



# Memorandum

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**To:** Honorable Mayor and City Council

**Date:** July 31, 2020

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

**Subject: Weekly Council Update/July 26 - August 01, 2020**

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## City Manager's Office

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

- 1) Recap of the weekend
- 2) Food give away on Thursday
- 3) Budget Workshop
- 4) COVID -19 Testing (Thursday)
- 5) Executive Orders Enforcement – Masks
- 6) Dr. Gutierrez \_ meeting with Staff
- 7) Wednesday – In the Shade Meeting
- 8) One Blood – Wednesday
- 9) Drive-in Movie- Friday

- City Manager held weekly meeting with Finance Director, Ms. Matilde Menendez.
- Deputy City Manager participated in the Women in Leadership Focus Group via Zoom.
- City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Assistant Information Technology Director, Mr. Carlos Olivares.
- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Alexander Adams.
- Deputy City Manager held weekly meeting with Economic Developer.
- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada.
- City Manager and Deputy City Manager attended City Managers (MDCCMA) Weekly Conference Call regarding COVID-19 Updates.
- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.
- Deputy City Manager held meeting with Building Official/Director, Mr. Rene Velazco, Assistant Building Director, Ms. Jane Decker, Building Development Services Coordinator, Mr. Carlos Diaz and Financial Analyst, Ms. Eliza Rassi regarding Building Permit Fee Study - Draft Review.

- Deputy City Manager held weekly meeting with Building Official/Director, Mr. Rene Velazco, Assistant Building Director, Ms. Jane Decker.
- City Manager along with City Attorney Figueredo, Mayor Bermudez and Councilmembers held In the Shade Meeting.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- Deputy City Manager held meeting with Planning and Zoning Director, Mr. Alexander Adams, Senior Planner, Ms. Elizabeth Alvarez and Chief Licensing Officer, Ms. Kenia Palau regarding Prestige USA.
- City Manager and Deputy City Manager held meeting with Councilwoman Mariaca, Legislative Analyst Arana, Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill, Financial Analyst, Ms. Eliza Rassi and Michael Trader from AECOM regarding Parks Bond Updates.
- City Manager and Deputy City Manager along with Human Resources Director, Mr. John Prats and Dr. Pete Gutierrez held Zoom interactive meeting with all City employees regarding COVID-19.
- City Manager and Deputy City Manager along with City Attorney Figueredo held meeting with Planning and Zoning Director, Mr. Alexander Adams, Assistant Planning and Zoning Director, Mr. Javier Gonzalez and Senior Planner, Ms. Elizabeth Alvarez to review items drafted for Local Planning Agency and Zoning Council Meetings scheduled August 26, 2020.
- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez.
- City Manager held meeting with Chief of Police and Attorney John Hearn regarding upcoming Police Appeal Hearings.
- City Manager held weekly meeting with Human Resources Director, Mr. John Prats.
- City Manager held meeting with City Attorney Figueredo, Finance Director, Ms. Matilde Menendez, Financial Analyst, Ms. Eliza Rassi, Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill, Capital Improvement Project Coordinator, Ms. Carmen Diaz and Michael Trader from AECOM regarding Park Bond - Financing of Projects.
- City Manager attended Virtual Special Council Meeting held July 31, 2020.
- City Manager held Bond Meeting Process regarding Construction Management with City and AECOM staff members.
- City Manager attended meeting with City, AECOM and Bermello Ajamil staff members regarding Doral Central Park-Review of the Sensory Playground and Nature Area (latest development).

## **Capital Improvement Project Manager**

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

- Miami Dade Fire review invoice (\$249.00) paid by B&A – July 28<sup>th</sup>.
- Tree relocation permit form signed and returned to B&A for processing – June 29<sup>th</sup>.
- Pending contractor selection.
- Updated sheets published to bidders July 28<sup>th</sup>.
- Responses to RFIs #2, 3, 4 & 5 – due July 31<sup>st</sup>.
- New RFI #7 - July 30<sup>th</sup>.
- Coordinated fencing/ banner with Public Affairs.
- Started coordination with IT for quotes/breakdown on IT equipment for the Arts Center.

### **Morgan Levy:**

- Scheduled Descoping meeting with Waypoint – August 3<sup>rd</sup>.
- Requested fencing plan (6ft high) from contractor.
- Soft groundbreaking tentative scheduled for late August 2020.
- Coordinated with Public Affairs for Construction banner status.
- Requested one (1) project banner; one (1) construction sign.
- Scheduled meeting with It Department to discuss IT required components.

### **White Course:**

- Construction Documents set of plans received 30<sup>th</sup>.
- This project will be advertised as an RFP.
- Playground equipment/ design submitted for Doral Parks approval.

### **Doral Meadow:**

- Building inspection for concrete pads (bike rack, a/c pad, 6” curb on multipurpose room) scheduled July 31<sup>st</sup>.
- Plumbing work around the building – on going.
- Participated on weekly progress meeting on site.
- PM Team met with IT Department to discuss IT required components.

### **Doral Central Park:**

- IT components meeting scheduled for August 6<sup>th</sup>.
- Election office overflow – about 30 cars using the parking spaces on the South portion of park. B&A was notified of situation.
- Met with K&L for procore tutorial – July 30<sup>th</sup>.
- Geotechnical investigation performed from July 27<sup>th</sup> to July 31<sup>st</sup>.
- Coordinated fencing/banner graphics with Public Affairs.
- Met with B&A for weekly project update.

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

- Funding's approval received from FDOT.
- RFP Package to be advertised by first week of November.

### **Trail Network:**

- Glowstones sample received July 28<sup>th</sup> – PM will be testing the product.
- New Trails opportunity for a new shared path; Homeowners association contacted. They will review what is proposed and get back to us.

### **Lighting of Trails:**

- Project Design on-going.

### **Trails and Tails Park:**

- Project Design on-going.
- Project will be advertised as an ITB.

### **Additional Items:**

- The PM Team met with Councilwomen Mariaca, C.M, D.C.M and Finance Department for status/update of all Park Bond Projects.
- The PM Team met on Tuesday and Thursday for weekly project coordination/status.
- The PM Team met with Finance, City Attorney and City Manager to converse the financing of projects.

### **Building Department**

- Assistant Director attended Director's meeting.
- Assistant Director attended biweekly status call meeting for EnerGov project.
- Assistant Director & Department SME's attended 2-day configuration assistance call for EnerGov project. Configuration is nearing completion and team expects first pass of conversion by end of month.
- Director and Assistant Director attended MS Teams meeting with DCM, Finance Director and Finance Analyst regarding the draft of the Permit Fee Utilization Study report. Several questions emerged from the initial analysis and Assistant Director will setup call with consultants for week of 8/10 to review. Deadline to publish report and any Fee Schedule Updates is 12/31/2020.
- Staff participated in ZOOM call with Medical Director Pete Gutierrez regarding Covid-10.
- Staff attended weekly bond meeting.
- Assistant Director hosted a personalized training MS Teams meeting for Planning & Zoning in order to facilitate the closeout of testing and configuration for that department.
- Inspection staff informed major sites to secure construction materials and topped off gas tanks in preparation for TS Isaias.
- Floodplain team conducted annual flood-proofing inspections of site with dry flood-proofing protocols ahead of TS Isaias.
- Assistant Director continues to lead and manage the implementation process for the new Energov permitting software. Long hours of work from Mrs. Decker and all team members from all departments involved in the process went into testing, configuring, and training. Their hard work and dedication are recognized and appreciated. Excellent work.

- Director, Assistant Director met with Deputy City Manager and Finance team to discuss the draft report from PMG and Associates, LLC, consulting company hired to study the Building permit fee schedule and to assist with the development of the Utilization Report.

- Entire Building team began hurricane preparations in anticipation of Storm Isaias. All team members were provided the following instructions and suggestions:

Please make necessary preparations at home to protect your family, your property and have enough resources to sustain yourselves for a few days in case we experience power failures or lack of water supply, etc.

Essential personnel must be ready to report to work until instructions are given to go home as the storm approaches. Some personnel must report for work immediately after the storm, if conditions are safe for travelling, to conduct damage assessment and assist in other ways. Non-essential personnel must report to work when the return to work order is announced by HR.

Inspectors please start visiting the active constructions sites to advise the persons in charge to secure the site, remove or secure debris, ensure that crane companies properly secure their equipment, and to follow their emergency management plans for hurricane preparedness. Ask to have the latest emergency plans developed by their safety departments submitted to the City as soon as possible for those who have not done it yet.

Inspectors please fuel up all vehicles, and make sure they are all parked in the second floor, under cover, before going home on Friday.

Check the hurricane boxes one last time to ensure that all necessary equipment is ready for use.

For personnel that uses the ARMS 360 program, ensure that is working properly in your computers and ask for help if you have any questions.

Finally, if anyone from the Department needs help with anything at home like putting up shutters, or needing supplies, please reach out to me, or Jane so we can arrange for assistance.

Keep in mind that with the current Covid-19 conditions, finding and getting supplies will be more difficult than in previous occasions.

- Bluebeam process review meetings- Training and practice of new reviewing software continues for all team members. Most plans examiners and clerks are already using the software to review and process plans.

- Building Department weekly meeting with DCM, MS Teams - Assistant Director and Director met with Deputy City Manager to discuss hurricane preparation plans, and strategy for next meeting with PMG and Associates, LLC.

- COVID 19: Continue to practice safety measures and continue monitor activities at constructions sites. Entire building team was tested at the City facilities, all results were negative. Director is waiting for latest results of test. All department employees attended a Covid-19 information meeting through Zoom organized by HR and the City Manager's Office.

- Director attended weekly Park Bond meeting – All items concerning Building are progressing

successfully. Sub-permit applications for the Doral Meadows park project are being reviewed by the plan examiners, and inspections of the work are being performed by all inspectors.

- PHONES: Data available: 535 Inbound call count for week; 3:15m average time per call; 29hr+ total time for week
- INSPECTIONS: 93 Average Daily Inspections, 464 total Inspections Completed (week)
- PLANS REVIEWS: 318 Plan Reviews (Quantity), 2% Expedite, 5%Walk-Thru, 22% Rework, 71%Drop-off
- Average plan review time per plan per trade = 37mins
- LOBBY DATA (DORALQ): 97 Total Building Dept Customers; 19 Lobby Daily Average, 9.0 mins Lobby Wait Time (Weekly Average)
- Average Time Spent Per Customer = 13 mins
- VELARO CHAT PORTAL: 2,757 Total online visitors, 29 total engagements at 7:02m per call

### **Code Compliance**

Field Supervisor participated in the Energov Configuration Assistance meeting.

3 members of the department attended to Florida Association of Code Enforcement virtual conference.

Director and Assistant Director met with resident in community to discuss internal HOA issues.

Director and Assistant Director met with representative of Doral Country Club to discuss possible business operations during Emergency Orders.

Director met with city Attorney to discuss/review new food truck legislation.

### **Finance**

- Accounts Payable: Processed 201 invoices. This week 73 checks were issued for a total of \$500,295.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Assisting the City Manager in the preparation of the Proposed Budget for FY 2021.

### **PROCUREMENT**

1. Please see below Cone of Silence Report for the week of 07/29/20
2. A total of 23 PO's were created for a total value of \$721,657.77

### **CITY OF DORAL**

**PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE  
AS OF 07/29/2020**

Bid #    Broadcast Date Due Date    Bid Name    Dept  
RFP No. 2020-10 04/20/20 05/29/2020 Sponsorship Asset Inventory, Valuation, Naming Rights  
PR  
Pre-bid meeting 04/30/20, 9 firms attended.    & Sales  
3 Submittals, bids are being evaluated.

ITB No. 2020-14 04/13/2020 05/21/2020 Right-of-Way Maintenance Services PW  
Pre-bid meeting 4/24/2020, 10 firms attended.  
9 submittals received; Award Recommendation made.

RFP No. 2020-15 05/08/2020 06/05/2020 Financial Auditing Services FN  
Pre-bid meeting N/A  
7 Submittals, bids are being evaluated.

RFP No. 2020-16 06/05/2020 07/20/2020 Disaster Cost Recovery and Related Grant and Project FN  
Pre-Bid meeting 06/24/2020, 22 firms attended  
6 Submittals, bids are being evaluated Management Services

RFP No. 2020-18 06/05/2020 07/17/2020 Insurance and Risk Management Services FN  
Pre-Bid Meeting 06/25/2020, 7 firms attended  
3 Submittals, bids are being reviewed.

RFP No. 2020-19 06/19/2020 07/21/2020 Deferred Compensation Plan FN  
Pre-Bid Meeting 06/30/2020, 11 firms attended  
6 Submittals, bids are being evaluated

RFP No. 2020-20 07/09/2020 08/11/2020 Collision Repair and Body Work Services PD  
Pre-Bid Meeting 07/21/2020, 4 firms attended

RFQ No. 2020-22 06/25/2020 08/07/2020 Professional General Engineering and Architectural PW  
Pre-Bid Meeting 07/09/20, 84 firms attended Services

ITB No. 2020-23 06/17/2020 07/30/2020 Canal Bank Stabilization Program: Year 5A Phase II PW  
Pre-Bid meeting 07/07/2020, 15 firms attended

ITB No. 2020-24 06/18/2020 07/31/2020 Stormwater Improvements: Sub Basin A-2 PW  
Pre-Bid meeting 07/08/2020, 14 firms attended

## **Human Resources**

- The Human Resources Department worked with the City Manager's Office to facilitate onsite COVID-19 testing at City Hall starting on July 30, 2020. A total of 45 City of Doral staff members attended. The testing determined active virus as well as antibody. Thereafter, the City will continue facilitating onsite testing on a weekly basis.

The HR Generalist are actively working with the 20 candidates to complete necessary onboarding documents. HR Director provided instructions to commence the onboarding process as of 8/3/20 pending final findings.

Dr. Gutierrez hosted a 1-hour Zoom meeting with all City employees twice this week. The meeting provided expert medical information related to best practices and will allow employees the ability to ask real-time questions.

The Human Resources Department continues to work closely with all departments and has facilitated general meetings with employees to discuss best safety practices and dispel any COVID-19 related rumors and/or concerns.

Human Resources is currently processing and scheduling all required testing for the Police Officer candidate and five (5) Police Service Aides.

HR is assisting the Parks & Recreation Department in the process of interview coordination for 8/4/2020. In addition, offer letters were provided to the positions of Administrative Assistant II/ Outdoor Events Coordinator and Licensing Clerk for the Planning & Zoning Department. HR continues to work with employees regarding Family Medical Leave cases. In addition, we have been working with the department directors to ensure safety and precautions are in place in each department.

The Human Resources Department continues to receive and file COVID-19 test results in respective employee medical folders.

## **Information Technology**

- Police Support:
    - Continue working on FDLE Audit.
    - 95% complete deploying black sim cards.
    - Started to deploy orange ATT sim cards.
    - Completed Net Motion license request
  - Closed 91% of support tickets
  - Deployment of FirstNet iPhones for City Hall users (in progress)
  - Setup and deployment of FirstNet iPads (in progress)
  - Setup and deployment of laptops for Energov project (in progress)
  - Access control system migration (in progress)
  - Security Assessment Review (Teams meeting) (completed)
  - FDLE Questionnaire Review (Team Meeting) (in progress)
  - Mobile Hotspot Routers physical inventory (in progress)
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- Systems Analyst
    - IT Access Control Upgrade/Migration 2nd floor COMPLETED
    - IT MUNIS Requisition Workflow Interdepartmental Issue COMPLETED
    - IT/PW Elevator and Access Control Integration COMPLETED
    - IT CD-PLUS User Account DB Cleanup COMPLETED
    - IT SoftwareHouse Clearance Groups and Access Configuration IN PROGRESS
    - IT Access Control Migration-BIOMETRIC Readers Integration IN PROGRESS
    - PW Elevator and Access Control Integration FIRE Inspection IN PROGRESS
    - IT EnerGov Intelligent Objects Configuration IN PROGRESS
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- Systems Administration
    - Review and Keep the backups 100% operational.
    - Work with DBA to test the SMTP relay in vigilant in all sites.
    - Work with Veritas to make the journaling working without Exchange.
    - Ran Windows update and restarted some servers.
    - Join the Server Briefcam2 to domain and install Kace, Cortex, Openmanage.
    - Assist Security Manager to access server in the DMZ.
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- Security Manager
    - Analyzed 33 emails reported by City users
    - Completed separating privileged account access
    - Assisted PD IT with audit preparations
    - Completed Security Assessment Questionnaire
    - Assisted DBA with integrating anti-virus in City dashboards
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- Network Administration
    - Monitored City's Network and performed actions based on incidents.

Participated in internal and external meetings.  
Supported PD Techs and the City Hall Help Desk during network troubleshooting.  
Worked with Vendors for the upgrade project at Meadows Park.  
Network troubleshooting for web services from the building department.  
Supported the System Analyst during network switches replacements at Legacy Park.  
Worked with the Database Analyst and the System Admin on emails related services from the Police Department.  
Worked with the Security Partner regarding the Security Assessment.  
Reviewed with the PD Help Desk Supervisor and with the IT Team the FDLE Questionnaire.  
Earned the Cisco Developer Certification.

- GIS Administration:

As per police's dept request, conducted a new shapefile GIS areas and sent a zip file.  
Conducted EnerGov, added and published intersection GIS layer.  
As per finance's dept, conducted communication service tax for the state federal.  
Followed up with eMap international for imagery.  
Zoom meeting with medical director.

- Database Administrator:

- Assist the Help Desk Supervisor and System Analyst to troubleshoot the Access Control Database Authentication.
- Assist the GIS Developer to cleanup a report for the Finance Department.
- Working on the Information Technology Internal Dashboard to update the Threats Stopped by Antivirus Metric.
- Assist the Intersection Technology Systems Analyst and Sr. System Analyst to update the SMTP Emails Server Configuration for LPRs Sites. A conference call was attended with the vendor to go over the configurations.
- Attend EnerGov System Testing Training (2-day - All depts).

- Application Development:

- Assisted to Energov configuration.
- Analyzed Energov pieces for IAAs and IOs.
- Helped resolving TLS issue.
- Set up FTP for MDC gis files.
- Assisted PZ and BD with properties.

- Citywide Projects

#### 2018-2019 BD - DEVELOPMENT SERVICES SOFTWARE

System Testing training with Tyler was a success many items to continue configuring. IT team continues developing all IAA and IO missing waiting on data to do second round of tests. Continue to create test scripts for Unit testing and will continue with Test plan for Conversion, System, Interfaces, Integrated, User Acceptance and Contingency Testing. Next week we should have our conversion results and will be performing verification training with Tyler. We are also receiving inquiries from Tyler of forms by department for Tyler to start generating forms. We should start comparing list of reports/letters from our inventory of all forms versus standard Energov forms to evaluate process and start in-house generating these when IAA are completed and verified with all departments..

Project overall is 34% completed

#### 2019-2020 Tyler 311

We have decided to implement MyCivic versus Tyler311 for mobile app is better suited for the City. Tyler has informed solution for 311 to include fields in API will be provided in September.

This would work both for Doral staff, the citizens, and key integration components with PW systems due to its API limitation. IT team is waiting for access to the SRSS portal for reporting. .

Project overall is 39% completed

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

We have a Bluebeam Power Users Meeting next Monday with overview results from collection of all documents with workflow while consultants continue preparing and configuring our environment.

Project overall is 59% completed

2019-2020 Energov Integration to Laserfiche (Document Retention Software) Project

Council meeting approval was obtained, preparing PO and will start planning week of Aug 7.

Project overall is 10% completed

2020-2021 Energov A/R & Cashiering Project

We completed Questionnaire and preparing list of requirements , will have first training on A/R August 18.

Project overall is 10%

- Website Projects

- FPL 2 LPR Poles:

Horsepower is updating again MDC permits request with their engineer and will re-submit to MDC, now waiting for MDC to approve permits of site 26 and 30.

Project is 37 % completed.

- WCCD 37122- New Smart City Certification Project

WCCD lost reviser of workbook and will assign a new person to work with us this week.. Will submit to final auditor approval after revision with new reviser.

Project is 95% completed

- Intersection LPR's & CCTV

- Maintenance and monitoring of License Plate Readers to include field repairs.

- Maintenance and monitoring of 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 26 ,and Site 30 LPR camera installation.

- Consulted Vigilant to resolve the smtp email relay service issue on Office 365 at PD server.

- Completed installation of Axis 180 degrees cameras at Legacy Park will continue working with other camera issue.

## **Parks and Recreation**

Held Core Admin Staff Meeting

Park Staff attended Doral Central Park meeting to review and discuss Doral Central Park Aquatic Facility Management Services

Meeting with City of Doral employees in regard to COVID-19

Meeting to discuss Doral Meadow Park progress

Events Team prepared for Drive- in- movie at Doral Central Park

Park Staff reviewed the sensory playground and nature area at Doral Central Park

Director had weekly meeting with Deputy City Manager (Wednesday)

Worked with HR to identify COVID-19 Park Ambassadors

Held meeting with staff regarding possible tropical storm & began to make park preparations

Special Needs Specialist held weekly virtual classes for Doral Special Olympics Group

## **Planning and Zoning**

The Department made 2 staffing offers that were accepted for the vacant Licensing Clerk and Administrative Assistant/ positions.

1. Occupational Licensing:

15 New BTR/CU licenses approved this week.

13 New Temporary Outdoor Dining permits received. (Total 23 approved Temporary Outdoor Dining permits.)

- Licensing Chief is helping fill in for vacant Administrative Assistant/ Special Events Coordinator position.

2. Planning and Zoning:

28 Building Permits reviewed this week.

17 Inspections performed this week.

3 New Addresses/Units created in CD-PLUS.

2 Zoning Verification Letters received this week.

2 Window Sign Permit Application received this week.

0 Special Event Permits received this week.

- Director and Assistant Director participated in a meeting with GasDoral Management
- Staff held a kick-off meeting with the consultants reviewing the code during the moratorium.
- Director and Assistant Director participated in pre-application meeting for redevelopment of Applebee's site.
- Director participated in internal Parks bond meeting.
- Director and Assistant Director participated in a meeting with Baptist Health.
- Director and Assistant Director participated in a meeting with Doral Animal Hospital.
- Department participated in meeting with Energov for configuration.
- Director and Assistant Director participated in a meeting with consultants for the Adaptive Reuse area.

## **Economic Development:**

- Met with Mayor Bermudez, Beacon Council President Michael Finney and senior staff re: Beacon Council recommendations and best practices for potential Doral business recovery assistance grant program.
- Met with Jackeline Alers re: proposal for Farmers and Artisanal Market in Doral.
- Participated in Farm Share food distribution event.
- Participated in CareerSource Displaced Worker Program meeting with HR, Code Compliance and Parks directors.
- Prepared State of the Economy Budget Message for FY21 budget.
- Provided city data to Miami Today for an article on Doral growth sectors that will appear in next week's magazine.
- Met with Project Equity re: proposed no-cost analysis identifying Doral's legacy businesses and providing outreach to introduce employee ownership transitions to the Doral business community as a viable business succession and/or liquidity strategy.
- Participated in Business Tech Webinar internal planning meeting with IT.
- Provided Façade Grant reimbursement information to award recipients Loyola Elementary and Village of Doral Greens.
- Introduced CEO of USDOT referral Safety Matters to Public Works, Parks and Procurement.
- Attended NWS Tropical Briefing for South Florida Emergency Managers
- Met with Urban3 to review progress on 3D economic land mapping project.
- Followed up with restaurant managers to encourage Eat Local specials and provide information about emergency orders, temporary outdoor dining permits and new Miami Dade county hospitality assistance programs.

- Provided business assistance information, technical support, B2B and support organization referrals, site selection orientation and data to businesses.

## **Police Department**

### Arrests

- Felonies: 3
- Misdemeanors: 1
- Traffic: 4
- Warrants: 2
- DUI: 0

### Traffic Citations

- Hazardous Moving Violations: 67
- Non-Hazardous Moving Violations: 128

### Notable Arrests & Incidents

#### Protective Injunction Violation

#### Sexual Cyber Harassment

#### Voyeurism

Detectives arrested a man who was harassing his ex-girlfriend as well as the woman's present boyfriend. The subject and the victim were involved in a romantic relationship and during that time the subject took photographs and videos recordings of him and the victim engaged in intimate relations without the victim's knowledge or consent. The subject contacted the victim by telephone and told her he was going to show the photos and videos to others including the victim's daughter who is minor. The subject sent the videos to the victim's present boyfriend and also met with the man in person and showed him the videos. All this was done in violation of an existing Order for Protection that was in place. The subject was taken into custody and after waiving his Miranda Rights he admitted to the aforementioned activities because he was angry that the victim had cheated on him with her present boyfriend. The man was charged accordingly and taken 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

#### Thursday-23

- Food drive @ Doral Central Park
- Sergio's-Surgeon General visit-Sgt @ Arms-mask giveaway to restaurant owners

#### Friday-24

- Divieto-met w/Alfredo in reference to Covid 19 State test tent in I Mall-food
- Doral Commons-open businesses
- Madeira 2 f/u Doral 311SR10153 & 74
- Landmark-traffic flow survey off of NW 107 av & 62 St
- International Mall-COVID 19 test tent-employee testing

#### Monday-27

- Doral Pines-resident contact
- International Mall-COVID 19 test site-logistics to new location in mall
- Palms of Doral –reschedule virtual meeting –HLL, SSSS, juvenile curfew. To address 26V
- DHSMV-information for DR100
- Landmark-f/u speeding and stop sign issue off of NW 107/62 St to 104thpl/64 St
- Walmart-f/u DPD case 11750
- Miami Dade Animal Shelter update on services provided-no spade-clinic is open via apt
- N.W. 107 Av/74 St CVS open businesses
- Kendall Regional ER-re-opened after COVID 19 staff closure

#### Tuesday-28

- International Mall-new site check if moved-Medley PD
- HOA email-UM Mobile pediatric clinic coming to substation
- HOA-email –Hurricane Readiness guide 2020
- Doral Pines-resident contact birthday-Swiss chalet
- Landmark-check speed trailers in place. NW 107/66 & 104/62 monitor speeding on 62/107 neg result

#### Wednesday-29

- Theft of packages DPD case 12992 @ Windsor - Jelitza Valcazar
- Meeting w/Disaster Response Corp and SFC-resource TS Isaias
- Juilo Moreno PAB /Code Enforcement/Vehicle Boot program
- Doral 311 SR 10198-Madeira 2.
- Safecam Program –work Sgt MW-safecam spreadsheet

#### Training Section

- Reminder-T-7 Taser training will take place on July 28 (Sgt. Tellez Squad 3-11P). Cancelled due to staffing. July 29 (GIU Afternoon), and 30 (GIU Morning).

- Respirator Masks-will be issued during the T-7 Taser Training.

- Use of Force (less than lethal & deadly force) Training-will be conducted through realistic scenarios.

- Annual Training-Firearms Qualification. Officers pending Ofc. Julio Roman –scheduled for July 27, 2020.

- Use of Force & DT Training- Completed with the exception of Julio Roman-scheduled for July 27, 2020.

- PSAs going to the City of Miami Police Academy-Natalie is scheduled to take the Physical Agility Assessment test with the City of Miami on July 30, 2020.

- Field Force Committee meeting-is scheduled for July 27, 2020 at 2PM.

- Review all Use of Force Reports, Vehicle Pursuit Critique, and Exposure Reports.

- Completed a De-escalation lesson plan for remedial training for recommended Supervisors and officers (Sergeant Fernandez, Sergeant Tellez, Officer Beutelus, Officer Aguilera, Officer Abreu, Officer St, and Cyr).
- Completed a Training curriculum and schedule for three week ride along with FTS for the officers in the sergeants list. Will schedule the officers to start part of their training soon.
- Miami-Dade County CAD Training-Roll Call training postponed due to COVID-19 testing. Will complete a schedule this week with Carlos De la Uz.

1. Documents pending:

- Emergency Management Mobilization SOP (Civil unrest, Critical Incidents, Hurricanes, etc.)- pending.

- Field Force Training & Use of Force Training Lesson Plan & Curriculum Projected for August 2020.

2. Police Academy:

- September 2020/ 3 -PSA's

3. PSA Academy Tentative Date:

- September 28, 2020

4. Pending Project:

- Simulator Room & Fence

5. Equipment:

- Ballistic Shields- In production
- Less-Than Lethal – Memo pending
- Ammo- Pending delivery of 9mm ammo
- Hobble Restraints-Memo pending
- Go-pro camera-Memo pending
- Field Force Shields arrived- Pending Police stickers
- Demo- LRAD System

6. EOC:

- July 30 ,2020, Virtual EOC Communications Drill
- July 31, 2020, WebEOC Training at 10:00
- Requested 40 Webcams for the Doral EOC from the County
- Submitted for the Attorney's review the POD agreement form

## Office of Emergency Management

- Monitored Potential Cyclone Nine in the Atlantic for potential effects in South Florida.
- Participated in several briefings provided by the National Weather Service Office in Miami (NWS Miami).
- Participated in Divisional EOCs conference call with County OEM on preparedness actions taking place in view of possible threat of Tropical Storm in South Florida over the weekend.
- With County EOC Municipal Branch, continued coordination of WebEOC virtual training for EOC assigned personnel and Doral Divisional representatives at County EOC. Training to be held virtually on July 31, 2020.
- Continued research on rapid testing and efficient ways of getting COVID-19 results given the current delays affecting laboratories across South Florida.
- 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. New data includes daily number of positive cases in Doral and last 14 days' totals.
- Participated in Zoom COVID-19 briefing with medical advisor Dr. Pete Gutierrez.
- Continue 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.
- Continued hurricane preparedness outreach on social media including emergency kit preparation and preparation for seniors especially during COVID-19 pandemic, Doral Alerts subscription, and emergency preparedness for disabled individuals and pet owners.
- Waiting on ID Now COVID -19 agreement. Twenty-five tests per week for a one-year period.

## **Public Works**

- ITB 2018-13 "Year 5B of Canal Bank Stabilization Program": The final as-built plans were submitted to Miami-Dade County Department of Regulatory and Economic Resources (DRER) for final approval of project. A walk-through inspection was scheduled for Wednesday, July 29th with the County in order to close the permit. With this, the LAP Grant associated with this project may also be closed out and the remaining \$100,000 will be reimbursed to the City completing the \$1,000,000 LAP Grant amount.
- ITB 2020-08 "Stormwater Improvement at NW 114 Ave & NW 50 Street": Awarded contractor, Bacallao Construction & Engineering (BC&E), began on June 8th with construction of stormwater improvements along. Construction of the main line along the southbound lanes is 100% complete. Crossing from the main line to existing structures to the northbound lanes is also complete. Final restoration for this segment is scheduled to be completed by next week.

## **Transportation:**

- Held a virtual meeting with Ronald Reagan High School and Miami-Dade School Board to discuss the City's proposed Traffic Operations Plan.

- Submitted the Corrective and Preventive Actions Verification to Miami-Dade County for the American Recovery and Reinvestment Act of 2009 (ARRA) Shelters.
- NW 82 Ave. Roadway Construction between NW 27 St. and NW 33 St.: (7/30) FPL and contractor has set up a field meeting on 8/6 to provide meter and activate streetlights on NW 82nd avenue. All contractor permits have been finalized and closed.
- NW 74 St. Traffic Signals at NW 97 Ave. and at NW 102 Ave.: (7/30) No change; contractor has completed all milling, resurfacing and temporary striping at both intersections. Mast Arm shipment date has been delayed yet again until 7/31.
- Citywide Sidewalk Improvements:(7/30) No new progress; waiting on FPL to remove pole. Recent email on 7/14.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave.:(7/30) FPL making final repairs on damaged lines and box. Anticipate them being completed on Friday.
- NW 112 Ave. (25 - 34 St.) Roadway Construction Improvements: (7/30) Contractor installed 50 +/- LF of FD, installed Structure # S-20, and continues to work on clearing and grubbing at NW 112th Avenue from 27th street to 34th street.