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**To:** Honorable Mayor and City Council

**Date:** November 20, 2020

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

**Subject:** **Weekly Council Update/ November 15 - November 21, 2020**

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## City Manager's Office

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

- 1) Recap of the weekend
- 2) Miami-Dade Curfew - Update Orders
- 3) Grant Program
- 4) 1% for the Police Officers
- 5) Farm Share - Rescheduled December 9
- 6) Exposure - AECOM
- 7) Car Repairs - PM
- 8) Damage to Vehicles
- 9) Swearing In Ceremony
- 10) Thanksgiving Holidays

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

• Deputy City Manager held weekly meeting with Planning & Zoning Director, Mr. Alexander Adams.

• City Manager attended virtual launch of the \$310 Million University of Miami NOAA Cooperative Institute for Marine and Atmospheric Studies (CIMAS).

• Deputy City Manager held meeting with Acting Building Director, Ms. Jane Decker to discuss permit fees.

• City Manager and Deputy City Manager attended virtual meeting with Miami-Dade City and County Management Association to discuss COVID-19 and other updates.

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

• 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 and Deputy City Manager held weekly meeting with Building Official/Acting Director, Ms. Jane Decker.
- City Manager held weekly meeting with Communications Director, Ms. Maggie Santos.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- City Manager and Deputy City Manager held meeting with Code Compliance Director, Mr. Edgard K. Estrada regarding DORCAM Building Banner Allegro Doral.
- Deputy City Manager held meeting with Code Compliance Director, Mr. Edgard Estrada.
- City Manager and Deputy City Manager held Bond Meeting Process regarding Construction Management with City and AECOM staff members.
- 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 110 people who were observed in public without masks.

### **Capital Improvement Project Manager**

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

- Permitting process is on-going and is about 80% complete.
- Ground-Breaking Ceremony is being coordinated for December.
- Park Fencing for the Nutcracker Event will be installed early December.
- Construction will start January 4<sup>th</sup>, 2021.

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

- General Construction is on-going:
  - Concrete slab on grade pour scheduled for November 20<sup>th</sup>.
  - Grease trap area excavations started – contractor coordinating with EAC for separator installation.
  - Parking high mast LED lights replacement started November 18<sup>th</sup>.
- PMT and Parks and Recreation performed weekly site visit to check the progress of the construction. Received updated schedule from consulting reflecting the Run-off Elections Event.
- On November 18<sup>th</sup> the contractor broke a waterline while performing directional boring. They repaired it the following day November 19<sup>th</sup>. Line was isolated and incident did not affect use of park restrooms or Community building.

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

- Permitting process is on-going
- RFP 2020-25 Phase I Evaluation was held on November 19<sup>th</sup>.
- 5 firms were selected for Phase II Evaluation.

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

- Consultant is working on the Pergola foundations.

- Pergola installation on schedule for December 5<sup>th</sup>.
- Final Punch List walkthrough scheduled for November 20<sup>th</sup>.

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

- A/E completed all package for Design Development Phase.
- Design Development Package 4 was submitted for City review.
- RFP for construction material testing is in progress.
- PMT, A/E and CMR participated on weekly meeting for the status of the project.
- PMT and Consultants weekly meeting with the IT Department is on-going.

#### **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 is in review.

#### **Lighting of Trails:**

- Project Design on-going.

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

- Drawings are in review.
- ITB draft is in process. ITB to be advertised on November.

#### **Additional Items:**

- The PMT participated on weekly meeting for the coordination/status of projects.
- Weekly Bond Meeting Process and Construction Management.

### **Building Department**

- Building Department received the final report from PMG Associates on the Permit Fee Utilization Report & Fee Schedule Update. Item will be taken to January Council meeting.
- Acting Building Official and staff attended the virtual MDC Building Officials' Meeting. Topics included: plumbing calculations for existing buildings and changes of use/occupancy, BORA meetings, FBPE Emergency Rule on digitally signed documents and Governor's EO 2020-276
- Interim Director participated in 2020-25 RFP panel for Doral White Course Park
- Building Department celebrated their socially distanced individually packaged Thanksgiving Luncheon at Doral Glades Park. Thank you, park staff, for helping us stay safe and enjoy the new facility.
- EnerGov project team continues local unit testing; staff assisted PZ with configuration and fee schedule update; PZ/BD meeting to discuss "addressing"; BD demo'd the Pressure Vessel recertification/annual renewal process in EnerGov
- PHONES: Data available: 399 Inbound call count for week; 3:00m Ave time per call; 21hr+ total time for week

- INSPECTIONS: 69 Average Daily Inspections, 343 total Inspections Completed (week)
- PLANS REVIEWS: 138 Plan Reviews (Quantity), 1% Expedite, 9% Walk-Thru, 36% Rework, 54% Drop-off/Electronic
- Average plan review time per plan per trade = 35 mins
- LOBBY DATA (DORALQ): 87 Total Building Dept Customers; 17 Lobby Daily Average, 9.3 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 13 mins
- Reminder: Application submittals expected to substantially increase over the next few weeks as we get closer to Building Code change 12/31/2020 to Florida Building Code 2020 - 7th Edition

### **Code Compliance**

- Director attended Managing Change and Stress in the 21st Century course at Police Training Center.
- Assistant Director and Public Works personnel had an onsite meeting with Chick-fil-A and property landlord to go over traffic circulation issues at the business that is impacting other businesses and local traffic.
- Assistant Director attended the new Tyler 311 system training.

### **Finance**

- Accounts Payable: Processed 202 invoices; 101 checks were issued for a total of \$1,253,209.
- 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 11/18/2020
2. A total of 29 PO's were created for a total value of \$2,045,174.

### **PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 11/18/2020**

- 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: Pre-Bid scheduled for 12/02/2020.

- 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: Pre-bid meeting scheduled on 11/18/2020

- 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

## **Human Resources**

- COVID-19 testing for City of Doral residents began on September 14, 2020, and is programmed to run through December 4, 2020, as a drive-thru service at the Police Training Center on 97th Avenue. Since September 14, 2020, 1,158 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.

- 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, November 19, 2020, (54) essential personnel/first responders were tested at City Hall. To date, Human Resources has received 1,170 COVID-19 test results. To date, 741 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.

### COVID-19 Testing for Police Officers on the Midnight Shift:

• In an effort to ensure that no first responder is left behind with regard to testing, the Human Resources Department coordinated COVID-19 Testing on Wednesday and Thursday, November 18 and 19 at the Police Department. 30 Police Officers on the midnight shift were tested. The testing will continue once per month at the Police Department from 9 p.m. to midnight in an effort to mitigate the spread of the virus.

JOB TITLE	POSTING DATE	CLOSING DATE
Police Officer	6/13/2018	Open Continuous
Auto Maintenance Technician	09/27/2019	Open Continuous
Mechanical Inspector/Plans Examiner	08/15/2020	Open Continuous
Structural Plans Examiner	08/15/2020	Open Continuous
Police Field Logistics Specialists	11/13/2020	11/27/2020
Planner	08/05/2020	12/17/2020

### Special Projects

- Executive Internship Program: HR continues working with local universities to promote the City of Doral's Executive Internship Program. Five (5) Interns will be selected to work with the Mayor and Councilmembers. The 12-week program is aimed at college level students that are currently enrolled in an accredited university with a GPA of 3.0 or higher. Students will earn \$15 per hour and work 15 hours per week. This amazing opportunity will provide students with practical hands-on knowledge and experience in dealing with the many aspects and complex relationships that are essential in producing and implementing a multitude of diverse community services. The posting is been made available through the university's portal. The City is currently reviewing resumes to select the 5 interns.
- Information Technology Internship Program: HR is working with local universities to identify Information Technology students interested in being part of a non-paid internship program with the City's IT Department. Students will gain experience in government and learn how to deliver IT Help Desk services. 3 applicants are currently under review.

6 applicants in the police background process:

- 1 Park Rangers
- 3 Police Officers
- 1 Park Ambassador

Interviews:

HR participated in interviews for Plans Reviewer

### **Information Technology**

- Public Safety Support - This week, the PD IT Supervisor attended a Cyber Range Security exercise. IT supported the Mayor Citizens academy in the EOC where the Police Department gave a presentation. we also added Microsoft Teams to all the EOC desktops, to ensure the EOC can host virtual meetings during the pandemic. The IT Department set up the new Park Ranger this week to be able to access the network remotely and configure her laptop. We started to image the new laptops and prepare them to upgrade older existing laptops. Our Internal Affairs program was upgraded this week.
- Network Administration-This week, monitored the network, and performed actions based on incidents:
- Supported the City Hall Help Desk during network troubleshooting with users from the Finance Department.

- Applied Software Updates to Main Monitoring System.
- Participated in a Cybersecurity training in partnership with MDC.
- Modified the Call Route for the Code Compliance as per Director requested.
- Began working on renewing the PKI Infrastructure and properly applying them to the corresponding system.
- Deigned the Network to support integration with the Tyler 311 infrastructure.
- Installed and configured WAPs at Meadows Park to increase the WiFi coverage.
- Supported the AV Analyst during a WiFi troubleshooting at the PD Training Facility. Also, troubleshot the connectivity of some AV controllers.
- Conducted along with the IT Security Manager and some IT staff in the Security Self-Assessment.
- Continued to work on the Firewalls following Best Practices.
- Security Manager  
This week, over 78 emails were reported by City users and were analyzed for malicious intent. Also, continued to work on the City's vulnerability assessment. Attended the Cyber Range with the IT team to successfully address a simulated network attack. Finally, met with various vendors to discuss new appliances and features.
- System Analyst - This week, IRS Vendor Information Update
- IRS 1099G Box 6-Vendor Grant ADD
- Research on 1099 G FORMS (Paper Type)
- MUNIS TEST Web Services WSDL Base URL Authentication Update.
- SFTP Site Configuration.
- Resolved MUNIS Issue with PDF Files (Daily Solution, looking for permanent solution).
- Tyler ReadyForms PO's New Form Printing on TEST.
- Working on various items with EnerGov; IO's and IAAs TESTING Revisions; EnerGov Email configuration, Intelligent Objects Configuration, EnerGov Charge Codes Issues.
- Help Desk Support- This week:
  - Resolved 91% of support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Participated in Clarium Assessment Questionnaire.
- Completed Cyber Range Training.
- Attended Virtual Meeting with Dell Technologies Client Roadmap.

- Attended Virtual Meeting with vendor for UKG Upgrade Central Expedited Professional Services Kick Off.
- SIM card replacement for CH iPads as part of our migration to a different carrier network.
- Troubleshooting of cashiering software on recently replaced Cashier computer.
- Working on IT Asset tagging with Finance Department.
- In addition, we continue to work on projects; FY1920 Replacement desktops at CH, access control at Legacy Park and CH, and Configuring and troubleshooting Scan to Folder on Ricoh printers.
- AV Support: This week, provided support for Finance Department, Doral PD, Public Affairs, Planning and Zoning, and City Clerk's Office.
- Setup/supported multiple GoToMeetings/ interviews for FN, PW, and CM office.
- Assisted integrating intersection cameras.
- Continued to design AV system for CH.
- Planned new AV system requirements for new normal of council meetings.
- Systems Administration. This Week:  
Review and Keep the backups 100% operational.  
Meeting with vendors to do Isilon health check.  
Assist The Sr Software Developer to test new application.  
Restore old Domain Control to look for a file with Security Manager.  
Relocated VM to clean space in the data store.  
Run Windows update and restart most servers.  
Cybersecurity training at MDC.  
Assist the helpdesk to Create a security group and share a folder to this group.  
Assist the Helpdesk to delete a folder in the X drive.  
Assist the Helpdesk to create a transport rule in the office 365.
- 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. Projected Go-Live Date: 2021.
- 2018-2019 BD - DEVELOPMENT SERVICES SOFTWARE  
SME have been required to perform new operational tasks affecting project performance. 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 learned how to do perform reconciliation of EnerGov invoices with Cashiering and creating now a test plan to execute. We continue waiting on P/Z to complete testing to start with full system testing.  
Project overall is 47% completed
- 2019-2020 Tyler 311  
Preparing training for the full implementation of Tyler311 connecting to MyCivic, Tyler311 Portal

and PW Mobile 311. We continue unit testing with users/SME and planning implementation of Tyler311 environment this month while testing Tyler modifications for new data fields require for the transfer of data to the PW Mobile 311.

Project overall is 77% 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

Team is working on launching requirements. We updated configuration from requirements received from PA, PW and Code. We are planning all activities this month for the implementation requirements of City of Doral mobile app. We are meeting weekly to review system features while waiting completion of Tyler311.

Project overall is 87% 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 47 % completed

- Database Administration: This week:

- Attended the Cyber Range Training at the Miami Dade College Cybersecurity Center of the Americas.

- Assisted the Sr. Software Developer in restoring the Properties Database in Production.

- Working on the changes requested by the HR Director for the HR Internal Dashboard, creating an SSIS package to bring the data from the New HR System to SQL.

- Application Development- This week:
- Worked on Tyler 311 implementation.
- Participated in various EnerGov meetings.
- Participated in Cyber Range training.

- Smart City projects are underway:

- FPL 2 LPR Poles:

Horsepower informed they continue waiting for MDC to approve permits of site 26 and 30. 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 should have results this month and then we will have meeting for final auditor approval. Project is 97% completed

- HRIS New System Project

We have 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. Project is 8% completed

- Upgrade Facility Dude Project on Hold

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 prepare 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 9% completed

- WCCD 37120- Yearly Smart City Certification Project

We continue obtaining data information from websites and external companies this week and will start entering data for Environmental indicator when worksheet is unlocked this month. Project is 12% completed

- GIS Administration- This week:

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

- Created and published cached map server.

- Changed spatial reference on EnerGov map server and Cached Imagery map server REST from ArcGIS Pro/ArcMap.

- Tested with building and public works staff cached imagery map. (EnerGov).

- Provided notice location map in PDF as per planning/zoning staff requested.

- Renewal license ArcGIS admin on my desktop.

- 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 I, Site 26, and Site 30 LPR camera installation.
- installation of WAP at Meadows Park conference room.
- Create map with the Genetec Map Designer of all Trafcam and its locations throughout the city.
- Preparing preliminary cost estimate of CCTV and LPR IT equipment/ infrastructure of new Doral Central Park project.

### **Parks and Recreation**

- Parks Director & Sponsorship coordinator hosted the Superlative Group, awarded vendor for sponsorship valuation, naming rights & sales, on Monday & Tuesday where they toured all park facilities and discussed city events, sponsorship and next steps. They also met with City Manager & Deputy City Manager.
- Saturday, November 14th- The Department in partnership with the Miami Dolphins and the Miami Xtreme Youth Football League held a drive thru giveaway of meals and fitness packs for participants of the Xtreme football league, including our Doral Broncos Tackle Football League!
- Event staff hosted virtual Art After Dark: pumpkin succulent arrangement craft project.
- Event staff hosted Drive-in Movie: Spies in Disguise at Doral Central Park.
- Parks Director presented at the virtual Mayor's Citizens Government Academy on Tuesday.
- Special Needs Specialist held weekly virtual classes for Doral Special Olympics Group.

### **Planning and Zoning**

- Planning and Zoning Director submitted his resignation as of Friday, November 20th, and Javier Gonzalez was named Acting Planning & Zoning Director by the City Manager.
- Planning and Zoning division and Licensing division coordinated with the Building Department and Code Enforcement to establish protocol for proposed BTR renewals at sites that do not have an official established address/ unit with the City. Planning and Zoning division and Economic Development division participated in a project kick-off meeting for the Doral Décor District Action Plan and Code Updates.

#### Occupational Licensing

- 252 Business Tax Receipt renewals for FY 2021 have been processed this week.
- 20 Business Tax Receipts for new businesses have been processed this week.
- 0 new Temporary Outdoor Dining Permits (52 Temporary Outdoor Dining permits issued to date).

#### Planning and Zoning

- New addresses issued: 7
- Building Permits reviewed: 94
- Planning Inspections conducted: 36
- Planning and Zoning Director participated in weekly bond meeting for the city parks.
- Planning and Zoning Director signed development order for Downtown Doral Cultural Art

Center.

- Planning and Zoning Assistant Director participated in a meeting to discuss the future development of a Chick Fil A at 9815 NW 41st Street.
- Planning and Zoning and Public Works Staff participated in a project scoping meeting with Gannett Fleming to discuss Doral Décor District Wayfinding Signage that is scheduled for the January 2021 City Council Meeting.
- Planning and Zoning Director and staff participated in a meeting with the Building Department to finalize proposed department fees for EnerGov implementation and coordinate the departments agenda items for the January Council Meeting.

### **Economic Development**

- Administered implementation of Doral CARES Grant application process and assisted Evaluation Committee and applicants, reviewed applications, and maintained daily contact with IAF Consulting.
- Met with Mayor Bermudez and City Manager about business development strategies.
- Met with Fusco development company about land development opportunities in Doral.
- Met with ProFootvolley Tour organizers re: event in Doral.
- Participated in Miami Today interview about new CAMACOL Doral organization.
- Met with Miami-Dade International Trade Council (ITC) director about Sister Cities program synergy with the county.
- Facilitated filming of Greater Miami Convention and Visitors Bureau video on Doral Parks for visitor-oriented promotion.

### **Police Department**

Arrests

- Felonies: 2
- Misdemeanors: 6
- Traffic: 5
- Warrants: 3
- DUI: 2

Traffic Citations

- Hazardous Moving Violations: 195
- Non-Hazardous Moving Violations: 292

Notable Arrests & Incidents

- Aggravated Battery with a Motor Vehicle on a Law Enforcement Officer

Grand Theft Auto

Leaving the Scene of a Crash

Fleeing / Eluding a Police Officer

Doral Police officers attempted to conduct a traffic stop on a vehicle that had been reported stolen. The subject willfully rammed his car into one of the officer's vehicle and fled the scene. As other officers responded, the subject rammed a second police vehicle and then crashed against a tree. The subject was taken into custody without further incident. The officers suffered minor injuries. The subject was transported to TKG.

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-12

- Thanksgiving food drive logistics
- Andrea Castillo Preparatory Academy school visit
- Dr. Toni Bilbao Preparatory Academy
- Safecam Program Presentations-Blue star food product/Universal Greens and flowers/Fusion International
- 311 Food assistance logistics.

Friday -13

- Safecam Program logistics
- School coverage

Monday-16

- Brief with 610 –thanksgiving food drive & Dr 311 Food deliveries tomorrow
- Modern Doral- I spoke with Mr. Lindchenat-property manager in regard to the following
  1. Rehoming of dog in Modern Doral to DPD
  2. Threats made at the office, advised him to file a report
  3. Review pending parking email complaint to DPD from a resident
- Windward-follow up with Ms. Canchola in regards to reporting odor of marijuana coming from new neighbors
- Contact Ruth @ Mirador and reschedule online meeting at her request
- Big Bear –holiday event follow up with Ms. Diana Insignares
- Miami Dade College-proctor for training
- JCB high-Thanksgiving food drive
- Thanksgiving food drive program
- DR 311 Food support program
- Walmart-purchase turkeys.

Tuesday 17

- Follow up with Ms. Sotomayor and AP @ JCB for list of students receiving Turkeys
- Followed up with Walmart on Turkey Purchase, needing 2 checks instead
- Spoke to Diana @ Big Bear in regards to holiday event and conflict with Shop w/a Cop-also needing toys
- Contacted Yakir @ MDC with regards to proctor needed for training unit
- Publix-contact with Raul 7555 NW 107 Av-information.
- Safecam with Allied property management
- DRE thanksgiving food drive follow up
- EBT thanksgiving food drive follow up
- Spoke to Mr. Vince Leon "Coach" in regards to use of Low Speed Vehicle in Doral vehicle does have a tag
- Follow up with Ingrid Hazouy PM in Highland in regards to noise ordinance meeting with tenants
- Follow up with Diana Insignares with Big Bear in regards to holiday Santa event
- Walmart Turkey purchases
- Coordinate storage with Hellmans

- St. Martin-resident contact DR 311 food support
- Modern 60-DR 311 food support resident contact
- Leeward DR 311 food support-resident contact
- Presentation/training PSA class 8
- Walmart-pick up turkeys for Thanksgiving Food drive
- Hellmans store the turkeys for thanksgiving food drive
- Delivery of Turkeys to the following schools
  1. JIS Elementary
  2. JCB High
  3. DRE-K-8
  4. EBT-K-8
  5. Tony Bilbao
  6. Andrea Castillo
- Gift Certificates for employees from Publix issued to squad Office of Emergency Management
- Attended phone meetings with County and vendor to review ARM360 input, assessment of its capabilities, and evaluation.
- Attended several webinars with ARM360 vendor.
- Provided departments with new grant deadline information from State's FDEM.
- Reviewed version 2.0 of CDC vaccine Playbook.
- Attended White House Office of Intergovernmental Affairs National COVID-19 Briefing Call regarding preparations for vaccine distribution.
- Reviewed latest Closed Pod draft.
- 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.

## **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 59,067 (89 more followers than last week)
- SOCIAL MEDIA HIGHLIGHT: Profile visits on Twitter this week was up 34% from last week; Mentions were up 43% from last week.
- Promoted multiple city events/initiatives including but not limited to: The Nutcracker, Blood Drive, FI Blue Flu shots
- Film Permit execution
- Media Pitch/Inquires – Miami Today for CAMACOL Doral and Nuevo Herald for new library
- Design Projects: Winter newsletter design and draft ongoing
  - PGA Visitors Guide
  - Social Media Graphics for Holidays (safety & closures)
- Videos:

Release of Inside Doral Vendor Outreach Event  
Filming/Production of Virtual Event Mrs. Claus Storytime Video  
Filming/Production of Mayor's Intro videos for Holiday Drive thru movie and Storytime  
Pre-production – Happy Holidays from Doral

- Event Coordination
  - o Executed SBA Signing Ceremony 11/19
  - o Coordination for Manolo Valdes Exhibit Kick-off 12/5-12-6
- Evaluation Committee Meeting for Doral CARES Rental Program and evaluation of 3rd batch of applications
- Citizens Academy Presentation for Public Affairs

### **Public Works**

- Replaced standard lighting switches to Motion Sensor switched at the Public Works Facility
- Attended to emergency gasoline spill at the Police Department. Area was secured and properly cleaned.
- Repaired and painted conference room at the Police Department after communication team was relocate to its original location.
- 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 is scheduled to move to the north bank within the next two weeks.
- ITB 2020-31 “Stormwater Improvement at Sub Basin H-8 Phase II”: This project was advertised on Wednesday, November 18th. This stormwater improvement is to address the flooding issues east of NW 79th Avenue to NW 77th Court along NW 57th Street to NW 54th Street.
- Stormwater Division held a refresher course for the Sediment & Erosion Control Certificate for 30 City employees on Friday, November 13th. This refresher training was held virtual and is a requirement for the NPDES Permit the City is a co-permittee with Miami-Dade County.
- Met with Chick-Fil-A to discuss the existing drive-thru traffic circulation issues.
- Participated in the Homeland Security First Observer Plus Training
- NW 74 St. Traffic Signals at NW 97 Ave. and at NW 102 Ave. Final acceptance from Miami Dade County was confirmed on 11/17. Contractor working on closeout documents.
- NW 41 St. Roadway Construction between NW 87 Ave. and NW 79 Ave. Contractor has signed time extension with new contract time of April 9th, 2021. Contractor continues to work on drainage scope from 82nd avenue to 85th avenue.
- NW 112 Ave. (25 - 34 St.) Roadway Construction Improvements. Contractor has completed 90% of all drainage scope on this project. Currently working on base material for the east side of 112th avenue between 27th street and 33rd street.