



Memorandum

To: Honorable Mayor and City Council

Date: December 18, 2020

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/ December 13 - December 19, 2020**

City Manager's Office

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

- 1) Recap of the weekend
- 2) Holiday Event
- 3) COVID -19 Cases
- 4) Swearing in Ceremony
- 5) Nutcracker Event – City Hall
- 6) Meeting with Newly Elected official
- 7) Grants – Status
- 8) Hurricane Relief – Central America
- 9) Nutcracker- City Hall
- 10) Vaccine -Staff
- 11) Messages to Staff

- City Manager held weekly meeting with Finance Director, Ms. Matilde Menendez.
- City Manager and Deputy City Manager held virtual meeting with Finance Director, Ms. Matilde Menendez and Economic Development, Mr. Manuel Pila to discuss Doral Cares Grants Program.
- Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Information Technology Assistant Director, Mr. Carlos Olivares.
- Deputy City Manager held weekly meeting with Acting Planning & Zoning Director, Mr. Javier Gonzalez.
- City Manager and Deputy City Manager held individual meetings with City Councilmembers to review the agenda for December 16th Council Meeting.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.
- City Manager and Deputy City Manager attended Swearing In Ceremony for Mayor Juan Carlos

Bermudez, Councilwoman Claudia Mariaca, and Councilman Puig-Corve.

- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada.
- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez.
- Deputy City Manager held meeting with Acting Building Official/Director, Ms. Jane Decker and The Spot Barbershop Academy regarding their permit application.
- Deputy City Manager attended virtual meeting with Economic Developer, Mr. Manuel Pila, and the Doral CARES Grants program committee.
- City Manager and Deputy City Manager held Bond Meeting Process regarding Construction Management with City and AECOM staff members.
- City Manager and Deputy City Manager held virtual meeting along City Attorney Figueredo and Acting Planning & Zoning Director, Mr. Javier Gonzalez regarding several planning & zoning issues.
- City Manager and Deputy City Manager attended After Action meeting along City Clerk Diaz, City Directors and Legislative Analysts to Council Members to discuss December 16th Council Meeting.
- City Manager and Deputy City Manager attended Cultural Arts Center Bond Project Unveiling and Photo-Op, as well as the Doral Meadow Park Bond Project Ribbon Cutting along with AECOM staff members, Council Members, Parks and Recreation Director, Ms. Erin Weislow, Assistant Public Works Director, Mr. Eugene Collins, Communications Director, Maggie Santos, and other city of Doral staff involved in the projects.
- City Manager and Deputy City Manager attended City of Doral Holiday Event at Provident Doral at The Blue.
- 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 December 14th, 1,061 people were tested, for a cumulative total of 7,267 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 71 people who were observed in public without masks.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- Permitting process is on-going.
- Ground-Breaking Ceremony conducted on December 18th at 10:00 AM.
 - PMT requested six (6) shovels from KVC and were delivered December 17th.
 - Pile of sand for the photo op delivered December 17th.
 - 10' x 5' construction sign installed December 17th.
- Construction will start January 2021.

- Surety Bond delivered to DERM on December 16th.
- KVC began construction submittals on December 16th.
- Meeting with DERM schedules for December 18th.

Morgan Levy Park:

- General Construction is on-going:
 - o Metal framing of building addition and partitions continues.
 - o Electrical wiring and plumbing continue.
 - o Ceiling mounted fan coil installed.
 - o Alarm placed on test mode on December 15th.
 - o LVT installation begins December 16th.
 - o HVAC ductwork installation begins.
 - o Four (4) BBQ grill stations delivered on site. Pending mounting hardware.
 - o Storefront windows installed December 16th.

White Course Park:

- Permitting process is on-going. Updated drawings with building comments will be re-submitted on December 21st.
- Contract Negotiations meeting schedules for December 17th.

Doral Meadow Park:

- PMT met with Public Affairs for ribbon cutting coordination on December 17th.
- UPS coordination held on December 16th.
- Ribbon Cutting held on December 18th at 10:30 AM.

Doral Central Park:

- A/E provided response to City comments on December 16th.
- RFP for construction material testing is in progress.
- IT coordination is on-going.
- Phase I 90% Construction Documents received December 16th. KL will start bidding process.
- CMR, A/E and PMT working on VE/ Scope pricing alternates.
- GMP mid-February.
- PMT, A/E and CMR participated on weekly meeting for the status of the project.
- CMR and A/E working on January Council Meeting Presentation.
- Discussion meeting on latest SE Entry/Exit at SW 8th Ave was held December 14th.
- CMR Pre-qualification Workshop #1 was held December 15th.
- Permitting review process meeting with A/E, PMT and City of Doral Building Department held on December 17th.

Doral Boulevard Pedestrian Bridge:

- RFP to be advertised on December 18th.

Trail Network:

- Project Design is on-going.
- Sharrows Interlocal agreement with MDC is on-going.
- Design Fee approval for January Council Meeting.

Lighting of Trails:

- Project Design on-going.

Trails and Tails Park:

- Drawings permitting review is on-going.
- ITB to be advertised December 21st.
- Consultant coordination with FPL is on-going.

Additional Items:

- The PMT participated on weekly meeting for the coordination/status of projects.
- October/ November Budget Cost Report was held on December 17th.
- PMT updated January 2021 quarterly report.
- Park Bond Meeting held December 17th.

Building Department

- Acting Director assisted team with permits: Sanctuary CO (Residential Buildings), Avison Young projects
- Acting Director met w/ IT & EnerGov PM team to discuss revised Work Plan, Conversion Expectations, & Testing Process.
- Acting Director attended Miami-Dade County Building Officials' meeting via Teams. Topics: MDC 8-15 Material Violations Discussion, BORA Recap, Recertifications for Code Officials; delay in FBC 2020 7th Edition Energy Code implementation; and attended MDC Florida Code Update for 2020 7th Edition for Building, Structural and Flood divisions via Teams and the monthly E-Plan Review virtual meeting. Interim Director hosted a Kahoot Quiz Show recap for the Building Reviewers/Inspectors.
- Acting Director attended virtual kick-off meeting with Evergreen Rep Michael Misrahi; virtual council meeting; weekly meeting with DCM; virtual meeting with Councilman Puig-Corve; Class 2 of ICMA Emerging Leaders Development Program; Parks Bond Meeting.
- Building Department hosted a uniform fitting event with selected vendor to get team measured and fitted for new uniforms.
- Building Department hosted their annual holiday lunch and gift exchange at Doral Glades Park. We wish everyone a very blessed holiday week and a very happy new year. Congratulations to the Building Department Employee of the Year!
- Building Department Weekly Stats for week ending 12/11/2020
- PHONES: Data available: 552 Inbound call count for week; 3:00m ave time per call; 30hr+ total time for week
- INSPECTIONS: 110 Average Daily Inspections, 548 total Inspections Completed (week)
- PLANS REVIEWS: 427 Plan Reviews (Quantity), 3% Expedite, 4% Walk-Thru, 41% Rework, 52% Drop-off/Electronic
- Average plan review time per plan per trade = 27mins
- LOBBY DATA (DORALQ): 96 Total Building Dept Customers; 19 Lobby Daily Average, 7.8 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 13 mins

Code Compliance

- Director had refresher training with Foreclosure Registration company, Prochamps, to go over the new features and touch base on any items of concern.
- Director and Assistant Director met with the Public Works Department General Services Administrator to discuss the topics of tree enforcement, odor follow-ups, and waste hauler franchises.
- Department attended virtual webinar training with Training Coordinator for Sunshine 811 Enforcement.

Finance

- Doral CARES:

The Finance Department, along with our Procurement team, have actively assisted the City's Doral CARES Grants team in processing all approved grant applications by the committee. Our team's role includes downloading files from the IAF portal, creating vendors in Munis, thoroughly reviewing the grants packets for signature, and printing checks, as well as closely working with the City Manager's Office in improving and expediting the process.

Through December 18th, Finance has printed and issued 127 checks for both Business and Residential grants for a total of \$573,142.19.

- Accounts Payable: Processed 266 invoices; 121 checks were issued for a total of \$524,452.02.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Continue working with the City's external auditors for the preparation of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending September 30, 2020.

PROCUREMENT

1. Below Cone of Silence Report for the week of 12/17/2020
2. A total of 37 PO's were created for a total value of \$738,748.97.

PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 12/17/2020

- 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: 4 Submittals received; bids are being reviewed.
- Solicitation No. and Title: RFP No. 2020-27 – Banking Services
Dept: Finance
Broadcast Date: 11/19/2020
Due Date/ Bid Opening Date: 01/08/2021
Status: 5 Firms attended the Pre-Bid Meeting.
- 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.

- 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: 3 Submittals received; bids are being reviewed.

- Solicitation No. and Title: RFP No. 2020-30 - Design Build Doral Gateway Signs

Dept: Public Works

Broadcast Date: 11/05/2020

Due Date/ Bid Opening Date: 12/14/2020

Status: 1 Submittals received; bid being evaluated.

- Solicitation No. and Title: ITB No. 2020-31 - Sub Basin H-8 Phase II

Dept: Public Works

Broadcast Date: 11/18/2020

Due Date/ Bid Opening Date: 12/22/2020

Status: 25 Firms attended the Pre-Bid Meeting.

- 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: 01/13/2021

Status: Pre-bid meeting scheduled on 12/17/2020.

- Solicitation No. and Title: RFP No. 2020-33 - Officiating and Scorekeeping Services

Dept: Parks and Recreation

Broadcast Date: 12/02/2020

Due Date / Bid Opening Date: 01/14/2021

Status: 2 Firms Attended;

Human Resources

- 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 1,658 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.

- 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, December 17, 2020, (68) essential personnel/first responders were tested at City Hall. To date, Human Resources has received and filed 1,517 COVID-19 PCR test results. To date, 944 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:

- Auto Maintenance Technician, Public Works Department, Open Continuous
- Building Inspector, Building Department, Open Continuous
- Code Compliance Officer I, Code Compliance Department, Closes on 01/05/2021
- Mechanical Inspector/Plans Examiner, Building Department, Open Continuous
- Planner, Planning & Zoning Department, closes on 12/17/2020
- Planning & Zoning Director, Planning & Zoning Department, closes on 01/17/2021
- Police Officer, Police Department, Open Continuous
- Structural Plans Examiner, Building Department, Open Continuous

SPECIAL PROJECTS:

- HR is Currently working to finalize details of Employee Holiday Event that will take place on December 18, 2020, at 6:00 p.m., at the Blue Horizons, Providential Doral at the Blue, 5300 NW 87 Avenue, Doral Florida 33178.

INTERVIEWS

- HR participated as interview panel member for the Finance Clerk position.

PROMOTIONS:

Kevin Sanchez, promoted from Asst Park Manager to Code Compliance Officer effective 12/28

NEW HIRES:

Claudia Baily, Legislative Analyst for Councilman Oscar Puig-Corve—Start date 12/21/20

Code Compliance Officer, Cesar Romero—Start Date 12/21/20

Accounting Clerk, Michael Hernandez – 01/04/20

APPLICANTS IN THE BACKGROUND PROCESS:

Park Ranger, Gabriela Gonzalez

Code Compliance Officer, Edward Zambrano

Park Ambassador, Danika Green

Police Officer, Jordan Rivera

Police Officer, Jose Carballo

Information Technology

- AV Team supported live Council Meeting and Swear-In Ceremony
- AV Team provided AV support for Finance, PW, PD, PA, and HR Department
- AV Team Provided pre-bid/bidding recordings to Finance Department

- Smart City projects are underway:

- FPL 2 LPR Poles:

Horsepower informed the second phase of the review was just approved. They have applied for the permits and waiting for MDC to approve permits of site 26 and 30. City Management is contacting MDC management for support

Project is 43 % completed.

- WCCD 37122- New Smart City Certification Project

We received final results from new reviser and we have meeting on indicator we can improve; we are now updating some comments provided.

Project is 98% completed

- HRIS New System Project

We will have another meeting to review 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 9% completed

- Upgrade Facility Dude Project

We had a evaluation meeting on 3 vendors to decide which is beneficial for City. Meeting with Finance and PW to review needed funding and reason for upgrade. Analysis of benefits versus project amount increase for annual maintenance is being 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 10% completed

- WCCD 37120- Yearly Smart City Certification Project

We are continue obtaining many data information from websites and external companies this week and will start entering data for Transportation indicator when worksheet is unlocked this month.

Project is 14% completed

- 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 received the first pass of conversion with errors and waiting Tyler to fix and resend. . We created a Conversion Test Plan and explain users in meeting how we will proceed to perform verification, some have started and sent us their results. We schedule assistance for P/Z to finalize the workflows and fees this week. We continue debugging, configuring and testing email notifications to resolve issues of IAA and IO triggers. We continue working on unit testing and new workflows added for department this week. We continue waiting on P/Z to complete testing to start with full system testing.

Project overall is 57% completed

- 2019-2020 Tyler 311

We are in post implementation of Tyler311 portal and system with different departments We continue setting technical configurations for a new API for the interface of records with our Dashboard, an notification required plus Tyler modifications for new reporting requirements and dashboard data fields require for management.

Project overall is 93% completed

- 2019-2020 Integration to Bluebeam Revu (Electronic Document Review) Project

We are still testing recommendation from Tyler for markups plus finalizing test this week. We are supporting/troubleshooting users which are using Bluebeam currently. We had an explanation of how to ensure markup are showing in EnerGov and how to proceed within the reviewing stage.

Project overall is 99% completed

- 2019-2020 MyCivic

Mobile app was launched, and updates performed to configuration from PA, PW and Code. We are meeting weekly to review system features/post implementation while waiting completion of Tyler311 final changes.

Project overall is 98% completed

- 2020-2021 IGeninspect and IGenforce applications

We continue testing with the Building department SME and Code SME as the permits move from the EnerGov Core solution to the IG mobile applications and backwards with updates. Issues with timing of response has been informed, we are waiting new forms and reports development created by Tyler to finalize Unit testing.

Project overall is 67% completed

- 2020-2021 CSS Citizen Self Service

We continue testing and modifying system with help of Tyler consultant. We are expecting from our First Stakeholder results from their testing of the CSS Screens and Navigation.

Project overall is 79% completed

- 2020-2021 Accounts Receivable System

We continue implementation/configuration/unit testing during this month. Finance is updating accounts requirements. Many GL charge accounts have been coded and tested.

Project overall is 77% complete

- 2019-2020 EnerGov Integration to Laserfiche (Document Retention Software) Project Meeting on budget for PO was coordinated and now preparing PO and will start planning this month.

Project overall is 10% completed

- 2020-2021 EnerGov Cashiering Project

We are finishing with system configuration/training and we reviewed forms/reports for Cashiering requirements while entering all GL codes . We are updating Project plan/implementation plan with all requirements and dates for configuration.

Project overall is 67 % completed

- Modified Policy Rules to allow traffic from the new PD RTOC Department access to the secure FDLE Network.

Troubleshoot Analog Lines from Doral PD Training Facility and opened a ticket with the Service Provider to further investigate.

Supported the IT Security Manager during the resolution of email issues.

Troubleshoot of IP Phone from users from the Parks Department.

Supported the Help Desk Supervisor during call route change for the Parks Department.

Analysis of new technologies and started working on proposals for renewing the network infrastructure.

Met with Sr. AV Analyst and the Intersection Analyst and continued to design infrastructure and connectivity for Doral Central Park.

- Help Desk Support- This week:

- Resolved 92% of support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.

- Modified and maintained clearances in access control server

- Attended Nutcracker at Government Center Logistics meeting

- Worked with access control vendor at City Hall to troubleshoot building main door

- Modified door schedules to allow Miami City Ballet dancers access to building

- Assisted new Council Member and new Legislative Analyst with IT equipment setup

- In addition, we continue to work on projects as FY1920 Replacement desktops at CH, and reconciliation of physical inventory of IT equipment

- Systems Administration. This Week:

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

Assisted PD to open a ticket with Microsoft to install Visio with Office 365.

Increased disk space in cd-plus server.

Installed Windows Updates and restarted some Windows Servers.

Assisted the Helpdesk supervisor to create folder to new user.

Fixed email issues with the consultant.

Fixed the ESRS with Dell.

Assist the GIS analyst to connect to her outlook.

Fixed Index and email archiving issue in our archiving system.

- System Analyst - This week, Kronos Version Upgrade Technical Meeting

- SFTP User Configuration and Welcome Email Sent

- ReadyForms TEST to Upgrade Scheduling
- AP Checks MICR Line Bank Confirmation (Finance)
- CSS TEST Issues Login
- EnerGov SMT Relay Settings Configuration Changes
- Working on various items with EnerGov; IO's and IAAs TESTING Revisions; EnerGov Email configuration, Intelligent Objects Configuration, EnerGov Charge Codes Issues
- Public Safety Support - This week, the PD IT team continued to replace older model laptops with new refreshed model. The South gate at the PD Training Center was fixed. The fire alarm panel was also fixed at the Training Center. The IT set up a Microsoft Teams meeting to assist the PSA Graduation class to be viewed by family and friends remotely. A solution has been put in place for Microsoft Visio and Office 365.
- Database Administrator:
 - Working on the changes requested by the HR Director for the HR Internal Dashboard, developing a script to retrieve data from SharePoint to PowerBI.
 - Working on the Data Conversion EnerGov Project on:
 - First Pass of the Data Conversion received. A mismatch with the contact tables was found and resolved. For this reason, a current Legacy Database backup has been uploaded in the City of Doral FTPS to EnerGov Re-Run the First Pass so the users can run the conversion verification test properly.
- Application Development- This week:
 - Updated FN list to include new calculated column.
 - Restored BD payment service.
 - Contacted Perconti for CD-PLUS error message.
 - Assisted PD with Tyler 311.
 - Created folders and views for new section of City Clerk web page.
 - Updated City Clerk web page.
 - Assisted PZ, BD and CE with properties.
- GIS Administration- This week:
 - Continue to conduct and to test EnerGov, and communicate with EnerGov and IT team.
 - IT Staff meeting
 - Communicated with building dept staff about EnerGov georule address and confirmed it's good.
 - As per planning/zoning dept request, created and provided future land use and zoning maps in PDFs.
 - As per planning/zoning dept request, troubleshoot and resolved with land use and zoning web maps performance.
 - Weekly GIS maintenance.
- Intersection Technology System Support- This week, 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, Site 13, Site 26, and Site 30 LPR camera installation.
 - Continued working with AECOM and SCS in the coordination/installation of all IT infrastructure/equipment at Meadows and Morgan Levy Parks.
 - Ordered and installed the telco lines lighting arrestors to resolve the Fire Alarm issue at Legacy Park.

Parks and Recreation

- Parks staff attended the Mandatory Pre-Bid Meeting for RFP 2020-33 officiating and scorekeeping services.

Monday 12/14- Parks staff attended the weekly on-site Nutcracker meeting to discuss final event logistics.

Director & Assistant Director met with the City Attorney to discuss the Aquatic Facility Management Services Bid for Doral Central Park.

Director & Assistant Director met with the Consultant from Evergreen to discuss the upcoming compensation & classification study.

Parks Staff have been on site all week assisting with the Nutcracker Set up and painting the Seating Pods inside the park.

Director held weekly meeting with Deputy City Manager.

Director & Assistant Director met with the Project management team and IT to discuss the AV system needs for the Doral Central park Amphitheater.

Assisted the City Manager's office with escorting our special guest from the North Pole, Santa, around to the Council Meeting & all departments in the Government Center and Police department to spread Holiday cheer to all employees.

Parks Director attended the Miami Dade County Best Practices Compliance Training for COVID-19.

Accounting Clerk & Administrative Assistant continue to assist Finance & Economic Development in preparing the CARES act Grant applications.

Marketing & Sponsorship Coordinator obtained gift cards from local restaurants for prizes at the Employee Holiday Party.

Participated in the Cultural Arts Center Sign Unveiling & Groundbreaking.

Participated in the Doral Meadow Park Ribbon Cutting for the Expansion of the Community Center.

Planning and Zoning

Occupational Licensing

- 246 Business Tax Receipt renewals for FY 2021 have been processed this week.
- 58 Business Tax Receipts for new businesses have been processed this week.
- 0 new Temporary Outdoor Dining Permits (53 Temporary Outdoor Dining permits issued to date).

Planning and Zoning

- New addresses issued: 3
- Building Permits reviewed: 44
- Zoning Inspections conducted: 31
- Senior Planner attended a meeting with Building, Public Works, City Manager's Office and representatives from Doral Gardens located at 4110 NW 79 AVE to discuss seal coating and restriping, and the possibility of installing speed humps on private roads.
- Acting Director attended a meeting to discuss new development projects in Downtown Doral.
- Acting Director attended a Weekly Meeting to discuss ongoing projects with the Deputy City Manager.
- Acting Director attended a meeting with the City Attorney to discuss Downtown Doral new project named Town Place Suites and Miami Dade County Library Cross Parking Agreement.
- Acting Director attended a meeting with Evergreen Solutions, LLC. to discuss compensation and classification study.
- Planning and Zoning Department participated in a meeting with Archiplan Design Group to discuss site plan modifications for Kia Motors Corporation located at 3700 NW 114 AVE .

- Planning and Zoning Department attended a meeting with Information Technology (IT) to discuss EnerGov conversion plan process review to assure that the department data was converted correctly and accurately.
- Planning and Zoning Department attended a meeting with representatives from Tamia Restaurant located at 5401 NW 79th Avenue to discuss facade murals and code requirements.
- Acting Planning and Zoning Director attended a Bond Meeting discussion for Planning and Zoning comments.
- Planning and Zoning Acting Director attended a meeting with Holland & Knight to discuss a proposed development program for Grand Bay South Preserve that proposes 257 townhome units in approximately 23.879 acres.

Economic Development

- Administered implementation of Doral CARES Grant application process for residential and business programs, updated applications for processing, contacted awardees with follow up requirements, held final business committee meeting and disbursed checks.
- Participated in Beacon Council EDO Partners meeting.
- Administered PTSA Grant and reviewed applications from Doral schools.
- Administered CBO Grant final reports.
- Provided business assistance information, technical support, B2B and support organization referrals, site selection orientation and data to Doral businesses.
- Attended ribbon cutting by Mayor Bermudez for Cycles and Coffee House.

Police Department

**POLICE

Arrests

- Felonies: 3
- Misdemeanors: 4
- Traffic: 2
- Warrants: 5
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 313
- Non-Hazardous Moving Violations: 237

Notable Arrests & Incidents

Battery on a Police Officer

Resisting Arrest with Violence

Culpable Negligence

Doral Police arrested two men and a woman who physically assaulted and battered a police officer. The officer was working an off-duty job at the Walmart located in the 8600 Block of NW 13 Street. Several people had gathered at the store to purchase the PS-5 gaming console. When the store management advised the crowd that the supply of the gaming console had been exhausted some people became irate and agitated. The two men and woman became loud and belligerent and started to cause a disturbance at which time the store employees told the officer to please escort them out of the store. As the officer was escorting them out of the store a physical altercation ensued, and they attacked the officer. Other officers responded and assisted in physically restraining the three subjects and taking them into custody. They were charged accordingly and transported to TGK. The officer sustained minor injuries and was treated on the scene by Miami-Dade Fire Rescue.

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.

**POLICE

Neighborhood Resource Unit

- Logistics Cook out @ DPD
- Met with Gigi with regards to rejected check @ Walmart for Shop w/a Cop
- Met with Sgt. Oztzy in order to postpone shop with a cop.
- Doral 311 logistics @ Publix Doral Commons
- Landmark-resident contact
- Doral Isles-Caribbean-resident contact
- Doral Gardens-resident contact
- Doral Academy High School food from cook out to AG
- Doral Academy Elementary food from cook out to RA
- RECS-food from cook out to Debbie
- Balmoral –spoke to property manager Tracy in regards to Off Duty Officer. In addition, requested NRU attend.
- Townhomes of Doral HOA meeting Safecam & Covid 19 food support
- Improve Tyler 311 with IT
- Close out Doral 311-Covid 19 Food support
- Create call list for 12-15 & 12-17 Covid 19 Food support
- Work on Tyler 311-creating call list
- Stats for DR 311 Covid 19 food support
- Close out Covid 19 Food support on Tyler 311
- Palms of Doral Property Manager-courtesy officer
- Safecam-pepito
- Balmoral HOA information on Safecam and Covid 19

Saturday- 12

- Shop with a Cop Event
- DR-311 Food Covid 19 program meeting with 610 & 620 , adding additional delivery on Dec 21
- Meeting with Rita in regards to Speeding studying last year May 2019 in Landmark and new Study requested in Landmark in regards to recent incident involving accident with dog being run over
- Rita-evaluated traffic study needed on NW 102 Av from 90-74 St no speed deterrent device
- Tyler 311 list for 12-17-20 Food Covid 19 assist
- Publix Commons-Logistics PSA graduation 008
- SAMS –graduation logistics PSA Graduation 008
- T311-logistics for food delivery today
- Publix commons-business meet for T311 loading groceries
- Windward resident contact Tyler 311
- Leeward-resident contact tyler311
- St. Martin-resident contact Tyler 311
- Promenade-resident contact Tyler 311
- Devine Savior-bread left over from Thursday cook out last week
- 2600 Plaza-business contact Safecam
- Sam's –business contact

- Cancel and update Tyler 311 changes to deliveries
- Tyler 311 Covid 19 Food program
- Hellman's-business contact-storage
- 2600 Plaza-business follow up trespass
- DUI Class participant

Office of Emergency Management

- Attended virtual Municipal Quarterly meeting with County OEM and Florida Department of Health on upcoming vaccine distribution.
- Generated vaccination report for 2021 distribution.
- Attended National COVID-19 Briefing Call with State, Local, and Tribal Officials on Covid-19 vaccines.
- Continued coordination of NIMS training schedule for first quarter of 2021 for IS-700. IS-700 is Introduction to the National Incident Management System and a required course for all Incident Personnel and EOC staff for FEMA preparedness grant eligibility.
- Attended DHS/FEMA virtual web course on Covid-19 Incident Awareness provided by LSU and the National Center for Biomedical Research and Training (NVBRT).
- 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.
- Distributed Miami-Dade County daily COVID-19 Dashboard.
- Continued providing daily Situational Awareness reports to City Directors.
- Continued outreach on COVID-19 prevention and mitigation on website and social media platforms including information provided by the CDC, the Florida Department of Health, Miami-Dade County Fire Rescue, and the City's Public Affairs Office. Information also included tips on how to celebrate the Holidays while avoiding the spread of Covid-19.

**POLICE

Training Section

- PSA Academy Week 9:
 - o Traffic Crash Management & Investigation
 - o Physical Training
 - o Law Enforcement PSA Investigation Practicum
 - o Graduation - Preparation/Drill
 - o Graduation - Friday, December 18, 2020 at 10:00am
 - PAC 136 Recruit – Week 16 – City of Miami Police Academy
 - New Police Officer Hires – Orientation Week (Week 1)
 - Welcome/HR/Laptop Issuance/Quartermaster/Code of Conduct/Property & Evidence/Communications/Vehicle Pursuit/Use of Force/Baker Act & Marchman Act/Social Media/Firearm Qualifications/Defensive Tactics Policy/CPR/Body Worn Camera/Traffic Laws and Employee Involved Crashes
 - Ballistic Shields meeting - December 14, 2020, at 10:00am - MDPD Training Bureau
 - IPTM DWI Detection Training and Advanced Field Sobriety Testing - December 14-18, 2020, from 10:00AM to 7:00PM – Doral Police Training Center (Community Room)
- The Training Unit disseminated the following Training Announcements:
- Marijuana Impaired Driving Detection for Law Enforcement
 - Advanced Marijuana Impaired Driving Detection for Law Enforcement

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 59,608. (83 more followers than last week)
- SOCIAL MEDIA HIGHLIGHT: Tweets on twitter page are up 32%; Twitter profile visits are up

88% .

- Promoted multiple city events/initiatives including but not limited to: IT recognition, PD food delivery program, Swearing-in, We Can We Will
- Film Permit execution
- Design Projects: Winter newsletter design and draft ongoing
- Videos:

Released Inside Doral – Manolo Valdes Kickoff Event

Released Inside Doral – Swearing-in ceremony

Released Mayor’s #WeCanWeWill Message

In production – Mayor & Council Holiday Messages

- Events
 - o Executed Swearing-in Ceremony
 - o Executed Doral Meadow ribbon cutting photo opp
 - o Executed Doral Cultural Center Groundbreaking phot opp

Public Works

- Retroactive Parking Garage Structural Repairs
- Training Center Simulation Room Architectural Walls
- Planted approximately 300 orchids at the Doral Glades Park as part of The Million Orchid project on 12/17/2020.
- The City of Doral has been recognized as a Tree City USA by the Arbor Day Foundation for the 13th Year in a row due to its leadership and support to the importance of maintaining an urban tree canopy and improve the care of City trees.
- RFQ 2020-22 General Engineering Consultant Pool award recommendation was approved by City Council. All contracts were sent to the consultants for execution prior to January 4th, 2021.
- ITB 2020-23 “Year 5A Phase II of the Canal Bank Stabilization Program”: Project began on Tuesday, October 13th. Awarded contractor, ENCO, LLC, has begun excavation and the installation of the geo cell web. Project is located along the Dressel’s Dairy Canal between NW 79th Avenue and the Palmetto Expressway. Contractor has completed the installation of the geo-web to the south bank. Contractor began construction along the north bank and has completed 50% of the stabilization.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave - Contractor working on sub-base compaction and densities. Contractor has 85% of curbing installed and preparing median islands for curbing as well. MDWASD has installed 2ea 2” water services for White Course Park.
- NW 112 Ave. (25 - 34 St.) Roadway Construction Improvements. (12/17) Contractor has completed asphalt structural course on the east side of 112th avenue and turnouts on 29th and 30th streets. Contractor has completed 100% of all sidewalk installation on east side of 112th avenue. Contractor is harmonizing and preparing green areas for sodding.