



Memorandum

To: Honorable Mayor and City Council

Date: April 26, 2021

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/ April 18 - April 24, 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 - Webinar
- 3) Vaccines
- 4) Testing - COVID
- 5) Zoning Meeting
- 6) Hurricane Debris Staging Area
- 7) Budget cost of living/ Merit Raise
- 8) Department Supervisors doing their jobs
- 9) Evergreen Study
- 10) Minnesota Trial
- 11) Lady Bug Release - Thursday

- 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 virtual meeting with Economic Developer, Mr. Manuel Pila regarding Mission, Goals, and Tactics Outline.
- 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 attended Mayor's Agenda Review.
- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez.
- 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.

- City Manager and Deputy City Manager held meeting with Planning and Zoning Director, Mr. Javier Gonzalez, and Parks and Recreation Director, Ms. Erin Weislow regarding Public Art Sculptures.
- Deputy City Manager held staff meeting with the Building Department.
- City Manager and Deputy City Manager held meeting with Councilwoman Cabral and Finance Director, Ms. Matilde Menendez to review Comprehensive Annual Financial Report.
- City Manager held meeting with Human Resources Director, Mr. John Prats regarding New Positions and Position Changes Requested by Departments.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- City Manager held meeting with Mr. Vicenta Peña Hamel.
- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez.
- City Manager held weekly meeting with Human Resources Director, Mr. John Prats.
- City Manager and Council Members attended 2021 Earth Day Event Sensory Nature at Doral Glades Park.
- City Manager and Council Members attended 2021 Earth Day "Tree Planting" Event.
- City Manager held meeting with Acting Building Director/Building Official Jane Decker, Information Technology Director, Ms. Gladys Gonzalez and Information Technology Assistant Director, Mr. Carlos Olivares, Code Compliance Director, Mr. Edgard K. Estrada, Assistant Code Compliance Director, Mr. Danny Del Toro, and Planning and Zoning Director, Mr. Javier Gonzalez regarding EnerGov issues. Improvements to processes made included setting up four (4) self-service computer terminals in the Solutions Center and staffing them with IT personnel to help with log-in, producing weekly webinar tutorials to provide guidance on how to log in to the new system, providing reference documents to all administrative assistants in GC to answer initial log-in questions, hiring of additional temporary contract staff to assist during transition, and working overtime and weekends to clear backlogs.
- City Manager and Council Members attended Art After Dark 2021 Earth Day Event Edition at Doral Glades Park.
- City Manager attended 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.
- 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. Thru the week of April 5th, a cumulative total of 20,994 tests have been 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 35 people who were observed in public without masks.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- Permitting process is on-going:
 - o Trailer submitted April 14th.
 - o Revision 19 submitted to City of Doral Building Department April 16th.
- General Activities:
 - o Grade beam and Column foundations excavations, reinforcement placement and formwork are on-going (60%).
 - Second concrete pour started April 17th.
 - Approximately 60 cubic yards of concrete poured this week.
 - KVC installing formwork for north side retaining walls is on-going.
 - o AT&T pull box relocation on-going.
 - Payment required to start box relocation. Waiting on check request.
 - o On-going construction submittals/RFI's.
 - o Contractor requested permission to work Saturday, April 24th.
- Weekly OAC Meetings.
- Door Hardware, Doors & Frames coordination call with PMT, IT Department, IT Consultant, Design Team, and Design Team Consultant held on April 22nd.

Morgan Levy Park:

- Project completed.
- Financial closeout.
 - o Pay application #6 to be revised by contractor.

White Course Park:

- Permitting process is on-going:
 - o City of Doral Building Department Master Permit in review.
 - Waiting reviews from Planning and Zoning and Plumbing.
 - o COD Building Temporary Fence and Parking permits are on-going.
- General Activities:
 - o Banner design production is on-going.
 - o Groundbreaking Ceremony scheduled for May 4th.
 - Groundbreaking Ceremony coordination with Public Affairs is on-going.
 - o Coordination with IT Department for required elements is on-going.
 - IT Department provided approval of the Artec bracket mockup on April 22nd.

Doral Meadow Park:

- Pergola lap joints warranty work scheduled for June.

Doral Central Park:

- Permitting Process is on-going:
 - o Phase I Soil Improvements review III on-going:
 - COD Building Department review completed.
 - Design Team response to comments to be submitted by April 23rd.
 - MDC DERM review completed.

- Revision IV to be submitted April 23rd.
 - Pending Tree Bond Permit.
 - MDC WASD Agreement approved.
 - MDC Class II and Class IV approved.
 - Phase IV Recreational Center/ Lake Wall Foundation review II is on-going.
 - COD Building Department review complete.
 - Design Team working on responses to comments.
 - MDC DERM under review.
 - MDC Fire under review.
 - Planning and Zoning Site Plan Review for Phase II & III:
 - MDC Fire approved.
 - MDC DERM under review.
 - Planning and Zoning Ist Site Plan Review for Phase IV is on-going.
 - Site Plan MDC Fire approved.
 - Site Plan MDC DERM under review.
- General Activities:
 - Weekly OAC meetings on-going.
 - Art in Public Places approved for Council Recommendation.
 - Banner graphic screen installed.
 - Kaufman Lynn's Phase I GMP revision 4 submitted for approval.
 - FF&E coordination is on-going.
 - Interior Design Review meeting with Designers, Parks and Recreation and PMT held on April 19th.
 - LifeFitness design update presented April 21st.
 - RFQ No. 2021-03 Construction Material Testing Contract Negotiation meeting held on April 21st.

Doral Boulevard Pedestrian Bridge:

- RFP #2021-09 Mandatory Pre-Proposal held on April 15th.
 - Program Management Team Letter of Intend to Procurement and Selection Committee due April 27th.

Trail Network:

- Sharrows Interlocal Agreement submitted to MDC on-going.
- Work Order in review by Consultant.
 - Meeting with H&J to discuss Work Order scheduled for April 28th.

Trails and Tails Park (Lighting Improvements):

- Permitting Review completed.
 - Payment for Master permit approval on hold until contract is executed.
- AIA Contract sent to HoursePower Electric for signature.
- Consultant coordination with FPL is on-going.

Additional Items:

- PMT Weekly Status of Projects is on-going.
- Weekly participation on the Park Bond Meetings with City Management and City Staff.
- March Budget Report meeting to be scheduled for the week of April 26th.

Planning and Zoning

Occupational Licensing Division

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

Planning and Zoning

- Addresses issued: 2
- Building Permits reviewed: 25
- Zoning Inspections conducted: 27
- Site plans reviewed/approved: 2
- Planning and Zoning Director attended the Public Art Program Advisory Board Meeting. Three (3) applications were presented and approved unanimously by the board. These applications will be presented for Council Approval on the Council Meeting scheduled for June 9th, 2021.
- Planning and Zoning Director participated in the Bond Meeting Process Re: Construction Management.
- Planning and Zoning Director interviewed five (5) candidates for the Planning and Zoning Assistant Director position.
- Planning and Zoning Director submitted the Department's Year-End Estimates for FY 2021 and FY 2022.
- Planning and Zoning Director participated in meeting to discuss Twin Peaks Doral's Administrative Site Plan-1st Review Submittal Comments.
- Planning and Zoning Director participated in a meeting to discuss Doral Square's Amendment to Signage Master Plan.
- Planning and Zoning Director participated in a meeting to discuss Re-tenanting/Zoning for the property located at 10600 NW 19 ST.
- Planning and Zoning Director participated in the Agenda Review meetings for the Council Zoning Meeting on April 28, 2021.
- Planning and Zoning Department participated in a meeting to discuss a courtesy Site Plan Review with Farmasi.
- Planning and Zoning Director participated in a follow up meeting with Las Vistas at Doral.
- Planning and Zoning Director participated in a meeting with Finance to discuss Escrow Accounts.
- Planning and Zoning Director participated in a meeting to discuss Public Art Sculptures.
- Planning and Zoning Director participated in a webinar- Reducing the Footprint of Irrigated Landscapes in Florida's Residential Developments.
- Planning and Zoning Director participated in a meeting to discuss Tree Protection Ordinance.
- Planning and Zoning Director participated in a webinar- Access Management: The Basics and More- Part 3 of 3.
- Planning and Zoning Assistant Director participated in a meeting to discuss an expired license at Fontana Restaurant.
- Planning and Zoning Director participated in a meeting to discuss the EnerGov system.
- Planning and Zoning Director filtered (3) candidates for the Planner position. Interviews are to be held on Friday, April 23, 2021.

Economic Development Division

- Participated in CAMACOL Doral 'Defense Production Act' webinar with Mayor Bermudez, Congressman Carlos Gimenez, representatives of Demetech, South Florida Manufacturers Association and CAMACOL Doral.

- Hosted 'Grow with Google' webinar, 'Aprende los Conceptos Básicos de Google Ads - Partee I' with Grow with Google Digital Coach Vicente Pimienta.
- Hosted Farmasi site plan review meeting with Planning/Zoning and Public Works.
- Hosted Monat construction permitting meeting with Building department.
- Met with new Doral business Dispatch Health and Councilwoman Cabral re: mobile urgent care services.
- Coordinated and finalized 'Salute to Red, White and Blue' with Army Band on Memorial Day Weekend in Downtown Doral with Doral Yard representative Robyn Baluch.
- Met with Yadira Lopez, Miami Herald economic mobility reporter re: economic info for story.
- Met with Greater Miami and the Beaches Hotel Association re: Summer Youth Internship program and WDNA radio interview.
- Met with Rep. Borrero's office re: rental assistance programs for residents
- Met with K Media to facilitate Spend Local registration for three clients
- Coordinated ribbon-cutting events for Brown & Brown Insurance, Prison Pals Brewery, LivActive Therapy Center, Residence Inn by Marriott.
- Attended ribbon-cutting ceremony at Puppy Buddy.
- Attended Westend Shopping Center ribbon-cutting event.
- Met with Jackson Memorial procurement re: process for Doral companies to become vendors.
- Met with Kiwanis re: Art After Dark event in Doral.
- Met with Marcelo Llobell, DORCAM re: Kiwanis art event introduction.
- Met with Tiberio Faria, Las Vistas HOA re: Facade Grant.
- Coordinated Facade Grant pre-application meeting with Anthony Noboa, Costa del Sol.
- Coordinated Facade Grant pre-application meeting with Famous Dave's.
- Coordinated Facade Grant information sessions at HOA meetings at Madeira II at Islands at Doral – Tuesday, April 27th at 7 pm, and Corsica at Islands at Doral – Wednesday, April 28th at 7 pm
- Met with consultant Business Flare re: bi-weekly strategy session.
- Met with City Manager and Deputy City Manager re: Economic Development Mission/Goals/Tactics report.
- Administered ongoing 2020 CBO Grants, Façade Grants, PTSA Grants, Doral CARES Grants follow-up with Miami Dade County consultant.
- Confirmed participation in Prospera webinar 'Como Iniciar Correctamente Mi Negocio' during Small Business Week, on May 6, 6-7:30 p.m.
- Confirmed participation as a speaker in Aruba's Annual Export Week event, May 7-11. The event is sponsored by the Department of Economic Affairs, Commerce and Industry.
- Met with syndicated food journalist Linda Gassenheimer and Greater Miami and the Beaches Hotel Association President Wendy Kallergis and confirmed live joint radio interview on WDNA's 'Food News and Views with Linda Gassenheimer' on Wednesday, April 28th to present all of the new and exciting dining options in Doral.

Building Department

- EnerGov Go Live - Hosted & recorded first LIVE Webinar to share Best Practices for navigating the system - 40 registrants and 30 attendees, Video is now posted at <https://www.cityofdoral.com/all-departments/building/videos-tutorials/>; Attended Support Transition Calls and Phase Closure Call, Downtime recorded - Bluebeam issued approx. 1 day
- 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. Operational issues are lack of staff to handle volume. Temp service providers also not equipped to provide

staff.

- Interim Director attended Directors Call, Weekly meeting with DCM, Bond Meeting, May Pre-Agenda Review
- Permit Clerk position has closed, and final candidate selections are being made to schedule interviews
- PHONES: Data available: 742 Inbound call count for week; 3:00m avg time per call; 41hr+ total time for week
- APPLICATIONS: 183 Online Applications Received (all departments)
- PLANS REVIEWS: 1889 Plan Reviews (all departments)
- PERMITS ISSUED: 69 Permits Issued (all departments) with a construction value of \$7.2 million
- INSPECTIONS: 505 total Inspections Completed (all departments)
- LOBBY DATA (DORALQ): 243 Total Building Dept Customers; 49 Lobby Daily Average, 34 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 20 mins
- VELARO CHAT PORTAL: 4,990 Online Visitors; 0 engagements; Ave Handle Time: 00:00

Code Compliance

- Director held virtual meetings with transportation engineer and parking consultant regarding potential training opportunities for Code Compliance staff.
- Director met with Public Works Department, Planning & Zoning Director, and consultant to discuss future implementation of city tree ordinance.
- Department held virtual interviews with final five candidates to fill the two vacant Code Compliance Officer positions.

Finance Department

- Accounts Payable: Processed 256 invoices; 127 checks and 8 wire transfers were issued for a total of \$992,187.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Continued working with Bond Council and the City Attorney's office on the City's General Obligation Bonds, Series 2021 issuance.

PROCUREMENT

A total of 27 PO's were created for a total value of \$185,992.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 04/21/2021

- 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: 10 Firms attended the Pre-Bid meeting.

- 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: 2 Firms attended the Pre-Bid Meeting.

- 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: 12 Firms attended the Pre-Proposal Meeting.

- Solicitation No. and Title: RFP No. 2021-11 – Design-Build Adaptive Re-Use Infrastructure Development
Dept: Public Works
Broadcast Date: 04/15/2021
Due Date / Bid Opening Date: 05/14/2021
Status: Pre-Bid Meeting scheduled on 04/27/2021.

- Solicitation No. and Title: RFP No. 2021-14 – Disaster Debris Monitoring Services
Dept: Public Works
Broadcast Date: 04/21/2021
Due Date / Bid Opening Date: 05/21/2021
Status: Pre-Bid Meeting scheduled on 04/29/2021.

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 4,242 PCR tests have been administered to City of Doral residents; this includes 170 for the week ending 04/23/2021. The testing continues to be 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 195 PCR tests, which includes 16 tests for the week ending April 23, 2021.

COVID-19 TESTING AT CITY HALL FOR CITY EMPLOYEES:

- 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

22, 2021, (35) essential personnel/first responders were tested at City Hall.

- To date, 1,757 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, Open Continuous
- Mechanical Inspector/Plans Examiner, Building Department, Open Continuous
- Park Ambassadors (Temporary), Parks & Recreation Department, Open Continuous
- Plans Examiner (Plumbing), Building Department, Closes on 04/28/2021
- Police Officer, Police Department, Open Continuous
- Police Property & Evidence Supervisor, Police Department, Closes on 04/22/2021
- Police Service Aide, Police Department, Closes on 04/20/2021
- Structural Plans Examiner, Building Department, Open Continuous

SPECIAL PROJECTS:

- The Human Resources Department completed the annual Equal Employment Opportunity Plan (EEO) which must be submitted to the Department of Justice by all recipients of DOJ funding. The process involves a comprehensive comparison of workforce utilization using available census data.
- HR continues to conduct weekly Customer Service Training. The training is scheduled through July 2021 each Tuesday, alternating each week, from 9 -12 p.m. and 1 – 4 p.m. The training is called One Body – One Mind, and the goal is to ensure that all employees develop and maintain a customer focused mindset that is aligned with the City's strategic objectives and value system. The next training is scheduled for April 27, 2021, from 9-12 p.m.
- The Human Resources Department participated with the Code Compliance Department to conduct interviews to fill a vacancy for Code Compliance Officer I.
- The Human Resources Department participated with the Planning and Zoning Department to conduct interviews to fill a vacancy for Planner.

PROMOTIONS:

- Planning and Zoning Assistant Director, Zafar Ahmed, effective Monday, April 26, 2021
- Systems Analyst, Eylon Fernandez, effective Monday, April 26, 2021

Information Technology

- Public Safety Support - This week, the PD IT team updated all the PD server with Microsoft latest updates. IAPro and Blue Team were upgraded to the latest version. This week IT began phase 3 of the mobile cad upgrade. A web certificate was obtained. Budget items were entered for the FY 21/22. IT Technician attended a Cyber Security training. an issue with the EOC Conference phone was fixed before monthly EOCX inspection.
- AV supported/setup live webinars for PZ & Council
- AV Team provided AV support for Finance, PW, PD, PA, and HR Department
- AV Team assisted Help Desk with user issues/tickets
- AV Team Provided pre-bid/bidding recordings to Finance Department

- Security Manager

This week, over 50 emails were reported by City users and were analyzed for malicious intent. Continued remediating multiple vulnerabilities, increasing the City's security posture. Placed City-wide spam filter into production mode and began phasing out the old system. Attended multiple vendor meetings. Finally, attended the Cyber Range to practice identifying, containing, and remediating real world security events.

- Systems Administration. This Week:

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

Install new server to replace windows 2008 R2 server.

Decommissioned old SQL Server.

Updated and restarted all file servers and archiving servers Sunday morning.

Created and sent the budget proposal for next year to our IT Assistant Director.

Fixed Windows Update in Police server.

Fixed security issue in our Isilon.

Clean up archiving servers after upgrade.

Cyber Range training at MDC.

Removed unused servers from Backup.

Updated and restarted more servers during the week.

Virtual meeting about our email filtering system.

Assisted the security manager to disable the previous phish alert button in office 365.

- Network Administration - This week:

- Participated in external and internal meetings such as IT Internal Meetings, Private LTE Demo, and virtually met with City's vendors.

- Participated in the Cyber Security Exercise simulation.

- Re-configured network systems due to migration of services. This included changes for content switching, load balancing, and DNSs.

- Supported the PW Department during systems upgrades to the City Lighting Controller.

- Modified the call flow for the Solution Center as requested by management.

- Assisting in the development of the department's budget. Met with Vendors and worked on pricing for hardware/software refreshing.

- Configured an Isolated Network for Doral's customers in the Solution Center. This included Network Provisioning, shaping, DNS settings, and Firewall Policies.

- Supported the City Hall Help desk during network troubleshooting.

- Database Administrator:

I.- Worked on the IT Internal Kace tickets dashboard, a new page for the EnerGov Tickets has been included.

II- Worked on the new Internal Dashboard for the HR Department, addressing the last comments for approval and publish in production.

- Development Services Software (WeB – We Build Doral!)

We are resolving Post-Implementation issues with the support of the Tyler transition team.

We received new batch of forms, working with all the changes and verification and IT team is updating design of dashboards.

We will be moving CDPlus attachments to EnerGov the week of May 3rd to facilitate user's process.

- 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 other city about system.
- GIS meeting with vendor about staging/test environment.
- Researched GIS web apps and scripts.
- Researched on GIS aerial vendors.
- Weekly GIS maintenance.
- Application Development- This week:
 - Migrated and monitored applications from old to new servers.
 - Set up applications for Doral-Q on the new touchscreen computer.
 - Participated on the MDC Cyber Range.
 - Worked with Tyler on EnerGov issues.
 - Participated in EnerGov meetings.
- 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 Electrical engineer on the design/permit of Site 1, 13, 26, 27 and 30 LPR camera installation.
- Continued working with PM team and low voltage wiring vendor in the design/coordination/installation of all IT infrastructure/equipment at Morgan Levy, Cultural Center, White Coarse and Central Park.
- Continued with the installation of the 48v power system for the parking lot cameras at Police substation.
- Updated/added PRTG sensors for Meadows Park CCTV cameras.
- Updated all LPR site computers to the latest Windows 10 version.
- Smart City projects are underway:
 - FPL 2 LPR Poles/Public Safety Project:
MDC is currently reviewing updated plans and answers to comments to approve permits of site 26 and 30. City Management has been contacting MDC management for support.
Project is 57 % completed.
 - WCCD 37122- New Smart City Certification Project
Updating latest comments on indicators submitted and expecting to get auditor approval 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 99% completed
 - HRIS New System Project
We answered some vendors questions and continue the pre-bid sessions with vendors answering 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 waiting for RFP answers from vendors.
Project is 19% 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 prepare 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 Finance and requesting information for waste and water companies in the city is while performing and entering and obtaining many data information from websites and external companies this week and will start entering data for transportation indicator now that worksheet is unlocked this month.
Project is 39% completed

Parks and Recreation

- Parks Director & Recreation Coordinator met with Juventus Academy to discuss youth soccer scope of services and new agreement.
- Parks Director attended weekly meetings with the Deputy City Manager to discuss ongoing department items.
- Parks staff attended HR's customer service training.
- Thursday 4/22- Events staff hosted Earth Day events including Sensory Nature Walk, Ladybug Release, and Art After Dark at Doral Glades Park with 200 participants throughout the day.
- Parks Director attended meeting with the City Manager's office, Public Affairs and Planning & Zoning to discuss Public Art Sculptures.
- Parks Director and Athletics Coordinator met with awarded provider- Alex Othon's Baseball Academy to discuss Youth Baseball Scope of Services.
- Parks Director met with the project management team & Lifefitness to discuss design update for Doral Central Park's fitness center.
- Parks Director met with the project management team for Precor Fitness update presentation for Doral Central Park's fitness center.
- Parks Director and Assistant Director met with Procurement and Project Management Team to discuss café/concession at Doral Central Park.
- Special Needs specialist hosted weekly virtual classes for Doral Sunbursts program with 15 participants per class.
- Special Needs specialist hosted Special Olympics Tennis practice & Soccer practice.
- Silver Club Virtual Bingo Night was held with 25 participants.
- Silver Club Virtual Seminar on Mindfulness was held with 17 participants.
- Adult Basketball League began spring season games at Doral Legacy Park.
- Monthly Virtual Story Time held on Wednesday 4/21 with 10 participants.

Police Department

- POLICE
- Arrests
- Felonies: 10
- Misdemeanors: 8
- Traffic: 2

- Warrants: 3
 - DUI: 1
- Traffic Citations
- Hazardous Moving Violations: 459
 - Non-Hazardous Moving Violations: 294

Notable Arrests & Incidents

Theft from Elderly Person - \$50K+

Organized Fraud - \$50K+

Mortgage Fraud - \$100K+

The subject in this case works as a realtor and approximately one year ago was involved in an organized fraud scheme along with two other persons, one of which happens to be the daughter of the victims, a married couple who reside in Venezuela. The illicit scheme consisted of falsifying both victim's signatures on a power-of-attorney form that was then used to procure three mortgages totaling over \$750,000 on the victims' residence located in Doral. The victims realized the fraud had taken place when they directed their son who resides in South Florida to start the process to sell the residence in question. The son hired a realtor not involved in the matter and it was at that point when he was informed about the existence of the liens totaling over \$750,000. At this point Doral Police was contacted and an investigation was commenced. The investigation conducted by Doral Police revealed that three different mortgages totaling \$758,000 were applied for and approved. When the funds were disbursed, they were split between the subject and the victims' daughter. Thus far the victim's daughter was also arrested along with a Notary Public who attested to the two victims signing the power-of-attorney, something that did not happen since the two victims have not visited the United States in several years and were not physically present when the documentation was signed. The subject was charged accordingly and taken to TGK.

Battery

A dispute over an exercise machine at a local fitness center resulted in the arrest of fitness trainer after he physically assaulted another man. Doral Police were summoned to a fitness center located in the 10000 Block of NW 41 Street over a dispute where someone had been injured. The victim stated he was using an exercise machine when he was approached by one of the trainers working at the facility who asked him how long he was going to be using the equipment. The victim advised the trainer that it would be a while. According to the victim the subject began pacing the floor and then struck him in the face with a closed fist causing him to fall to the floor. The subject then positioned himself on top of the victim and offered to strike him again before being separated by others who were present. The victim's version of the events that transpired was backed up by the facility's surveillance cameras. The victim sustained a bruise to his face and leg and went to seek medical attention on his own. The subject was arrested and transported to TGK.

--POLICE

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 daily 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.

Office of Emergency Management

- Continued vaccination effort at Legacy Park for 2nd dose (4/16/2021). With the help of P.A.

and PSAs, contacted 600 persons to confirm appointments.

- Continued coordination with Our Lady of Guadalupe Church for 2nd dose vaccination effort on 4/28/2021 for 570 people and generated new list that included standbys from the 1st dose date.
- Began coordination with the County OEM for possible new vaccination site (walk-in only).
- 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.
- On 4/20, remained on standby for possible Divisional EOC virtual activation as per County request.
- Conducted monthly EOC inspection with I.T.
- Revamped OEM presentation for new DPD officers' orientation.
- Attended virtual meetings with other agencies and WebEOC developer to discuss a recovery module.
- Began Hurricane Season preparation outreach on DPD social media platform.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 60,872 (60 additional followers)

- **SOCIAL MEDIA HIGHLIGHT:**

- *TOP POST OF THE WEEK- Instagram Post about Façade Grant Recipient Casa Linda in 2019 209 likes

- Promoted multiple city events/initiatives including but not limited to: façade grants, citizens academy, google webinars, Camacol webinars, Web CSS webinars, Earth Day

- Design/Web Projects – Keep Doral beautiful Brochure design

- Summer Doral Life Newsletter under design

- Interdepartmental meeting to discuss process for the procurement of Public Art pieces

- **Event Coordination:**

- o May 4th – White Course Park Groundbreaking

- **Videos:**

- Published – Spend Local Sophies Bookstore

- Published – Spend Local Puppy Buddy

- Published – Earth Day Message

- In Production – Spend Local Shop Majical

- In Production – Inside Doral – Earth Day Activities

- In Production – Monthly Events Preview for May

Public Works

- Set up new workstations for the Parks bond team at the Government Center.
- Picked up cones, barricades, light towers, and VMS boards from the Government Center temporary parking garage.
- Uploaded updated exterior lighting file to the cloud. IT assisted in the process.

Transportation:

- Received the close out from the Florida Department of Transportation (FDOT) for the Corrective Action Plan (CAP) items required as part of the City of Doral Triennial Assessment Report.
- ITB 2020-31 “Sub Basin H-8 Phase II Stormwater Improvements”: Completed the Construction Notice to distribute to all businesses in the area regarding the Stormwater Improvement project scheduled to begin on Monday, April 26th. Location 1 of the project will be along NW 77th Court starting from NW 52nd Street.
- Participated in an FDOT webinar for LAP Construction Checklist & Specifications Training on Wednesday, April 21st.