



# Memorandum

---

**To:** Honorable Mayor and City Council

**Date:** December 14, 2020

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

**Subject:** **Weekly Council Update/ December 6 - December 12, 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) Flags/ Half Staff
- 3) Our Lady of Guadalupe - Dec. 11th
- 4) Grant Program
- 5) Sculptures Installation
- 6) Farm Share
- 7) Vaccine- wearing of mask
- 8) City Council Meeting
- 9) Hurricane Relief - Central America
- 10) Mayor's Mail
- 11) Holiday Contest

• City Manager held weekly meeting with Finance Director, Ms. Matilde Menendez.

• Deputy City Manager held weekly meeting with Acting Planning & Zoning Director, Mr. Javier Gonzalez.

• City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Information Technology Assistant Director, Mr. Carlos Olivares.

• City Manager and Deputy City Manager held virtual meeting with Economic Developer, Mr. Manuel Pila and Finance Director, Ms. Matilde Menendez regarding the Doral CARES Grants program.

• City Manager and Deputy City Manager along with City Attorney Figueredo, Chief of Police, Mr. Hernan Organvidez, Deputy Chief of Police, Mr. Raul Ubieta, Human Resources Director, Mr. John Prats, and Attorney John Hearn attended Pre-Determination Hearing for Police Officer Edward Portal and Sergeant Eric Fernandez.

• Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.

• City Manager and Deputy City Manager attended Farm Share Distribution Event at Doral Central Park along with 20+ volunteers.

- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- City Manager held weekly meeting with Chief of Police, Mr. Hernan Organvidez.
- City Manager held weekly meeting with Human Resources Director, Mr. John Prats.
- Deputy City Manager held weekly meeting with Acting Building Official/Director, Ms. Jane Decker.
- City Manager and Deputy City Manager held meeting with Councilwoman Mariaca regarding general discussion.
- City Manager and Deputy City Manager held meeting with Councilwoman Mariaca and Acting Building Official/Director, Ms. Jane Decker regarding Building Department.
- City Manager and Deputy City Manager held meeting with Public Works Director, Mr. Carlos Arroyo and Mr. Victor Bruzzone regarding flooding issue affecting Doral Gardens and Grand Vista.
- Deputy City Manager held meeting with City staff involved in the coordination of The Nutcracker in the Park event to discuss Government Center logistics.
- City Manager attended US Mayoral Roundtable on COVID-19 Vaccine virtual meeting.
- City Manager and Deputy City Manager attended meeting with Miami-Dade County regarding Municipal CARES Act Coronavirus Relief Fund (CRF) Grant Program.
- City Manager and Deputy City Manager held virtual meeting with Acting Planning and Zoning Director, Mr. Javier Gonzalez, Mr. Steven Williamson, and Mr. Rick Miller regarding SFDA and City of Doral -SOUTHCOM Housing.
- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada.
- City Manager held weekly meeting with Communications Director, Ms. Maggie Santos.
- City Manager and Deputy City Manager held Bond Meeting Process regarding Construction Management with City and AECOM staff members.
- City Manager and Deputy City Manager hosted Director's Holiday Luncheon at Divieto.
- City Manager and Deputy City Manager along with Acting Planning and Zoning Director held meeting with Mr. Michael Patrizio, Ms. Christina Cuervo and Ms. Cassie Resnick regarding Town Place Suites - 10505 N.W. 36<sup>th</sup> Street.
- City Manager and Deputy City Manager held meeting with Acting Building Official/Director, Ms. Jane Decker, Public Works Director, Mr. Carlos Arroyo, Senior Planner, Ms. Elizabeth Alvarez, Mr. Alex Giraldo, Mr. Victor Bruzzone and Ms. Claudia Valdes from Doral Gardens to discuss permit issue.

- The City Manager's office continues to coordinate and support the free COVID mobile testing site at Morgan Levy Park in partnership with Miami Dade County Fire. For the week starting December 7th, 1,282 people were tested, for a cumulative total of 6,206 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 86 people who were observed in public without masks.

## **Capital Improvement Project Manager**

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

- Permitting process is on-going.
- Ground-Breaking Ceremony scheduled for December 18<sup>th</sup>.
- Construction will start January 2021.
- Conference call with PMT, A/E and COD Building Department to address comments held on November 7<sup>th</sup>.
- Banner artwork was updated with new Council Member.
- Coordination meeting with Public Affairs to discuss the Ground-Breaking Ceremony schedule for November 11<sup>th</sup>.
- Fence installation for the Nutcracker Special Event is completed. Stage construction began December 7<sup>th</sup>.
- Surety Bond submitted by mail to DERM on December 9<sup>th</sup>.

### **Morgan Levy Park:**

- General Construction is on-going:
  - o Millwork demolition began December 9<sup>th</sup> on the multipurpose room #3.
  - o Grease trap area excavations completed and passed inspection.
  - o Metal framing of building addition and partitions continues.
  - o Electrical wiring and plumbing started this week.
  - o Contractor is setting the north side pavers back.
- Coordination meeting with the IT Department held on December 9<sup>th</sup>.
- PMT met with IT Department on site for proposed cabling route into building on December 10<sup>th</sup>.

### **White Course Park:**

- Permitting process is on-going.
- Firm recommendation to be presented on December Council Meeting.

### **Doral Meadow Park:**

- Pergola steel erection installation is on-going.
- Slab surface treated to correct finish on December 7<sup>th</sup>.
- Enclosures for CCTV installation is on-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 met with Planning and Zoning Department to address comments received on December 3<sup>rd</sup>.
- 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.
- Final RFP received on December 9<sup>th</sup>. RFP to be advertised on December.

**Trail Network:**

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

**Lighting of Trails:**

- Project Design on-going.

**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.
- October/ November Budget Cost Report scheduled for December 17<sup>th</sup>.

**Building Department**

- Interim Director assisted team with permits: Nutcracker Ballet Event Permit Issuance, Cultural Arts Center Reviews, Jersey Mike's TCO, Doral Gardens
- Interim Director and staff assisted with EnerGov fees, Bluebeam production issues, etc. Received new lookup document, still pending Conversion Pass #1; receive production cutover checklist.
- Interim Director attended Miami-Dade County BORA Certification meeting.
- Interim Director attended virtual and project meetings for: Residential Legalization at Doral Pines, Doral Gardens.
- Interim Director attended weekly meeting with DCM; Director's Holiday Lunch with CM; virtual meeting with Councilwoman Mariaca; Parks Bond Meeting.
- Interim Director trained Floodplain Plans Examiner on Velaro Chat System in order to maintain customer service levels and expectations on chat system.
- PHONES: Data available: 560 Inbound call count for week; 3:00m average time per call; 31hr+ total time for week
- INSPECTIONS: 96 Average Daily Inspections, 479 total Inspections Completed (week)
- PLANS REVIEWS: 381 Plan Reviews (Quantity), 3% Expedite, 7% Walk-Thru, 34% Rework, 56% Drop-off/Electronic
- Average plan review time per plan per trade = 28 mins
- LOBBY DATA (DORALQ): 96 Total Building Dept Customers; 19 Lobby Daily Average, 7.8 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 13 mins

## Code Compliance

- Code Compliance Department coordinated joint inspection with Doral PD and Miami Dade County Consumer Services at a body shop possibly engaging in deceitful practices where various violations were found and addressed.
- Three employees volunteered in the Farm-Share food distribution event.
- Department posted vacant code compliance position on website to fill our late shift of 2:00pm - 11:00pm.
- Director had zoom meeting with prospective short-term rental solution company.

## Finance

### • Doral CARES:

The Finance Department, along with our Procurement team, have actively assisted the City's Doral CARES Grants team in processing all approved grant applications by the committee. Our team's role includes downloading files from the IAF portal, creating vendors in Munis, thoroughly reviewing the grants packets for signature, and printing checks, as well as closely working with the City Manager's Office in improving and expediting the process. To date, Finance has printed and issued 52 checks for both Business and Residential grants for a total of \$229,464.53.

- Accounts Payable: Processed 217 invoices; 131 checks were issued for a total of \$855,043.56.
- 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.
- Processed the City wide payroll for the pay period ending December 6, 2020.

## PROCUREMENT

1. Below Cone of Silence Report for the week of 12/10/2020
2. A total of 43 PO's were created for a total value of \$268,588.61.

## PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 12/10/2020

- 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: 12/14/2020

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: 25 Firms attended the Pre-Bid Meeting.

- Solicitation No. and Title: RFP No. 2020-32 - Replacement of Playground Surfacing

Dept: Parks and Recreation

Broadcast Date: 11/25/2020

Due Date/ Bid Opening Date: 01/13/2021

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

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

Dept: Parks and Recreation

Broadcast Date: 12/02/2020

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

Status: Pre-bid meeting scheduled on 12/15/2020

## **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 1,512 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 10, 2020, (61) essential personnel/first responders were tested at City Hall. To date, Human Resources has received and filed 1,404 COVID-19 PCR test results. To date, 898 tests have been administered at City Hall.

The Human Resources Department continues to closely follow updates from the CDC and the Police Department's Medical Director as we monitor COVID-19 related cases to ensure that proper protocols are met before allowing affected employees to return to work.

#### CURRENT JOB POSTINGS

- Auto Maintenance Technician, Public Works Department, Open Continuous
- Building Inspector, Building Department, Open Continuous
- Code Compliance Officer I, Code Compliance Department, Closes on 01/05/2021
- IT Intern, Information Technology Department, closes on 12/11/2020
- Mechanical Inspector/Plans Examiner, Building Department, Open Continuous
- Planner, Planning & Zoning Department, closes on 12/17/2020
- Police Field Logistics Specialist, Police Department, Closes on 12/11/2020
- Police Officer, Police Department, Open Continuous
- Structural Plans Examiner, Building Department, Open Continuous

#### Special Projects:

- HR is currently working to finalize details of the 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.
- Human Resources Generalist Lauren Scull participated in a panel discussion with the South Florida Business Journal's Healthiest Employers Honorees. The discussion was featured in the November edition of the South Florida Business Journal.

#### Interviews:

- HR reviewed and scheduled candidates for Finance Clerk Interviews to be held on Monday, December 14, 2020.

#### Promotions:

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

#### New Hires:

Claudia Baily, Legislative Analyst for Councilman Oscar Puig-Corve  
Code Compliance Officer, Cesar Romero – Start Date 12/21/20  
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  
Accounting Clerk, Michael Hernandez – 01/04/20

#### Applicants in the background process:

Park Ranger, Gabriela Gonzalez  
Code Compliance Officer, Edward Zambrano  
Park Ambassador, Danika Green

## **Information Technology**

- 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 re-submitted the data lookup this week and team performed cleaning and updating all the required data. We created a Conversion Test Plan and will have a meeting next week to explain how we will proceed to perform verification as we expect next week the first conversion pass. We schedule assistance for P/Z to finalize the workflows and fees this week. We continue debugging, configuring and testing email notifications to resolve issues of IAA and IO triggers. We continue working on unit testing and new workflows added for department this week. We continue waiting on P/Z to complete testing to start with full system testing.

Project overall is 57% completed

- 2019-2020 Tyler 311

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

Project overall is 93% completed

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

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

Project overall is 99% completed

- 2019-2020 MyCivic

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

Project overall is 98% completed

- 2020-2021 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 67% completed

- 2020-2021 CSS Citizen Self Service

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

Project overall is 79% completed

- 2020-2021 Accounts Receivable System

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

Project overall is 77% complete

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

Meeting on budget for PO was coordinated and now preparing PO and will start planning this month.

Project overall is 10% completed

- 2020-2021 Energov Cashiering Project

We are finishing with system configuration/training and we reviewed forms/reports for Cashiering requirements while entering all GL codes . We are updating Project plan/implementation plan with all requirements and dates for configuration.  
Project overall is 67 % completed

- 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

- Public Safety Support - This week, the PD IT team continued to replace older model laptops with new refreshed mode. New printers for motors were purchased and are being prepped for deployment. IT assisted Internal Affairs in setting up a Teams meeting that hosted multiple Agencies. The server migration for the Doral Police Crime View was completed successfully. The Crime Analysis Unit were moved to their new location at the Real Time Information Center. the PD IT team is working on going away with paperwork sheets and start using electronic worksheets. A quote was obtained from our CAD vendor to be able to accomplish this task.

- 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.
- Modified and maintained clearances in access control server
- 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
- Modified door schedules for Park and Tree Lighting Event
- Assisted users with email authentication issues

- Modified door schedules for Planning and Zoning Workshop
- In addition, we continue to work on projects as FY1920 Replacement desktops at CH, and reconciliation of physical inventory of IT equipment

- Systems Administration. This Week:

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

Fixed the issue to install SQL in the new Kronos Server.

Assisted the DBA to fix the Power BI issue.

Weekly Team meeting.

Meeting with Forti mail support to plan our email migration.

Worked with Microsoft to troubleshoot error copying users.

Synchronized the WSUS Server to download December Windows Servers Updates.

Worked with Microsoft to renew the Certificate in our ADFS.

Started the process to Run December Windows updates in all Windows Servers.

- Security Manager

This week, over 80 emails were reported by City users and were analyzed for malicious intent.

Also, continued to work on the City's vulnerability assessment. Completed a City-wide email assessment. Assisted the Sr. Network Administrator and Sr. Systems Analyst troubleshoot and resolve an email issue.

- System Analyst - This week, BlueBeam REVU 20 INSTALL

- Tyler HUB TEST Ready Forms and Tyler Cashier Access Issue

- NAP-MUNISI IIS Certificate Renewal

- BlueBeam REVU 20 License Conversion

- MUNIS AP Check Ready Forms Custom Template Update

- EnerGov ADFS External Access Issues

- Working on various items with EnerGov; IO's and IAAs TESTING Revisions; EnerGov Email configuration, Intelligent Objects Configuration, EnerGov Charge Codes Issues

- AV Support: This week, provided support for Finance Department, Public Affairs, Public Works, Planning Zone, Economic Development.

- Setup/supported multiple GoToMeetings/ Pre Bids for Finance and Economic Development.

- Supervised Glades Park AC Panel configuration.

- Hosted CAMACOL Doral for economic development.

- Configured the network for connecting an air condition controller at Doral Glades Park (configured switch port with security capabilities and properly segmented the network)

- Supported the System Analyst during troubleshooting with Tyler 311 services.

- Re-configured network access at the EOC AV Switch, as requested by the Sr. AV Analyst.

- Call Flow changed to the incoming calls for the main number from the parks department (as requested by Park's assistant director)

- Troubleshoot of email services which included verification of Flow Route, Firewalls and Load Balancer Rules' Analysis, verification of logs obtained from multiple systems, re-routed web requests from internal endpoints to federation services and provided the updated Public Certificates to the Sr. System Analyst to apply them to the servers in question.

- Updated Public Web Certificate on the City main monitoring system, as well as on the PD email filtering appliance.

- GIS Administration- This week:

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

- GIS meeting with our IT team and EnerGov team.

- Clean up ArcGIS online and reorganize.

- Watched ArcGIS tutorials new features.
- Weekly GIS maintenance.
- Assisted IT staff to confirm address database (EnerGov/CD Plus).
- Application Development- This week:
  - Created internal notification for Tyler 311 open incidents.
  - Restarted servers.
  - Investigated ADFS authentication issue.
  - Assisted PD with Tyler 311.
  - Created folders and views for City Clerk web page.
  - Assisted PZ, BD and CE with properties.
- Database Administrator:
  - Assist the System Analyst and Sr. System Administrator in setting up the new servers for CH, all of the replication configurations have been completed.
  - Applied the latest update software version on the Power BI Gateway application.
  - Working on the Data Conversion Energov Project on Develop a SQL Query to tied 477 CO's records to the correct Street Type.
- 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.
- Assisted Eylin (Help Desk Supervisor) and ADT with access door issues at Meadows Park.

### **Parks and Recreation**

- Events Staff assisted with the opening of Manolo Valdes' "The Legacy" Art Installations at Doral Central Park, Downtown Doral Park, MAU Park, Morgan Levy Park, Doral Legacy Park, and Doral Glades Park.
- Parks staff assisted with the food distribution event at Doral Central Park.
- Morgan Levy Park served as a polling station for the Miami-Dade runoff election.
- Athletics Coordinator began online registration for the Spring Youth Basketball league.
- Events Staff hosted Holiday Lights & Drive-in Movie at Doral Central Park.
- Special Needs specialist hosted weekly virtual classes

### **Planning and Zoning**

- The Planning and Zoning Acting Director is out of the office this week. During his absence, Manuel Pila has been in charge of departmental functions and Elizabeth Alvarez has been in charge of planning and zoning functions.
- On December 9, 2020, the Planning and Zoning Department conducted a Zoning Workshop to consider two (2) applications:
- Kelly Tractor Site Plan located south of NW 66th Street and between NW 99th Avenue and NW 97th Avenue proposing a warehouse facility for a total of 343,900 square feet.
  - MG3 Doral School Site Plan located at 3500 NW 89 Court proposing to repurpose the existing three-story, 135,302-square foot building into a K-8 public charter school with a 1,980-student capacity.

### Occupational Licensing

- 235 Business Tax Receipt renewals for FY 2020-2021 have been processed this week.
- 26 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: 19
- Building Permits reviewed: 43
- Planning Inspections conducted: 41
- Senior Planner attended a Weekly Meeting to discuss on-going projects with the Deputy City Manager.
- Senior Planner attended a meeting with Divieto Restaurant to discuss exterior renovations to the building.
- Planning and Zoning Department attended a Park Bonds Project discussion meeting.
- Senior Planner attended a preapplication meeting with LMV II Grand Bay Holding LP to discuss an entry monument for the community.
- Acting Planning and Zoning Director attended a Park Bonds Project discussion for Planning and Zoning comments.
- Planning and Zoning Department participated in a meeting with U.S. Southern Command to discuss housing project.

### **Economic Development**

- Administered implementation of Doral CARES Grant application process, updated applications for processing, contacted awardees and disbursed checks.
- Participated in live broadcast of South Florida Business Journal Smart City webinar.
- Hosted CAMACOL Doral Town Hall webinar with Baptist Health representatives.
- Administered PTSA Grant and reviewed applications from Doral schools.
- Met with representative of new Doral business Farmasi.
- 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: 1
- Warrants: 1
- DUI: 0

#### Traffic Citations

- Hazardous Moving Violations: 311
- Non-Hazardous Moving Violations: 331

#### Notable Arrests & Incidents

Possession of Cocaine

Possession of Fentanyl

Possession of Methamphetamine

Possession of Xanax

Arrest Warrant for Narcotics Trafficking

Patrol units were dispatched to a hotel located in the 3600 Block of NW 79 Avenue for the purpose of serving an Injunction for Domestic Violence Protection. The complainant advised that she had located the person on whom the Injunction needed to be served at a room in the hotel. The complainant further advised that the subject had a violent past and was known to carry firearms. Upon making contact the officers located the man and a woman inside the room. A cursory check of the room was made for officer safety and the officers located various quantities of cocaine, fentanyl, Crystal Methamphetamine, and Xanax in plain sight. The woman that was present told the officers that the narcotics belonged solely to her. A records check revealed that there was an outstanding warrant for her arrest for Narcotics Trafficking. She was arrested and taken into custody.

#### Organized Scheme to Defraud Grand Theft

Detectives arrested a woman who utilized a credit card that did not belong to her to order over \$1,000 of merchandise from Amazon. The woman had the packages delivered to the victim's home where she proceeded to pick them up and leave with them. The scheme unraveled when the victim noticed four large boxes from Amazon that were addressed to him in his front porch. Since he had not ordered anything from Amazon, he left them on the porch. A while later he noticed that they were no longer there. A check of his RING camera revealed that a woman driving a BMW had picked them up. Detectives were able to track the woman down. When confronted with the video evidence that depicted her retrieving the packages, she refused to make any statements. She 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

##### Thursday-3

- Dr 311 logistics for Dec 3 & Dec 8 delivery
- Doral Chase-resident contact
- Doral Lake-resident contact
- Doral Cove HOA meeting
- Highland Park resident meeting
- Windward HOA meeting
- Sedano's meeting with the GM in regards to the container code complaint update.
- Publix logistic DR 311.

#### Friday-4

- Shop with a cop logistics with Sgt. JDP
- Logistics for city event cookout next week Dec 11 DR 3
- Explorer van with Sgt JDP for Det. Kurnick
- Learn and log in with IT on new Tyler Dr 311
- Training with Sadiel on Tyler 311
- Train PSA's on calling Dr 311 applicants
- JIS Elementary-coordinate with Ms. Nolan applicant that is medically fragile applying for Shop with a cop.
- Update Dr 311 applicants on system

#### Monday-7

- Create final list for DR 311 delivery 12-10-20
- Close out and consolidate Dr 311 SR's for 12-10-20
- Tyler 311 follow up on use of new system. For DR 311 Covid 19 food support
- Logistics-propane tanks for city cookout on Thursday 12-10-20
- Palmera-follow up on security unwarranted calls for noise ordinance
- Highland close out Noise issued between units 32 & unit 311 407 NW 83 St
- La Fontana-noise ordinance issue with VT
- Windward-update Trespass affidavit and provide We care
- FloriGas fill propane Tanks
- Logistics with Public Works for cookout Thursday
- Sam's-logistics for cook out Thursday @ DPD –EOC
- Follow with SPD in regards to Birthday drive by for “Jenny”

#### Tuesday-8

- Logistics @ Substation trailer propane tank & drop off DPD for Thursday -10 City cook out
- Dr 311 food support logistics @ DPD delivery today
- Logistics meet with Sgt Oztzyo in regards to SAMS purchase today for city cook out
- Publix Doral Commons-Doral 311 Covid Food support
- Doral Meadows-DR 311 Resident contact
- Greens @ Doral-Dr 311 resident contact
- Greens @ Doral-DR 311 resident contact
- Substation-logistics for City cook out Thursday
- SAMS-purchase and logistics for City Cook out Thursday
- Silver Club calling list for Dr 311 Covid Food support
- Walmart –Doral purchase Shop with A cop cards
- Walmart –Flagler purchase shop with a cop gift cards
- Meeting with GM Doral Walmart Connie to address purchasing process.

#### Wednesday-9

- Doral Central Park Food drive
- Logistics Shop with a copy this Saturday. Communicated with Walmart/Sam's, Publix, & Sunshine Gas to purchase gift cards.
- Sam's Club in regards to buying gift cards.
- Logistics BBQ preparation for Cookout tomorrow
- Tyler 311 and Doral 311 follow up with IT on system down citywide no access Microsoft problem
- Following and applicants for DR 311 Food Covid-19
- Following on Shop with a Cop with Gigi
- La Fontana follow up with VT for Noise ordinance and Danny Code Enforcement

- Sloan's Ice Cream follow up on case 21339

#### Training Section

- PSA Academy # 8 – Week 8 - Doral Police Training Center
  - o Traffic Crash Management/Investigation
- PAC 136 Recruit – Week 14 completed
- Annual Qualification – Officer Johann Delgado
  - o Taser 7 Certification
  - o CPR
  - o Policy Review: Vehicle Pursuit, Use of Force
  - o Defensive Tactics/Handcuffing
  - o Firearms Qualification
- Subject Matter Experts Sergeant Examination 2020 Weekly Meeting – MDC North
- Armorer Certification Course – Ft. Lauderdale, FL

The Training Unit disseminated the following training announcements:

- Marijuana Impaired Driving Detection for Law Enforcement
  - Advanced Marijuana Impaired Driving Detection for Law Enforcement
- Office of Emergency Management
- Submitted final surveys for THIRA update with the County OEM.
  - Attended National COVID-19 Briefing Call with State, Local, and Tribal Officials on Covid-19 vaccines and created report.
  - Provided Emergency Management Training and Exercise multi-year planning needs to County OEM.
  - Reviewed Federal Covid-19 vaccine summit for information pertaining local distribution.
  - 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-366 and IS-558 on Planning for the Needs of Children in Disasters, and Public Works and Disaster Recovery.
  - Created daily reports on Doral COVID-19 cases number information with data provided by the Florida Department of Health, and shared COVID-19 and other information with Directors. Data includes daily number increase of positive cases in Doral.
  - Distributed Miami-Dade County daily COVID-19 Dashboard.
  - Continued providing daily Situational Awareness reports to City Directors.
  - Continued outreach on COVID-19 prevention and mitigation on website and social media platforms including information provided by the CDC, the Florida Department of Health, Miami-Dade County Fire Rescue, and the City's Public Affairs Office. Information also included tips on

how to celebrate Thanksgiving while avoiding the spread of Covid-19, and recommendations after attending an event or gathering.

## **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 59,525. (119 more followers than last week)
- SOCIAL MEDIA HIGHLIGHT: Actions on Page on Facebook this week was up 47% from last week; Post Reach were up 37% from last week (28,842 people reached).
- Promoted multiple city events/initiatives including but not limited to: The Nutcracker, Hurricane Collection, Voting for Runoff, CAMACOL, We Can We Will
- Film Permit execution
- Miami Dade League of Cities Meeting with Communication Directors/PIOs and Mayor Levine Cava's Office on launch of #WeCanWeWill campaign
- Design Projects: Winter newsletter design and draft ongoing
- Action items for onboarding of newly elected Councilman Oscar Puig-Corve
- Videos:
  - Release of Mayor & Santa intro video for Drive-in Movie
  - Release of Mayor & Rabbi Hanukkah Message
  - In production – Inside Doral – Manolo Valdes Kickoff Event
  - In production – Mayor & Council Holiday Messages
  - Filming multiple events and footage for Police Department
- Events
  - o Coordination of Swearing-in Ceremony
  - o Participation & Coverage for Food Distribution event
- Execution PGA Tour Latinoamerica Partnership special segment to highlight Doral – Downtown Doral Park, Bachour in Downtown Doral and City Place

## **Public Works**

- Organized the Food Distribution Event with Farm Share on 12/09/2020
- Staff helped the Finance Department and the Planning and Zoning Department with the Doral CARES Grants.
- The City of Doral Public Works Department has been awarded the 2021 Street Tree Matching Grant in the amount of \$9,460.00. The plans are to plant approximately 50 new mature trees in locations within the City's right-of-way to restore the City's overall tree canopy.
- Confirmed and scheduled the next orchid installment at Doral Glades Park on Thursday, December 17th, 2020 at 9:30 am.

## **Transportation:**

- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Council (TPC) meeting.

- Attended the Zoning Workshop for Kelly Tractor Site and MG3 Doral School Site.
- NW 41 St. (87-79 Ave.) - 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.) - (12/07) 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.