



Memorandum

To: Honorable Mayor and City Council

Date: December 04, 2020

From: Albert P. Childress, City Manager

Subject: **Weekly Council Update/ November 29 - December 05, 2020**

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) Grants Program
- 3) Sculptures Installation
- 4) Phishing
- 5) Farm Share Schedule
- 6) Exposure
- 7) Testing Residents
- 8) City Council Meeting
- 9) Swearing in Ceremony
- 10) Holidays
- 11) Tree Lighting Ceremony Friday
- 12) Hurricane Relief - Central America
- 13) Birthdays - John, Mati

- Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- City Manager held weekly meeting with Finance Director, Ms. Matilde Menendez.
- City Manager held meeting with City Attorney Figueredo regarding Orbis Fortium/Shelton Academy.
- City Manager and Deputy City Manager held meeting with Acting Building Director, Ms. Jane Decker, Senior Planner, Ms. Elizabeth Alvarez, Information Technology Director, Ms. Gladys Gonzalez, Code Compliance Director, Mr. Edgard K. Estrada and Public Works Director, Mr. Carlos Arroyo to discuss EnerGov Implementation & Building Permit Fees.
- City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Information Technology Assistant Director, Mr. Carlos Olivares.
- City Manager held meeting with City Attorney regarding Miami Dade County Department of Solid Waste Management.

- City Manager and City Attorney along with Assistant Public Works Director/Chief of Engineering, Mr. Eugene Collings-Bonfill held meeting with Miami Dade County Department of Solid Waste Management.
- City Manager attended City Managers (MDCCMA) Weekly Conference Call regarding COVID-19 Updates.
- City Manager held meeting with Information Technology Director, Ms. Gladys Gonzalez and Communications Director, Ms. Maggie Santos regarding City App Promo Video.
- City Manager held meeting with City Attorney Figueredo and Human Resources Director, Mr. John Prats to discuss COVID policy.
- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez.
- City Manager held weekly meeting with Human Resources Director, Mr. John Prats.
- City Manager held Investment Committee meeting with City Attorney Figueredo and Finance Director, Ms. Matilde Menendez.
- City Manager held meeting with Parks and Recreation Director, Ms. Erin Weislow, Assistant Park and Recreation Director, Mr. Lazaro Quintero, Mr. Ron Book, Esquire, Ron Book, P.A. Senior Director of Government Affairs, Ms. Kelly Mallette and Ron Book, P.A. Office Manager, Ms. Bridgette Utermohle regarding Doral Central Park- State Land Lease Update.
- City Manager held weekly meeting with Communications Director, Ms. Maggie Santos.
- City Manager held Bond Meeting Process regarding Construction Management with City and AECOM staff members.
- City Manager attended Park & Tree Lighting Ceremony at Downtown Doral Park.

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 11/30, 972 people were tested, for a cumulative total of 4,864 tests performed since the start of the program on 10/12/2020.

• Departments have been enforcing Miami-Dade County Executive Order 20-20, requiring all persons throughout Miami-Dade County to wear a mask or other face covering when in public. Last week the City issued verbal warnings and handed-out masks to 53 people who were observed in public without masks.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- PMT, A/E met with COD Building Department Plumbing division to discuss comments on December 1st.
- Tree Mitigation Bond Discussion meeting with PMT, A/E, and DERM was held on November 2nd.
- Permitting process is on-going.
- Ground-Breaking Ceremony is being coordinating for December.
- Park Fencing permit application for the Nutcracker Special Event was submitted for permitting.
- Construction will start January 4th, 2021.

Morgan Levy Park:

- General Construction is on-going:
 - o Stud framing is completed for the office and break room.
 - o Grease trap area excavations is completed and passed inspections – contractor is coordinating with EAC for separator installation.
 - o Parking high mast LED lights replacement is completed.
 - o ADA accessible paved grilling areas completed. Sodded on December 1st.
 - o Demolition of window and double door removal is completed.
 - o Started metal framing of building addition and partitions.
- Coordination with IT Department for the direct bury cable is on-going.
- Painting quote provided to Parks and Recreation. They confirmed that they won't be proceeding with the quote provided by the contractor.
- Construction progress meeting with PMT, contractor and Parks and Recreation Department held every Thursday.

White Course Park:

- Permitting process is on-going
- RFP No. 2020-25 Phase II Evaluation Oral Presentation and interviews with the selected firms was held December 2nd.
- Firm recommendation to be presented on December Council Meeting.

Doral Meadow Park:

- Consultant is working on the Pergola foundations.
- Pergola installation on scheduled.
- Pergola steel erection scheduled to begin December 7th.
- Enclosures for CCTV installation is in going.

Doral Central Park:

- City Review of the Design Development Package 4 is on-going.
- RFP for construction material testing is in progress.
- IT coordination is on-going.
- SE Entrance package being completed and submitted to the County.
- MDFR Fire being completed and submitted to the City.
- PMT, A/E and CMR participated on weekly meeting for the status of the project.

Doral Boulevard Pedestrian Bridge:

- FDOT has approved RFP and it was sent to the Federal Government for approval.
- RFP to be advertised on December.

Trail Network:

- Project Design is on-going.
- Sharrows Interlocal agreement with MDC is on-going.
- Design fee proposal from Alleman is in review.

Lighting of Trails:

- Project Design on-going.
- PMT and consultant met with COD Building Department to discuss comments to the lighting improvements.

Trails and Tails Park:

- Drawings are in permitting review.
- ITB draft is in process and will be sent to Procurement and Risk Management for review.

Additional Items:

- The PMT participated on weekly meeting for the coordination/status of projects.

Building Department

- Interim Director participated in RFP 2020-25 panel.
- Interim Director and staff assisted with EnerGov forms, Bluebeam production issues, etc. Interim Director attended meeting with CM, DCM, PW Director, Senior Planner and IT Director regarding resolutions for proposed fee schedule updates as it relates to EnerGov implementation timeline.
- Interim Director attended virtual project meetings for: Sculpture Exhibition, Jackson Tract C Guardrails, Flightway 16, Downtown Doral Special Event and several residential clients.
- Interim Director attended virtual session for Florida Building Code 7th Edition changes to Roofing hosted by Miami Dade County and distributed training materials to team.
- Plans Examiner Alex Garcia installed as the 2nd Vice President and Interim Director Jane Decker installed as President for the 2021 South Florida Building Officials Executive Board. This important professional organization aim to achieve consistency across all south Florida municipalities and to preserve the integrity of the Building Codes especially in the high-velocity hurricane zone. SFBOA is an ICC-chapter of the International Code Council. See more in the latest report: https://www.iccsafe.org/building-safety-journal/bsj-hits/new-fema-study-projects-implementing-i-codes-could-save-600-billion-by-2060/?utm_medium=email&_hsmi=101685874&_hsenc=p2ANqtz-9LELwZgrgijXptEx47yS5Xb6YMS0g3rweY_ILZegui9Q7m9GgaTHH5WYcceTlvRXsfmhl7dQ7dWUc_saB9CPvRGFLStW7Popt5bKiFr-cTeOjRdY&utm_content=101685874&utm_source=hs_email
 - PHONES: Data available: 347 Inbound call count for week; 3:00m average time per call; 18hr+ total time for week
 - INSPECTIONS: 73 Average Daily Inspections, 367 total Inspections Completed (week)
 - PLANS REVIEWS: 509 Plan Reviews (Quantity), 9% Expedite, 2% Walk-Thru, 28% Rework, 61% Drop-off/Electronic
 - Average plan review time per plan per trade = 67 mins
 - LOBBY DATA (DORALQ): 111 Total Building Dept Customers; 37 Lobby Daily Average, 7.7 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 9 mins

Code Compliance

- Director met with City Attorney to discuss possible changes to animal ordinance.
- Department successfully concluded the 2020 Virtual Mayor's Citizen Academy with a presentation from the Code Compliance Department.
- Code Compliance Officer did a night detail to address a local restaurant lounge habitually violating the MDC emergency orders pertaining to following CDC guidelines and curfew.
- Field Supervisor along with building department placard local gym as unsafe for makeshift stairs and no certificate of occupancy since 2017.

Finance

- Accounts Payable: Processed 217 invoices; 88 checks were issued for a total of \$542,349.
- 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 12/02/2020
2. A total of 18 PO's were created for a total value of \$162,859.67.

PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 12/02/2020

- Solicitation No. and Title: RFQ No. 2020-22 - Professional General Engineering and Architectural Services
Dept: Public Works
Broadcast Date: 06/25/2020
Due Date/ Bid Opening Date: 08/07/2020
Status: Award Recommendation made - Bid Protest Denied.
- Solicitation No. and Title: RFP No. 2020-25 - Construction of White Course Park
Dept: Public Works
Broadcast Date: 10/09/2020
Due Date/ Bid Opening Date: 11/12/2020
Status: 8 Submittals received; bids are being reviewed.
- 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: 12/08/2020

Status: 23 Firms attended the Pre-Bid Meeting.

- 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: Pre-bid meeting scheduled on 12/03/2020.

- 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.

Human Resources

COVID-19 Testing for Doral Residents:

- 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 1,394 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 December 30, 2020.

COVID-19 Testing 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, December 3, 2020, (96) essential personnel/first responders were tested at City Hall. To date, Human Resources has received 1,312 COVID-19 PCR test results. To date, 837 tests have been administered at City Hall. The Human Resources Department continues to closely monitor COVID-19 related cases to ensure that proper protocols are met before allowing affected employees to return to work.

CURRENT JOB POSTINGS

- Police Officer, Police Department, Open Continuous
- Assistant Community Center Manager, Parks and Recreation, closes on 12/04/2020
- Building Inspector, Building Department, Open Continuous
- Events Specialist, Parks and Recreation, closes on 12/04/2020
- Auto Maintenance Technician, Public Works Department, Open Continuous
- Mechanical Inspector/Plans Examiner, Building Department, Open Continuous
- Structural Plans Examiner, Building Department, Open Continuous
- Planner, Building Department, closes on 12/17/2020
- Plans Reviewer, Public Works, closes on 12/10/2020

Special Projects

- HR Department participated in HRIS/Payroll RFP meeting with members from the Finance and IT Departments to review requirements to prepare for upcoming RFP.
- 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.

New Hires:

Police Officer, Jose Gaston, - Start date 12-14-20
Police Officer, Nina Mendez - Start date 12-14-20
Police Officer, Patricia Sliman - Start date 12-14-20
Park Ambassador, Carlos Hernandez, - Start date 12-3-20
applicants in the police background process:
Park Ranger, Gabriela Gonzalez
Code Compliance Officer, Cesar Romero
Code Compliance Officer, Edward Zambrano
Park Ambassador, Danika Green

Information Technology

- Public Safety Support - This week, the PD IT team did its monthly technical EOC Inspection. The CrimeView server was migrated over to a new 2019 server to improve performance, security and functionality. The IT re-imaged all new laptops that came in to get them ready to replace older models. An AVL was placed to the new vehicle that was issued out to a Sergeant. The CAU unit has begun to get ready to move to the Real Time Information center. PD users began to use the new Tyler 311 portal. An updated list of officers and their new vehicles was sent over to Miami-Dade Police, to update officer's data when login into the Miami-Dade Police CAD. PD IT assisted finance in consolidating laptops in Finance's inventory.
- AV Support: This week, provided support for Finance Department, Public Affairs, Economic development, and City Clerk's Office.
- Setup/supported multiple GoToMeetings/ Pre Bids for Finance and City Clerk's office.
- Successfully performed and passed monthly EOC inspection.
- Hosted grow with google webinar for economic development.
- Coordinated with AV consultants about design for Central Park AV.
- Assisted Public affairs on completion of the city's Christmas show video.
- Deployed AV system for Mayor's press conference.
- Security Manager
This week, over 55 emails were reported by City users and were analyzed for malicious intent. Also, continued to work on the City's vulnerability assessment. Completed City of Doral Security Assessment to assist in risk mitigation. Continued to automate City-wide vulnerability scans.
- Network Administration-This week, monitored the network, and performed actions based on incidents:
 - Supported the GIS Administrator during service disruptions due to the renewal of the PKI infrastructure.
 - Site Survey at Doral Morgan Levy Park with the Service Provider for moving the main communication feed.
 - Visited Doral Legacy Park and troubleshot the fire alarm lines.

- Continued to work on the renewal of the PKI infrastructure and properly upgrading the IT Systems.

- Systems Administration. This Week:

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

Replaced memories in all VxRail in PD

Worked with Microsoft and the Sr Application Developer to fix the issue with 311 Tyler application.

Fixed the AAD Sync to clean duplicated items.

Unlocked a user that was blocked from send emails by office 365 SPAM policy.

Worked with the DBA to clean the dashboard database.

Assist PD Helpdesk supervisor to install feature in the new server.

Replaced memories in all VxRail in CH

Install new Kronos server to replace the current one.

Deleted some VMs that were no longer in use to clean the data storage.

Fixed folder restore issue

Completed the November server Windows Updates

- 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.

- Configured Kace Ticketing system to use Office 365 instead of POP3 for inbound emails

- Reviewed Clarium Assessment Questionnaire

- Troubleshooted Multipurpose Room doors access control with vendor's tech

- Replaced SIM cards for CH iPads as part of our migration to a different carrier network

- Worked with access control vendor at Meadow Park to install and configure access control system

- Attended AT&T FirstNet Control Center Presentation

- Modified and maintained clearances in access control server

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

- GIS Administration- This week:

- Continue to conduct and to test EnerGov, Tyler311 and communicate with EnerGov and internal team.

- Assisted with export data as per public works dept's request..

- Resolved an issue load balancer SSL certificate with IT Sr Network Administrator.

- Switched back to original layer from temp layer.

- Assisted police dept with ArcGIS license information.

- Researched and investigated with GIS test environment for CSS train environment.

- 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 a data lookup this week and team performed cleaning and updating all the required data. We are updating forms requirement with Tyler team this week. 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 48% completed

- 2019-2020 Tyler 311

We are in post implementation of Tyler311 portal and system with different departments, some updates functionalities have been done. We continue setting technical configurations with Apple and planning implementation of Tyler311 environment this month while testing Tyler modifications for new reporting requirements and dashboard data fields require for management.

Project overall is 91% 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 97% completed

- 2020-2021 IGinspect 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 57% 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.

Project overall is 67% 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 57 % completed

- Application Development- This week:
- Updated website certificates.
- Fixed authentication issue with Tyler 311.
- Set up 311 users for Police department.
- Investigated and provided solution for Metadata column in SharePoint for HR dashboard.
- Worked on 311 API for internal dashboard.

- System Analyst - This week, BlueBeam REVU 19 User List for Migration
- BlueBeam REVU 20 License Upgrade
- MUNIS AP Check Ready Forms PRINT
- MUNIS AP Check Format Revision
- EnerGov SMTP Configuration Revision
- SFTP Site Configuration
- Resolved MUNIS Issue with PDF Files (Daily Solution, looking for permanent solution)
- Working on various items with Energov; IO's and IAAs TESTING Revisions; EnerGov Email configuration, Intelligent Objects Configuration, EnerGov Charge Codes Issues

- Database Administrator:

- Refreshed the Internal and External Dashboards as usual at the beginning of each month, running the manual processes that together with the automated ones populate the graphs.
- Working on the Data Conversion Energov Project on:
 - 1.- The updated data lookup document was completed and sent to the Tyler Data Engineer.
 - 2.- Creating a process to export and convert the images and letters from CD-Plus to readable files.

- Smart City projects are underway:

- FPL 2 LPR Poles:

Horsepower informed they still continue 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 are having 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 13% completed

- 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 at Meadows and Morgan Levy Parks.

Parks and Recreation

- Parks Director & Assistant Director attended Phase II evaluation for RFP 2020-25 construction of White Course Park.
- Parks Director attended weekly call with Codina and Miami City Ballet to discuss logistics for the upcoming Nutcracker Event.
- Parks Staff continue to work with Public Affairs on the Manolo Valdez Sculpture installations at City Parks.
- Event Staff hosted Park & Tree Lighting ceremony at Downtown Doral Park.
- Special Needs specialist hosted weekly virtual classes.
- Parks Department installed new landscaping around the Christmas Tree & delivered Poinsettias to all departments in Government Center.
- Parks Staff and the City Manager's Office met with University of Miami Neurology Department regarding potential collaboration with the Silver Club.

Planning and Zoning

- The Planning and Zoning Acting Director is out of the office this week. During his absence, Manuel Pila has overseen departmental functions and Elizabeth Alvarez in charge of planning and zoning functions.

Occupational Licensing

- 273 Business Tax Receipt renewals for FY 2020-2021 have been processed this week.
- 18 Business Tax Receipts applications for new businesses have been received this week.
- 0 new Temporary Outdoor Dining Permits (53 Temporary Outdoor Dining permits issued to date).

Planning and Zoning

- New addresses issued: 10
- Building Permits reviewed: 53
- Planning Inspections conducted: 23
- Senior Planner attended meeting to discuss EnerGov Implementation & BD Permit Fees.
- Senior Planner attended conference call with Tindale Oliver to discuss the fees for hiring a temporary plans examiner for the review of site plans and building permits.
- Planning and Zoning Department participated in a meeting to discuss Art in Public Places for a new development "Flightway Sixteen."
- Planning and Zoning Department and Public Works Department attended a preapplication meeting for a new 7-Eleven gas station at NW 87th Ave. and 27th Street.
- Planning and Zoning Department finalized agenda package for the Public Arts Program advisory board meeting scheduled for December 7, 2020.
- Planning and Zoning Department finalized agenda items for Zoning Workshop scheduled for December 9, 2020.
- Senior Planner attended a meeting with Sanctuary at Doral to discuss entrance feature application along Doral Boulevard and maintenance agreement requirements.

Economic Development

- Administered implementation of Doral CARES Grant application process and assisted Evaluation Committee and applicants, reviewed applications, sent notification letters, prepared check requests and maintained contact with IAF Consulting.
- Met with Small Business Administration Director Victoria Guerrero re: economic development

partnership with SBA.

- Hosted Grow with Google webinar with Google coach Vicente Pimienta.
- Met with Axel Gonzalez re: licensing requirements for virtual offices.
- Met with Bunnie Cakes owner re: Spend Local, Save Local program.
- Approved four new Spend Local, Save Local applicants.
- Provided business assistance information, technical support, B2B and support organization referrals, site selection orientation and data to Doral businesses.

Police Department

Arrests

- Felonies: 5
- Misdemeanors: 7
- Traffic: 3
- Warrants: 4
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 357
- Non-Hazardous Moving Violations: 278
- Civil Citations (November): 74

Notable Arrests & Incidents

Armed Robbery

Battery

Resisting Arrest

Criminal Mischief

Doral Police arrested a man who robbed another man at gunpoint. The investigation revealed that the victim and the subject utilized a popular online application to negotiate the sale of a gaming console. The pair agreed to meet at the shopping center located in the northwest corner of NW 58 Street and 107 Avenue where they would exchange the aforementioned property for the agreed upon amount. The victim showed up with the property and met the subject. The subject proceeded to grab the property and run to his vehicle. The victim resisted and tried to get his property back at which point the subject produced a firearm he had in his waistband. Fearing for his life the victim let the subject flee with the property. Detectives utilized the username the application has for the subject to identify him. Once they had his name they searched driver's license records and produced a license photograph that was used in a lineup in which the victim positively identified the subject. Once in custody, the subject waived his Miranda Rights and advised the detectives that he did not have any money and that his intention all along was to rob the victim. He added that the firearm in question was an air-gun he carries for protection. He was charged accordingly and transported to TGK.

Fugitive Warrant

Patrol officers were summoned to an apartment complex in the 4600 Block of NW 84 Avenue regarding a suspicious man that had been seen wandering in the area. Upon arrival contact was made with an individual fitting the description provided. The man advised police that he was homeless and simply looking for a place to spend the night. A records check revealed that there was an open arrest warrant for the man out of Georgia. He was taken into custody and transported to TGK to await extradition to Georgia.

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

THU 26- HOLIDAY

FRI 27- HOLIDAY

Monday-30

- Windward –suspicious incident in playground area, Teenagers possibly trespassing, playing loud obscene music, and not wearing shirts-NRU discussed
 1. See Something Say Something
 2. Updated We Care
 3. Safecam
- Highland- follow up with tenant @ 11407 NW 82 St #3, noised ordinance with tenant in # 32 will be coming to upcoming meeting Thursday 2nd with both parties. Followed up with Code Enforcement. Not within their scope
- AMLI rescheduled Survey for tenant in regards 26 R
- Closed out DR 311 deliveries for 11-17-20 & 11-23-20 prepared new list for Dec 2nd.
- Vehicle Inspection, SEMI Annual Inspection, Stats.
- Doral International Math & Science-traffic survey and interview with crossing guard. In regard to arrivals, dismissal and pedestrian flow.
- Landmark meeting with Haiti Innocence-Safecam and dress code be used by residents during exercise. Noise ordinance concerns by neighbors.

Tuesday-1

- Mirador HOA-postponed meeting-bicycle theft prevention
- Sedano's-logistics-Doral event
- Islands of Doral –HOA meeting schedule
- Doral Park Country Club-HOA meeting schedule
- Publix-logistics tree & DR 311
- Walmart-logistics shop with a cop & Tree

Wednesday-2

- Doral 311 close IT request received via 311 with regards to website complaints
- Met w/610 to discuss DR 311 increasing amount of delivery & shop with a cop
- Met with IT and forwarded DR 311 complaint
- Sergeant At Arms
- Grand opening Bunnie cakes in Downtown Doral

Training Section

- PSA Academy # 8 – Week 7 - Doral Police Training Center
 - o Traffic Crash Management/Investigation

- PAC 136 Recruit – Week 13 completed
- New Officer Hire Academy calendar created (begins December 14)
- Training Unit meeting – 2021 Annual Qualifications
- Training Unit – Semi-annual Inspections completed

Office of Emergency Management

- Attended Miami-Dade County OEM Local Mitigation Strategy Meeting, which included mitigation report for 2020-2021 grants.
- Took part of THIRA update survey.
- Finalized review of Florida Department of Health Covid-19 vaccination plan.
- Provided questions to County OEM for upcoming FDOH meeting on vaccines.
- Attended bi-weekly National COVID-19 Briefing Call with State, Local, and Tribal Officials.
- Conducted monthly EOC Inspection.
- 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 FEMA virtual web courses IS-240 and IS-242 on Effective Communication, and Leadership and Influence.
- 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.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 59,406. (271 more followers than last week)
- SOCIAL MEDIA HIGHLIGHT: Page views on Facebook this week was up 971% from last week; Post Reach were up 257% from last week.
- Promoted multiple city events/initiatives including but not limited to: The Nutcracker, New City app, Hurricane Collection, Voting for Runoff, CAMACOL

- Film Permit execution
- November 2020 Constituent Dashboard -- We had a total of 254 inquiries. Our Main Source was via 311; Our Main Topic was “Odor”.
- Media Pitch/Inquires – Manolo Valdes Exhibit
- Design Projects: Winter newsletter design and draft ongoing
Thanksgiving & Christmas social posts
- Videos:
Release of Virtual Event Mrs. Claus Storytime Video
Pre-production – Happy Holidays from Doral
Pre-production – Mayor & Council Holiday Messages
- Events
 - o Coordination for Manolo Valdes Exhibit Kick-off 12/5-12-6 and coverage of event on Saturday, 12/5
 - o Coverage of Tree Lighting Ceremony on Friday 12/4
 - o Coordination of Swearing-in Ceremony
 - o Coordination of Cuban Justice Press Conference
- Installation coordination for Manolo Valdes Exhibit
- Coordination for PGA Tour Latinoamerica Partnership (special segment w/ local businesses, RSVPS)

Public Works

- Refurbished Roll Call Room at the Police Department. Repaired and painted walls, resealed floor, and hang TVs.
- Installed Holiday Decorations at the Doral Government Center and the City Entry Monuments.
- 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 has begun mobilization to the North Bank and will continue construction.
- ITB 2020-31 “Sub Basin H-8 Phase II Stormwater Improvements”: Pre-Bid Meeting took place on Thursday, December 3, 2020.
- Attended the Florida Department of Transportation (FDOT) Non-Motorized Equipment Training session
- Installed the bicycle/pedestrian counters on the Turnpike Trail south of NW 41 Street (Doral Boulevard) for the two-week data collection period
- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Technical Advisory Committee (TPTAC)

- Provided the second submittal of the Florida Department of Transportation (FDOT) Corrective Action Plan (CAP) items required as part of the City of Doral Triennial Assessment Report
- NW 74 St. Traffic Signals at NW 97 Ave. and at NW 102 Ave. (12/04) This project is 100% completed; working on closeout documents.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave. (12/04) Contractor working on roadway scope; milling, sub-base, compaction, and densities for Phase 1B of project (82nd avenue to 85th avenue)
- NW 112 Ave. (25 - 34 St.) Roadway Construction Improvements. (12/04) Contractor has completed roadway re-construction of 112th Avenue from 27th Street to NW 33rd Street and approach to NW 29th street. Contractor has started on sidewalk installation on the east side of NW 112th avenue.