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**To:** Honorable Mayor and City Council

**Date:** January 22, 2021

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

**Subject:** **Weekly Council Update/ January 17 - January 23, 2021**

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## **City Manager's Office**

- City Manager held weekly Directors Staff Meeting via Microsoft Teams along with Deputy City Manager, City Clerk Diaz, and City Attorney Figueredo. The following items were discussed:
  - 1) Recap of the weekend
  - 2) COVID -19 Cases - Testing
  - 3) Vaccine – Distribution
  - 4) Moment of Silence – Building Color
  - 5) Zoning Meeting next week
- City Manager and Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held After Action meeting with Council Members and Department Directors to discuss January 13th Council Meeting.
- City Manager and Deputy City Manager along City Attorney, City Clerk Diaz and Acting Planning & Zoning Director, Mr. Javier Gonzalez held Agenda Review with Mayor Bermudez for Zoning Council Meeting scheduled January 27, 2021.
- 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 along with Mayor Bermudez, Public Works Director, Mr. Carlos Arroyo, Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill, Transportation Manager, Ms. Rita Carbonell, held meeting with Miami-Dade County, Mr. Francisco Arbelaez, Miami-Dade County, Ms. Tara Blakey, Ms. Ruby Hemingway Adams, WSP Global, Mr. Thomas J. Rodrigues, WSP Global, Mr. Zach Parnas regarding Miami East-West SMART Corridor TOD Master Plan Briefing.
- City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez.
- City Manager and Deputy City Manager along Parks and Recreation Director, Ms. Erin Weislow and Assistant Parks & Recreation Director, Mr. Lazaro Quintero held meeting regarding Bryan's Art Foundation's desire to organize a Concert Event.

- Deputy City Manager held meeting with Acting Building Official/Director, Ms. Jane Decker, Building Development Services Coordinator, Mr. Carlos Diaz, Acting Planning & Zoning Director, Mr. Javier Gonzalez, Chief Licensing Officer, Ms. Kenia Palau, TN Builders, Ms. Susie Orozco, and Mr. Tony DeRosa.
- Deputy City Manager held weekly meeting with Acting Building Official/Director, Ms. Jane Decker.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- City Manager along City Attorney held meeting with Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill regarding Tree Services proposal review.
- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada.
- City Manager and Deputy City Manager along City Attorney held meeting with Acting Planning & Zoning Director, Mr. Javier Gonzalez and Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill regarding Downtown Doral Urban Regulations.
- Deputy City Manager held weekly meeting with Acting Planning & Zoning Director, Mr. Javier Gonzalez.
- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.
- City Manager held weekly meeting with Human Resources Director, Mr. John Prats.
- City Manager along with City Attorney and Mayor Bermudez met regarding new Pepsi Location.
- City Manager and Deputy City Manager held Bond Meeting Process regarding Construction Management with City and AECOM staff members.
- Deputy City Manager met with owners of Rice regarding permitting issues.
- 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 January 11<sup>th</sup>, 1,323 people were tested and for the week starting January 18<sup>th</sup>, 1,590 people were tested, for a cumulative total of 14,584 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 38 people who were observed in public without masks.

### **Capital Improvement Project Manager**

#### **Doral Cultural Arts Center:**

- Permitting process is on-going.
  - o MDC Fire/Grease about 95% completed.

- COD Building Department about 95% completed.
- Construction will start January 2021.
- GC utility locates completed January 15<sup>th</sup>.
- Site Fencing and privacy screen completed January 19<sup>th</sup>.
- Contractor reported Safety Incident with Pole Light January 19<sup>th</sup>. Complete Safety Incident Report received January 20<sup>th</sup>.
- Meeting with MDC Fire Department held January 19<sup>th</sup>.

#### **Morgan Levy Park:**

- General Construction is on-going.
  - Cabinets installed on Multipurpose Room #3 and Concession Room.
  - Interior plastering completed.
  - Fire alarm and smoke detectors installation is on-going.
  - Baseboard installation is on-going on building addition areas.
  - Sheet rock installation completed (interior).
  - Exterior rigid board, insulation, wall sheathing system is on-going.
  - Camera pole installation to start the week of January 25<sup>th</sup>.
- PM met on-site with the IT Department and Consultant to coordinate Pole Orientation on January 15<sup>th</sup>.
- Target completion date is the second week of February.
- Received quote for proposed cabling route into the Building and IT Room on January 20<sup>th</sup>.
- On-going construction progress meetings every Thursdays.

#### **White Course Park:**

- Permitting process is on-going.
  - MDC DERM is about 95% completed.
  - COD Building is about 95% completed.
- PMT is working on drafting contract for Waypoint Construction.

#### **Doral Meadow Park:**

- Contractor is working on alternate solutions to solve the Concrete at the Flex Plaza.
- Punchlist acceptance for phase I walk through for the week of January 25<sup>th</sup>.
- Enclosures for CCTV installation is on-going.

#### **Doral Central Park:**

- Permitting Process for Phase I is on-going:
  - COD Building Department about 30% completed.
  - COD Planning and Zoning Department 90% completed.
  - MDC DERM about 30% completed.
- RFP for construction Material Testing was sent to Risk Management for review.
- CMR GMP I submission for City review due Mid-March.
- Notice to Proceed for Construction to be issued for late March/Early April.
- CMR hosted the second Trade Outreach on January 19<sup>th</sup>.
- Meeting with COD Building to address comments was held January 20<sup>th</sup>.
- Meeting with Musco Sport Lighting and Parks and Recreation held on January 21<sup>st</sup>.
- On-going weekly OAC meetings.
- On-going weekly IT coordination meetings.
- On-going Amphitheater AV System coordination meetings.

#### **Doral Boulevard Pedestrian Bridge:**

- Addendum No. 4 issued January 22<sup>nd</sup>.

### **Trail Network:**

- Sharrows Interlocal Agreement with MDC is on-going.
- Work Order fully executed and provided to consultant January 21<sup>st</sup>.
- Notice to Proceed Letter sent to consultant for signature.

### **Trails and Tails Park (Lighting Improvements):**

- Permitting review is on-going.
  - o MDC DERM 100% completed.
  - o COD Building 80% completed.
- Bids Opening ITB2020-35 Scheduled for January 26<sup>th</sup>.
- Consultant coordination with FPL is on-going.
- Artec Manufacturing pole lighting presentation held January 20<sup>th</sup>. Project Manager provided equipment installation cut sheets.
- ITB to be presented on March Council Meeting.

### **Additional Items:**

- PMT weekly status of projects is on-going every Tuesday and Thursday.

### **Building Department**

- Internal team meeting to form Communications Team and make assignments prior to EnerGov Go Live.
- Interim Director attended Directors Call, After Action, Central Park Project Calls, Citywide Uniform Contract Discuss, Parks Bond Meeting, MDC Monthly Permitting Call.
- EnerGov team continues local unit testing and identifying issues with Production environment. Munis upgrade pending. Weekly Status calls with PM continue. 2nd Conversion pass pending; Lookup report received Wednesday. Laserfiche system configuration check on Tuesday. FORMS batch received Friday 1/15 and team returning comments this week.
- Items submitted for Feb Council: Budget Transfer, Customer Service Survey.
- Project meetings this week: Cultural Arts Center, Downtown Doral South Residential Permits; Doral Isles Residence Extension; Doral Estates Residence Renovation
- Building Department Weekly Stats for week ending 1/15/2020
- PHONES: Data available: 409 Inbound call count for week; 3:00m ave time per call; 21hr+ total time for week
- INSPECTIONS: 115 Average Daily Inspections, 573 total Inspections Completed (week)
- PLANS REVIEWS: 293 Plan Reviews (Quantity), 6% Expedite, 5% Walk-Thru, 7% Rework, 82% Drop-off/Electronic
  - Average plan review time per plan per trade = 40 mins
- LOBBY DATA (DORALQ): 69 Total Building Dept Customers; 14 Lobby Daily Average, 12.4 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 11 mins
- VELARO CHAT: 3,173 Total Online Visitors; 4 Engagements at average 3:17min

## **Planning and Zoning**

### Occupational Licensing

- 129 Business Tax Receipt renewals for FY 2020-2021 have been processed this week.
- 6 Business Tax Receipts applications for new businesses have been received this week.
- 1 new Temporary Outdoor Dining Permits (54 Temporary Outdoor Dining permits issued to date).

### Planning and Zoning

- New addresses issued: 6
- Building Permits reviewed: 27
- Zoning Inspections conducted: 30
- Site Plans Reviewed: 1
- PZ Department submitted four items for the City Council meeting on February 10, 2021.
- Acting Planning and Zoning Director conducted interviews for the two (2) City Planner positions.
- Acting Planning and Zoning Director attended an After-Action Meeting.
- Acting Planning and Zoning Director attended a Mayor Agenda Review Meeting.
- Planning and Zoning Department attended a meeting with Information Technology (IT) to discuss Energov conversion.
- Acting Planning and Zoning Director attended an Evaluation Committee Public Meeting in regard to submittals for Phase I of RFP No. 2020-32 - Replacement of Playground Surfacing.
- Acting Planning and Zoning Director and Licensing Staff attended a meeting in regard to the upcoming Municipal Certificate of Use Approval (MUA) reports from Miami Dade County.
- Acting Planning and Zoning Director participated in a meeting with the Building Department in regard to the Central Park Project.
- Acting Planning and Zoning Director attended a meeting in regard to occupational licenses at 3900 NW 79th Avenue.
- Acting Planning and Zoning Director attended a meeting with GEI Consultants to discuss Grainger Parking Lot Maintenance Repairs at 2255 NW 89 Pl.
- Acting Planning and Zoning Director participated in a meeting with Finance/Procurement to discuss city wide uniform policy and contract.
- Acting Planning and Zoning Director participated in a Park Bonds Project discussion for Planning and Zoning comments.

### **Economic Development**

- Distributed Doral CARES Grant payments.
- Met with Julio Sanchez and Edward Morales re: New coffee distribution business from Armenia, Colombia in Doral.
- Promoted and attended Beacon Council webinar 'Latest Round of PPP Loans: What you Need to Know to Get Funded'.
- Met with Grow with Google coach re: new Grow with Google business development proposal.
- Met with Prospera re: promotion of 'Stand Up Doral for Small Business' program.
- Administered PTSA Grant process and payments.
- Administered CBO Grant final reports and payments.
- Met with Business Flare and Urban3 re: Phase 2 scope updates.
- Met with The Doral Yard and The Rhythm Foundation re: Ritmo Doral walkthrough.
- Met with Fundación Lideres Globales re: diplomatic mission request.
- Provided business assistance information, technical support, B2B and support organization referrals, site selection orientation and data to Doral businesses.

## **Code Compliance**

- Code Compliance Officer worked during MLK holiday actively patrolling the city for various/common holiday violations.
- Department successfully held first virtual Special Magistrate hearing of 2021 where eighteen cases were presented.
- Field Supervisors completed twelve phone interviews to identify top five candidates to fill the vacant Code Compliance Officer position.
- Director & Assistant Director met with Transportation Manager and parking consultant to discuss advantages and disadvantages of outsourcing or insourcing City's Parking Operations.
- Assistant Director attended Citywide Civilian Uniform Policy and Contract Meeting.

## **Finance**

- Accounts Payable: Processed 248 invoices; 85 checks were issued for a total of \$371,244.20.
- Journalized 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.
- Processed the City-wide payroll for the pay period ending January 17, 2021.

## **PROCUREMENT**

1. Below Cone of Silence Report for the week of 1/20/2021
2. A total of 18 PO's were created for a total value of \$91,259.25.

## **PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 1/20/2021**

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

Dept: Finance

Broadcast Date: 09/08/2020

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

Status: 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: 01/29/2021

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. 2020-32 - Replacement of Playground Surfacing

Dept: Parks and Recreation  
Broadcast Date: 11/25/2020  
Due Date/ Bid Opening Date: 01/15/2021  
Status: Award Recommendation Made.

- Solicitation No. and Title: 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: Award Recommendation Made.

- Solicitation No. and Title: RFP No. 2020-34 – Morgan Levy Park Painting  
Dept: Parks and Recreation  
Broadcast Date: 12/23/2020  
Due Date / Bid Opening Date: 01/20/2021  
Status: Award Recommendation Made.

- Solicitation No. and Title: RFP No. 2020-35 – Trails and Tails Park Lighting Improvements  
Dept: Public Works  
Broadcast Date: 12/23/2020  
Due Date / Bid Opening Date: 01/26/2021  
Status: 15 Firms attended Pre – Bid Meeting;

- Solicitation No. and Title: RFP No. 2020-36 – Doral Pedestrian Bridge Design Build  
Dept: Public Works  
Broadcast Date: 12/18/2020  
Due Date / Bid Opening Date: 01/25/2021  
Status: 23 Firms attended the Pre-Proposal Meeting;

## **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 2,289 City of Doral residents have been tested. The testing is being conducted from 9 a.m. to 1 p.m. on Mondays, Wednesdays, and Fridays, and will continue to operate on the same schedule through June 30, 2021.

- COVID-19 TESTING AT INTERLAB CORP

To leverage the response rate and further support our efforts to expediently return employees to work with two negative PCR results, we strategically send employees to InterLab in Doral during the early part of the week, following the Thursday test at City Hall. Since May 2020, Interlab has performed 407 PCR tests. Since January 1, 2021, Interlab has performed 106 PCR tests, which includes 57 tests for the week of January 18 (47 were performed for the midnight shift at the Police Department).

- 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, January 21, 2021, (33) essential personnel/first responders were tested at City Hall. To date, Human Resources has received and filed more than 1,672 COVID-19 PCR test results

from employees. To date, 1,244 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

- Administrative Assistant II/Outdoor Events Coordinator, Planning & Zoning Department, closes on 01/29/2021
- Assistant Community Center Manager, Parks & Recreation Department, closes on 02/02/2021
- Auto Maintenance Technician, Public Works Department, Open Continuous
- Development Review Coordinator, Planning & Zoning Department, closes on 01/29/2021
- Laborer I, Public Works Department, closes on 02/05/2021
- Mechanical Inspector/Plans Examiner, Building Department, Open Continuous
- Planner, Planning & Zoning Department, Open Continuous
- Plans Reviewer (W), Public Works Department, Open Continuous
- Police Officer, Police Department, Open Continuous
- Structural Plans Examiner, Building Department, Open Continuous

## **Information Technology**

- Public Safety Support - This week, the PD IT team supported the vaccination POD. The PD is looking for a way to start atomizing their shift scheduling, so IT has been reaching out to scheduling vendors. PD IT Supervisor attended the Motorola Vigilant South East LPR Training. Laptops are continuing to get replaced for newer models. ALL PD Sworn have been given access to all City-wide parks. 5 new AVL's have been added to PD's Fleet.

- AV Team
- Provided AV support for Finance, PW, PD, PA, and HR Department.
- Provided pre-bid/bidding recordings to Finance Department.
- Assisted IT help desk calls and closed tickets
- Met with various vendors for AV projects.

- Systems Administration. This Week:

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

Connected to VxRail manager to check network connectivity issue.

Virtual Team meeting

Call with veritas to check PD server and clean logs from the C drive

Change the screen saver back to Microsoft since the security awareness uses flash.

Meeting with Laserfiche provider to health check the server and increased the repository disk.

Copy the new screensaver to all PCs and change the GPO to use it as default.

Ran windows update and restarted some servers.

- Network Administration: Participated in external and internal meetings, such as IT weekly meetings, Doral Central Park-IT Coordination Meeting, and Doral ACOM meeting (with and Smart Poles Supplier).
- Troubleshoot GIS services and reconfigured Network Load Balancer PKI for resolution.
- Configured Network Switch due to relocation of users from the Police Department.
- Started Migration on the Network Access Controller.
- Assisted the PD Help Desk in setting up printing services through the LAN. Also guided PD users for call forwarding options on the phone system.
- Assisted users from the Public Works and from the Public Affairs with guidance's on the phone

system.

- Monitored the Network Services and performed actions based on incidents.
- 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
  - Upgrade to Bluebeam 2020 all users with BlueBeam 2019
  - Stage Legacy Park and setup network for the vaccination program
  - Follow up meeting with Microsoft to fix permissions issue on server chfs15
  - Implemented flash fix for users in order to access Kronos
  - In addition, we continue to work on projects as FY1920 Replacement desktops at CH, and reconciliation of physical inventory of IT equipment

- Security Manager

This week, over 52 emails were reported by City users and were analyzed for malicious intent. Assisted our Building Department troubleshoot an issue with their permitting software. Addressed a certificate issue with our password management solution. Finally, made changes to our external email banner to make it more visible to our users.

- System Analyst - This week, Tyler Cashiering Printer Install IN PROGRESS
- Ready Forms EFT/COI/Construction Checks [Tyler Forms Install on Friday]
- Kronos WFC 8.1.8 Testing Meeting with UKG [Users Working on TESTING]
- SFTP Sharelinks Created/Updated
- Kronos WFC 8.1.8 User Testing IN PROGRESS
- Tyler Cashiering Integration Meeting/TROUBLESHOOTING
- EnerGov SMTP Automation Configuration IN PROGRESS
- Working on various items with Energov; IO's and IAAs TESTING Revisions; EnerGov Email configuration, Intelligent Objects Configuration, EnerGov Charge Codes Issues
- Application Development- This week:
  - Set up external share SharePoint site for IT.
  - Created workflow to delete files older than 30 days on SharePoint for City Clerk and IT.
  - Set expiration time for shared links on SharePoint for City Clerk and IT.
  - Assisted PW with website.
  - Assisted to Energov meetings.

- GIS Administration- This week:

- Continue to conduct EnerGov/CSS, and communicate with EnerGov and IT team.
- IT Staff meeting
- Republished code enforcement to web map app.
- Investigated & resolved GIS ArcGIS online secured service URLs issue.
- As per planning/zoning dept's request, review and working on development projects and zoning on ArcMap, ArcGIS online.
- Weekly GIS maintenance

- Database Administrator:

- Working on the Data Conversion Energov Project on:  
Latest data lookup document to pass to the 2nd Data Conversion phase.
- 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, 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, Morgan Levy, White Coarse and Central Park.

## **Parks and Recreation**

- Parks Director and Assistant Director met with Diane Self, Recreation Program Manager of Edmond, Oklahoma to discuss their experiences with Aquatic Facility management services prior to the City issuing our own solicitation.
- Parks Director and Assistant Director met with the City Manager's office to discuss the Bryan's Art Foundation Sponsorship & Facilities request.
- Parks Director attended monthly South Florida Parks Coalition (SFPC) Meeting.
- Parks Director met with Gustavo Garagorry to discuss the Bryan's Art Foundation event request.
- Parks Director & Assistant Director met with Musco Sports Lighting & the PMT to discuss sports lighting options for Doral Central Park.
- Parks Director & Assistant Director met with the PMT and architect to discuss comments to phase 4 for Doral Central Park project.
- Parks Staff participated in procurement evaluation committees for Officiating & Scorekeeping RFP, Playground Surfacing RFP and Competitive & Travel Youth Baseball RFP (Phase I).
- The Silver Club hosted Virtual Bingo with 36 participants in attendance.
- Events team hosted Art After Dark: candle making with 45 participants.
- Recreation Program Coordinator hosted Virtual Story Time with 12 participants.
- Special Needs specialist hosted weekly virtual classes for Doral Sunbursts program with 10 participants per class.
- Youth Flag Football League- Opening weekend: Saturday January 23rd. Currently 140 participants registered.

## **Planning and Zoning**

Occupational Licensing Division

- 129 Business Tax Receipt renewals for FY 2020-2021 have been processed this week.
- 6 Business Tax Receipts applications for new businesses have been received this week.
- 1 new Temporary Outdoor Dining Permits (54 Temporary Outdoor Dining permits issued to date).

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### **Economic Development Division**

- Distributed Doral CARES Grant payments.
- Met with Julio Sanchez and Edward Morales re: New coffee distribution business from Armenia, Colombia in Doral.
- Promoted and attended Beacon Council webinar 'Latest Round of PPP Loans: What you Need to Know to Get Funded'.
- Met with Grow with Google coach re: new Grow with Google business development proposal.
- Met with Prospera re: promotion of 'Stand Up Doral for Small Business' program.
- Administered PTSA Grant process and payments.
- Administered CBO Grant final reports and payments.
- Met with Business Flare and Urban3 re: Phase 2 scope updates.
- Met with The Doral Yard and The Rhythm Foundation re: Ritmo Doral walkthrough.
- Met with Fundación Líderes Globales re: diplomatic mission request.
- Provided business assistance information, technical support, B2B and support organization referrals, site selection orientation and data to Doral businesses.

### **Police Department**

#### Arrests

- Felonies: 8
- Misdemeanors: 9
- Traffic: 2
- Warrants: 0
- DUI: 1

#### Traffic Citations

- Hazardous Moving Violations: 176
- Non-Hazardous Moving Violations: 232

#### Notable Arrests & Incidents

##### Insurance Fraud

Doral Police detectives arrested a woman for insurance fraud. The investigation revealed that in July 2020 Doral Police was dispatched to a traffic crash involving the subject's daughter where she was at fault. According to the investigator for the insurance company, he learned from the driver of the other vehicle involved in the crash that the subject showed up on the scene prior to police arriving and claimed to be the driver of the vehicle. In addition, that same afternoon, approximately 20 minutes after the police had been dispatched to the scene of the crash, the

subject called her insurance agent and advised that she needed to insure an automobile and that it had to be done immediately. The subject provided a photograph of the vehicle taken prior to the crash that showed no damage. The insurance agent quoted a premium and the subject accepted it. The Doral Police detective conducting the investigation was able to verify that the telephone call reporting the crash to the Miami-Dade Police Communications Bureau was received at 4:43 p.m. and the automobile was insured at 5:01 p.m., approximately 20 minutes after the crash was reported. The subject was located at her residence where she was taken into custody and transported to the Doral Police Station. She was charged accordingly and taken to TGK.

#### Grand Theft

#### Check Forgery

#### Uttering a Forged Instrument

Doral Police arrested a subject for stealing a check, forging the rightful owner's signature, and depositing it into his own account. The subject was employed by Comcast and on the day in question was at the victim's house for the purpose of installing new cable boxes. A few days later the victim noticed that a check for \$5,000 had been cashed against his account. He looked at the image of the check provided by the bank and made a note of named payee. The victim then went online and looked for the name of the person and when he found it on Facebook realized it was the same man who came to his residence to install the cable boxes. The subject was located at his place of employment and taken into custody. He waived Miranda Rights and advised the detective that he was moving a dresser at the victim's house when the check fell to the floor. He picked up the check and placed it in his pocket. He advised that he held on to the check for a couple of days and then decided to make it payable to himself and deposit it into his personal account. He was charged accordingly and taken to TGK.

#### Grand Theft Auto, \$100K+

Doral Police received a telephone call from a man who claimed he was on another line with a friend who was tracking his vehicle, a Lamborghini valued at \$200,000 that had been stolen in Houston, Texas. The caller advised police the vehicle was in the 9500 Block of NW 41 Street. Patrol units located the vehicle at a nearby gas station and detained the driver. After verifying that the vehicle was reported stolen, they took the subject into custody. The subject advised that the vehicle was loaned to him. He was charged accordingly and transported to TGK.

#### 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

- Mirador – Mtg with the property manager/ off duty officer request for Inauguration 01-20-21 because they are across from Elections building. Safecam met with Ruth property manager.
- Balmoral-resident provided updated board information
- Doral Isles-St. Tropez T311 resident contact
- Mirador-T311 resident contact

- Doral Sands-T311 resident contact
- Balmoral-T311 resident contact
- T311 Covid 19 Food support program –close out today PM
- Publix-T311 logistics
- Allegro 55 resident contact T311 and meet with events coordinator
- Costa Linda Resident contact T311
- Costa Verde Resident contact T311
- Doral Greens-HOA meeting
- Greens @ Doral T311 resident contact
- Miami Dade College-met with Security Chief
- Assigned to DIAMS
- Kapow presentations
- Meeting with AP/Ibanez Covid 19 update in school & traffic flow
- Logistics new deliveries for Jan 19 Covid 19 food support x 25 pp.
- Created list for Jan 19 T311 list final & working list Covid 19 food support
- Updated system general T311 list Z drive
- Spoke with Melanie @ Allegro with regards to Covid 19 food support vaccine
- Roll call @ DPD with Lt. Sanchez
- Assigned to NW 87 Av & NW 58-12 St. monitor traffic demonstrators MLK Day
- Doral Park Country Club –Security check golf course connecting to Trump
- Wingate-information occupancy inauguration detail
- Hampton Inn –information occupancy inauguration detail crime prevention
- Doubletree–information occupancy inauguration detail crime prevention
- La Quinta–information occupancy inauguration detail crime prevention
- Sam’s business contact Adry-Marketing
- Extended Stay both hotels on NW 87 Av–information occupancy inauguration detail crime prevention
- Provident Blue–information occupancy inauguration detail crime prevention

#### Tuesday-19

- Tyler 311 Close Covid 19 food delivery for Jan 19
- Final list for Covid 19 food delivery Jan 19
- Updated Hotel contact list for Inauguration Week detail
- DPD Fleet check front driver tire 209
- Element Hotel name list for rise of 40-room reservation in last 24-48 hours /check out Jan 20&21. Inauguration detail week
- Winn Dixie kiosk-checked it, moved and got it to work as per Lina
- Publix-T311 logistics
- Allegro 55-resident contact T311 and activities coordinator-meeting upcoming events

#### Wednesday-20

- Assigned to Diaz-Balart detail for Inauguration event-8669 NW 36 St-all day
- Doral Terrace-resident information on vaccines
- Doral Dunes-crime mapping information on possible 26 DPD case 201208021341

#### Training Section

- New Lieutenant’s Orientation (training curriculum & riding assignment schedule for details) was completed will conduct a debriefing with newly promoted lieutenants to find out how to improve it.
- New Sergeant’s orientation and riding assignment (will be assigned to an FTS) preparing it. Please ask the chief for when we can start it.

- Forfeiture Training-scheduled for January 29, 2021. Final meeting with Attorney John Hearn is on January 27, 2021 with finalized PowerPoint and policy. He provided the updated policy.
  - Real-time Center Mandatory Training for accessing resources preparation (LPR, TLO, FACES, RMS, DAVID, NCIC/FCIC, Miami-Dade Locals, GENETEC) & Realistic Scenario. Training will be scheduled for February 2 & 3, 2021.
  - Communication Training-coordinating with MDPD Communication Calls takers.
  - Park Ranger-Coordinated with Miami Dade Parks for ride along.
  - CSI Annual Training. Working on schedule for end of the month.
  - Motors Training (January 25-February 5, 2021) Location: Magic City Casino Times: 0700-1600 by Motors Unit.
  - PT test for future police recruit candidates will take place on May 29, 2021 at 0700 hrs.
  - Accreditation meeting: the accreditation team spearheaded by Lt. Gibson met with the Training Unit and together we conducted a review of our training files and we are up to date and ready to good for accreditation.
  - Review of week #20 (JANUARY 12, 2021 – JANUARY 15, 2021). The recruit passed the calls for service exam. The recruit attended traffic crash course and conducted PT and successfully completed scenario day.
  - The recruit is studying for the Traffic Crash Exam scheduled for Friday, JANUARY 22, 2021.
- Office of Emergency Management
- Coordination and operation of the COVID-19 vaccination pod in conjunction with Baptist Health System.

## **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 59,826. (24 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Post interactions on Instagram up 218%; 8,095 accounts reached with new #TBT campaign
- Promoted multiple city events/initiatives including but not limited to: Manolo Valdes Art, NEW Throwback Thursday campaign, TOD survey, shop local downloadable card, Covid memorial
- Design Projects: presentation check for “Ayudame a Vivir”, social media graphics for multiple campaigns
- Media Inquiries: Miami Today (City growth and industries); Telemundo, Univision, Miami Herald (Vaccines w/ Baptist)
- (I) Film Permit
- Events:
  - o Coordination began for Manolo Valdes 2nd kick-off event (Downtown Doral)
  - o CFOs Visit to City Hall logistics
- Videos:
  - Published Spend Local – Gelato business video
  - In Production – Spend Local Card Promo

## **Public Works**

- Assisted the Finance Department with the walkthrough of the City facilities (GC, PD, and TC) with the assessment survey for the new Insurance
- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Council (TPC) meeting
- Participated in the virtual Miami-Dade Transportation Planning Organization (TPO) Freight Transportation Advisory Board (FTAC) meeting
- Held the Homeland Security First Observer Plus Training Program for the Management Team of Limousines of South Florida
- Met with Miami-Dade County regarding the Miami East-West SMART Corridor Transit Oriented Development (TOD) Master Plan Briefing
- Participated in the Evaluation Committee for RFP No. 2020-33 Officiating and Scorekeeping Services
- Participated in the Interview Panel for the Planning & Zoning Department Planner position
- ITB 2020-23 “Year 5A Phase II of the Canal Bank Stabilization Program”: Project began on Tuesday, October 13th and the Contractor has completed the installation of the geo-web cell throughout the entire project. Contractor was cleaning up the site and addressing items on the preliminary punch list to prepare for the walkthrough that was conducted on Friday, January 22, 2021.
- ITB 2020-24 “Stormwater Improvement Sub Basin A-2”: Sub Basin A-2 is located along NW 79th Avenue between NW 14th Street and NW 21st Street. Onsite meeting took place on Thursday, January 21st to discuss a conflict at one of the proposed drainage locations. Construction continues along NW 79th Avenue and will continue throughout the week.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave - Contractor continues work on lime rock base, compaction, and densities for all of phase 1B (82nd avenue to 85th).
- NW 112 Ave. (25 - 34 St.) Roadway Construction Improvements - (1/21) Contractor continues work on lime rock base, compaction, and densities on the west side of 112th avenue from 27th to 34th street. Contractor has installed 50% of curbing and has prepared corresponding sidewalk area for concrete installation.