resolved related to interfaces communication between Bridge pay and Energov. 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 99 % completed

- Smart City projects are underway:

- FPL 2 LPR Poles:

We continue replying new comments informed by MDC, Engineer, who 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 27% completed

- Public Safety Support - This week, the PD IT team assisted the Accreditation team in setting up the virtual meeting, as well as the setup of 3 laptops to assist with virtual Interviews. New Body cams have been received, so the IT team assisted with the network connection and set up of the docking station to get the BWC registered. An issue was fixed this week that corrected all the State Statues, thus allowing for e-citations to be once again accepted by Miami-Dade County.

- Systems Administration. This Week:

Review and Keep the backups if they are 100% operational.

Virtual change control weekly meeting.

Meeting with consultant about the GIS System security.

Microsoft online training.

Called Dell to fix the VXRail manager issue.

Contacted our backup solution about hardware issue. They will send a disk to replace.

Virtual weekly team meeting.

Activated a server that was missing.

generated a report about the mailboxes to be backed up.

Assisted the Police helpdesk supervisor o fix a server that was not connecting the domain.

Downloaded and placed the installation files in all Veritas servers to upgrade tomorrow.

Assist Helpdesk to share a new network printer.

Shutdown 3 servers that were no longer in use.

Paused the backup for the server that will be upgraded today.

Assisted the Helpdesk supervisor to fix RDP connection in a server.

- Security Manager

This week, over 35 emails were reported by City users and were analyzed for malicious intent. Assessed the City's security awareness. Remediated multiple vulnerabilities, increasing the City's security posture. Assisted the Help Desk Supervisor in addressing issues with the permitting system and the user's browser. Addressed an issue Public Works was having with an application communicating with the external server. Finally, met with vendors to discuss new security application.

- 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
- Removed disabled users that were part of Kace user's database
- Participated in Energov Transitional Service Call
- Troubleshooted cashiering system error with credit card processes
- Verified computer setup for the vaccination program at Legacy Park
- Participated in the Windows Virtual desktop Preliminary Discussion
- Assisted team in the troubleshoot of Energov issues
- Supervised replacement of faulty badge readers at Glades Park
- Reviewed candidates for IT technician opened position
- Continue to work on reconciliation of physical inventory of IT equipment

- Network Administration - This week:

- Participated in external and internal meetings.
- Supported PD IT Techs during Network Troubleshooting of PD users due to relocation.
- Supported city partners during network-video troubleshooting.
- Visited Doral Glades Park and worked with the Service Provider during troubleshooting of network services.
- Visited Doral Morgan Levy Park and followed up an ongoing job performed by the city's low voltage contractor.
- Continued to work on the Guest Wi-Fi Integration with a Network Access Controller. This week integrated the City Hall Location and worked on automated reports.
- Supported the IT Security Manager during security remediation on some network systems.
- Continued to monitor the network and performed actions based on incidents.

- Database Administrator:

I.- Assisted the Public Safety IT Supervisor in restoring the RMS Database in the PD Production environment.

II.- Assisted the Code Compliance Director to run a report to show Business names without BTR's Licenses, comparing with the Miami Dade list.

III. Working on a new Internal Dashboard for the HR Department, a new meeting has been scheduled for Friday to go over the finals details and to get the approval to publish in production.

IV.- Assisted the Sr. System Administrator in setting up a new server to replace an existing one in the development environment, all of the replication configurations have been completed, the old server will be decommissioned once all the applications have been transferred and configured in the new server.

- GIS Administration- This week:

- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- Information Tech Staff meeting
- Built and test with GIS web apps, scripts, SQL for system.
- GIS meeting with planning/zoning staff about create new addresses for system.

- Installed patches on window server.
- Weekly GIS maintenance
- Application Development- This week:
- Worked on Energov Intelligent Objects.
- Fixed Doral legacy address not showing up correctly in Energov.
- Tested Tyler 311 and worked with Tyler support to resolve Task issues.
- Updated HR inquiries app for new requirements.
- Updated IT Technology budget request form.
- Updated City Clerk - Public Record Request workflow for status change email notification.
- Assisted resolving GIS issue.
- Participated in Energov meetings.
- 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 I, I3, 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.
- Upgraded and integrated the Trafcam from Sites 2,3,4, and 10 to the new 360-degree view Axis P3719 camera.

Parks and Recreation

- Park Maintenance staff worked with KVC and PMT at Cultural Arts Center Site to troubleshoot and repair irrigation issues effecting Downtown Doral Park.
- Parks Director attended weekly meeting with the Deputy City Manager to discuss ongoing department items.
- Parks staff attended HR's customer service training.
- Parks Director and assistant director met with the City Manager's office and Mr. Esparza at Trails & Tails Park.
- Parks Director and assistant director met With Planning & Zoning and John Hayes to discuss David Hayes sculpture.
- Parks Director met and programs team with RecTrac to discuss Court Reservations Demo.
- Parks Director attended NRPA session: How to Advocate for Your Agency and Federal Relief Funding.
- Parks Director met with Special Events Coordinator to discuss upcoming events and FY 21-22 Budget.
- Special Needs specialist hosted Special Olympics Tennis practice at Doral Legacy Park.
- Special Needs specialist hosted Special Olympics Soccer practice at Doral Meadow Park.
- Special Needs specialist hosted weekly virtual classes for Doral Sunbursts program with 14 participants per class.
- Silver Club Virtual Bingo Night was held with 27 participants.
- Doral Legacy Park was used as COVID-19 vaccination site on Wednesday, April 7th.
- Youth Basketball League- Spring Season continued team practices.

Police Department

Arrests

- Felonies: 6
- Misdemeanors: 5
- Traffic: 6
- Warrants: 5
- DUI: 3

Traffic Citations

- Hazardous Moving Violations: 397
- Non-Hazardous Moving Violations: 338
- Disabled Parking Violations (March): 52
- Civil Citations: 25

Notable Arrests & Incidents

Assisting another Law Enforcement Agency

Doral Police Patrol Units responded to a request for assistance with Miami-Dade Police in the area of NW 58 Street and S.R. 826 (Palmetto Expressway). An officer spotted a stolen Lamborghini taken from a Miami Beach residence where one of the subjects was shot and injured by a security guard. Officers on the scene from Miami-Dade Police, Doral Police, and the Florida Highway Patrol conducted a felony traffic stop and took four subjects into custody without incident. The subjects were turned over to the Miami Beach Police Department.

Child Abuse

Battery

Doral Police arrested a woman for Domestic Violence after she physically assaulted her husband and 12-year old son. The officers initially responded to a residence located in the 10800 Block of NW 51 Street regarding a 9-1-1 call that was made, and the caller subsequently hung up before the call was answered. The officers contacted a man whose shirt was torn and who was agitated. The man told police that there was no problem and no need for police. The officers told him they would have to do a cursory check of the residence to verify that there was no one in need of police assistance. The man advised that he and his wife got into an argument because she was visibly intoxicated and wanted to take the couple's one year old son with her. The man refused to allow her to do so fearing for the wellbeing of the child given the woman's state of inebriation. The woman physically tried to pull the child from the father's arms and when the 12-year old son tried to stop her, she punched him the abdominal area. The woman was arrested and taken to TGK.

Fugitive Warrants (2)

A routine traffic stop led to the arrest of a man and a woman who were wanted on Fugitive Warrants out of Colorado for Trafficking in Marijuana. The couple was transported to TGK to await extradition to Colorado.

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 3/31/21

- 10311 NW 58th St. Divine Savior Academy. School Detail. (Contact made with teachers and students).

Thursday 4/1/21

- 10311 NW 58TH St. Divine Savior Academy. School Detail. (Contact made with teachers and students).
- 8400 NW 102nd Ave. Palmera (Contact made with property manager)
- 6540 NW 78th St. Vesada (Contact made with property manager).
- 8250 NW 112th Ct. Islands at Doral Clubhouse. (Contact made with property manager).
- 5001 NW 102nd Ave. Doral Park Clubhouse. (Contact made with property manager).
- 4720 NW 85th Ave. Allegro (Contact made with residence and property caretaker).
- 8455 NW 53rd Terr. Publix (Contact made with manager).
- Midtown Doral (Safe cam Follow Up).
- Divieto Ristorante (Contact made with manager)

Friday 4/2/21

- 10311 NW 58TH St. Divine Savior Academy. School Detail. (Contact made with teachers and students).
- Landmark (Contact made with Property Manager).
- 10701 NW 58th St. Pepitos Plaza (Contact made with manager)
- 10722 NW 74th St. Sabor Venezolano Restaurant. (Contact made with owner).
- 9851 NW 58th St. Any Lab Test. (Contact made with owner)

Monday 4/5/21

- 10311 NW 58TH St. Divine Savior Academy. School Detail. (Contact made with teachers and students).

Tuesday 4/6/21

- 10651 NW 19th Ave. Renaissance Elementary. School detail (met with teachers and students)

Training Section

- Park Ranger Academy-Ongoing.
- Annual Training- April 6 & 7, 2021.
- Newly Promoted Sergeant Orientation-Sergeants St. Thomas and Markowycz will attend orientation on Thursday, April 8, 2021 & April 9, 2021.
- Civil Citation Train the Trainer Training- April 14, 2021.
- Two-week Officer Orientation- Starts April 12, 2021.
- Simulator Training and Set-up scheduled for June 1, 2021.
- Taser Instructor Course- Lt. Ochoa, Sergeant Sarmiento and Officer Nunez are attending the course on April 8, 2021.

Academy Week 21:

- Police Recruit Daniel Villarchao- passed the state test and is a certified officer. Recruit Villarchao is ready to graduate the City of Miami Academy on April 16, 2021.

Office of Emergency Management

- Continue ICS -700 Department wide.
- Assisting with COVID vaccination at Guadalupe Church and Legacy Park on April 7, 2021.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 60,771 (64 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Reach on Instagram increased 22% from prior week; Instagram Impressions increased 15% from last week
*TOP POST OF THE WEEK- Instagram Post about building in blue for Autism has most engagement with 270 likes/loves
- Promoted multiple city events/initiatives including but not limited to: blood drive, FDOT put it down campaign, MDCPS superintendent listening tour, We-lab event
- Meeting to plan for Bloomberg Asphalt Art grant & webinar
- Design/Web Projects – Keep Doral beautiful Brochure design
- Event Coordination:
 - o May 4th – White Course Park Groundbreaking
- Videos:
 - Published – Business Spotlight Video w/ CAMACOL Doral
 - Published – PD Facility Tour for Accreditation
 - Published -- Doral Shines- Drive Responsibly (Spanish version)
 - Published – Kapow Virtual City Hall Tour
 - In Production – Doral Shines – Be a Good Neighbor (English)
 - In Production – Doral Shines – Be a Good Neighbor (Spanish)

Public Works

- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave.: Contractor has completed 100% of structural asphalt course for the entire project. Lennar homes is scheduled to perform structural repairs pending on NW 41st St between 83rd Ct and 82nd Ave so that contractor may install final asphalt.
 - NW 112 Ave. (25 - 34 St.) Roadway Construction Improvements: Contractor working on punch list items. Streetlight poles are scheduled to be installed next week.
 - Pressure cleaned and painted Government Center Parking Garage.
 - Genset Services conducted all preventive maintenance at the Government Center and the Police Training Center generators. Generators are fully functional.
 - 27 Vehicle Maintenance Work Orders were processed last week.
- General Service
- Held kickoff meeting with Lochner & EScience for the development of the “Tree Protection Ordinance” per Resolution No. 21-77.
 - Coordinated with all the 2021 Earth Day Global Citywide Cleanup event participants for the pickup of the materials to conduct their cleanup activities at the adopted street.

Transportation

- Held a meeting with Miami-Dade County Department of Transportation and Public Works to discuss their On-Demand Transit Contract with Via for GOConnect
- Held a meeting with Miami-Dade County Department of Transportation and Public Works to discuss the City's concerns with the proposed Better Bus Network.
- Participated in the Miami-Dade Transportation Planning Organization (TPO) SMART Demonstration Program Workshop 2021
- Attended the Asphalt Art Initiative Grant Program webinar.