



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** November 13, 2020

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

**Subject:** **Weekly Council Update/ November 8 - November 14, 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) Miami-Dade Curfew - Update Orders
- 3) Grant Program
- 4) 1% for the Police Officers
- 5) Farm Share - November 10th
- 6) Veteran's Day November 11th
- 7) Happy Birthday Gladys
- 8) COVID-19 Testing on Thursday

- City Manager held weekly meeting with Finance Director, Ms. Matilde Menendez.
- Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- City Manager and Deputy City Manager held meeting with Mr. Marlo Courtney from Goldman Properties.
- Deputy City Manager held weekly meeting with Planning & Zoning Director, Mr. Alexander Adams.
- City Manager and Deputy City Manager along with Parks and Recreation Director, Ms. Erin Weislow and Assistant Parks and Recreation Director held meeting with Kelly Mallette from Ronald Book, P.A. in regards to Central Park State lease.
- Veteran's Day Ceremony was held at Veteran's Park and live streamed by the Public Affairs Department via City of Doral Facebook page. This year's special guest speaker was US Southern Command Admiral Craig Faller. The City Manager sent an email recognizing our employees who are veterans.
- 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 weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Information Technology Assistant Director, Mr. Carlos Olivares.

- City Manager attended Meet Camacol Doral - International Trade and Real Estate.
- Deputy City Manager held meeting with Human Resources Director, Mr. John Prats and Finance Director, Ms. Matilde Menendez regarding employee transition policy.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- City Manager and Deputy City Manager held staff meeting with Building Official/Acting Director, Ms. Jane Decker.
- Deputy City Manager held weekly meeting with Assistant Planning & Zoning Director, Mr. Javier Gonzalez.
- 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.
- Deputy City Manager along with Parks and Recreation Director, Ms. Erin Weislow held meeting with Age-Friendly Program Manager, Ms. Susan Holtzman from Urban Health Partnerships, Inc.
- 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 11/9, 612 people were tested, for a cumulative total of 2,443 tests performed since the start of the program on 10/13/2020.
- 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 27 people who were observed in public without masks.

## **Capital Improvement Project Manager**

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

- Fully Executed Contract sent to KVC on November 6<sup>th</sup>.
- Received Miami Dade County Building review comments. A/E is addressing the comments.
- Ground-Breaking Ceremony to be announced.
- PMT is coordinating Park Fencing for the Nutcracker Event.
- PMT and A/E met with DERM to discuss tree permit.
- KVC is preparing Tree Mitigation Bond.
- Construction will start January 4<sup>th</sup>, 2021.

### **Morgan Levy Park:**

- General Construction is on-going:
  - All four BBQ grills removed. The area was graded, and silt fenced.
  - Formwork for BBQ paved areas and the main building expansion is in progress.
  - Main expansion concrete slab pouring, and grease trap related excavation will begin next week.

- Restrooms will have to close during this time (4 hrs.) PMT is coordinating with Parks and Recreation Department.
- Project passed electrical inspection for air conditioning conduit trench.
- PMT received request from Parks and Recreation Department to use Morgan Levy as Run-off Election site. Consultant was notified and will update schedule to reflect this event.
- PMT and Parks and Recreation performed weekly site visit to check the progress of the construction.

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

- Consultant addressed all comments received from City of Doral Building Department on November 12<sup>th</sup>.
- Bid opening for RFP 2020-25 held on November 12<sup>th</sup>.
- Received proposals from 8 firms.
- Phase I evaluation schedule for November 19<sup>th</sup>.
- PMT met with Greystar to discuss Sewer Connection.
- Sewer Connection Meeting with DERM held on November 10<sup>th</sup>.

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

- Consultant is working on the Pergola foundations.
- Pergola installation on scheduled for December 5<sup>th</sup>.
- Building Cameras were installed.
- Installation of the IT equipment/components is on-going.
- PMT performed second partial walk through punch list.

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

- KL Trade Outreach held on November 10<sup>th</sup> at Doral Legacy Park.
- City is reviewing Design Development Package for Phase I, II and III.
- Received City Staff SD, DDI and DD 2 & 3 comments. PMT submitted to A/E for their review.
- PMT met with Parks and IT Departments to discuss the Amphitheatre.
- PMT met with IT Department to discuss the scope of the Audio Visuals components on November 12<sup>th</sup>.
- Meeting to present Landscape update on the Aquatics Facility held on November 9<sup>th</sup>.
- PMT and A/E met with DERM to discuss the removal of the trees on November 9<sup>th</sup>.
- 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:**

- Awaiting final approval from State.
- RFP to be advertised on November.

#### **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.
- PMT coordinated with contractors site security due to ETA Tropical Storm.

### **Building Department**

- Building Department performed post-Tropical Storm Eta Damage Assessment
- Projects meetings/discussions this week: Downtown Doral Special Event "The Nutcracker", Jackson West, Skilled Nursing Facility, Private Provider/T-Mobile and Sculpture Exhibition
- Internal team meetings to streamline additional processes (e.g. cell towers)
- EnerGov project team continues local unit testing
- PHONES: Data available: 518 Inbound call count for week; 3:00m average time per call; 26hr+ total time for week
- INSPECTIONS: 102 Average Daily Inspections, 508 total Inspections Completed (week)
- PLANS REVIEWS: 330 Plan Reviews (Quantity), 2% Expedite, 4% Walk-Thru, 23% Rework, 71% Drop-off/Electronic
- Average plan review time per plan per trade = 26 mins
- LOBBY DATA (DORALQ): 132 Total Building Dept Customers; 26 Lobby Daily Average, 8.4 mins Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 10 mins
- 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**

- Code Compliance Officers worked a hurricane watch detail over the weekend to warn all local businesses with outside furniture/dinning.
- Code Compliance Officer worked during Veteran's Day, actively patrolling the city for various/common holiday violations.
- Department held monthly Special Magistrate meeting for the month of November, where 23 cases were successfully presented.
- Department held virtual interviews with 3 candidates to fill the vacant Code Compliance Officer position.
- Eight members of the department participated in the Sediment & Erosion Control refresher training.

### **Finance**

- Accounts Payable: Processed 137 invoices; 25 checks were issued for a total of \$439,270.
- 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 city wide payroll for the pay period ending November 8, 2020.

## PROCUREMENT

1. Below Cone of Silence Report for the week of 11/12/2020
2. A total of 26 PO's were created for a total value of \$525,243.

## PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 11/12/2020

- 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. 2020-26 – 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. 2020-28 - 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. 2020-25 - Construction of White Course Park  
Dept: Public Works  
Broadcast Date: 10/09/2020  
Due Date/ Bid Opening Date: 11/12/2020  
Status: 36 firms attended the pre-bid meeting.
- 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: 4 firms attended the pre-bid meeting.
- 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

## **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, 1,034 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. Seventy (70) appointments are made available each day via a link provided by Biotech Clinical Laboratory, which residents access through the City's website. The City does not see the information and does retain any information entered by residents through the Biotech link.

### 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, November 12, 2020, (45) essential personnel/first responders were tested at City Hall. To date, Human Resources has received 1,084 COVID-19 test results. To date, 687 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, the Human Resources Department was able to coordinate COVID-19 Testing on Wednesday and Thursday, October 28 and 29 at the Police Department. 29 Police Officers on the midnight shift were tested. The testing will be conducted once per month at the Police Department to from 9 p.m. to midnight in an effort to mitigate the spread of the virus. The next scheduled test is tentatively scheduled November 18 and 19, 2020.

## CURRENT JOB POSTINGS

Police Officer - Open Continuous

Auto Maintenance Technician - Open Continuous

Mechanical Inspector/Plans Examiner - Open Continuous

Structural Plans Examiner - Open Continuous

Laborer I - posting closes on 11/16/2020

### Special Projects

- Executive Internship Program: HR posted the internship on the City's job opportunity website for two weeks through November 9, 2020. 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 Handshake portal. The City is currently review 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.

## New Employees

Richard Gonzalez, Police review specialist. Start date Nov 16, 2020.

## Promotions

- Manuel Ravelo from Laborer I to Facility Maintenance Technician in the Public Works

6 applicants in the police background process:

1 Park Rangers

4 Police Officers

1 Park Ambassador

Interviews:

HR participated in interviews for Compliance

## Information Technology

- Public Safety Support - This week, the IT Department will be holding a call to discuss the process to migrate our Crime View server over to a new server. The IT department will be participating in a class to get certified to operate a Real Time Information Center. New Laptops have arrived, and we will begin to re-image them to deploy to officers to replace their old laptop.
- Systems Administration. This Week:
  - Review and Keep the backups if they are 100% operational.
  - Work with Microsoft to help to update the offline address book
  - Meeting with vendors to update project status.
  - Finish the Windows Update in October and restart servers over 60 days.
  - Assist Security manager to trace undelivered emails.
  - Synch the WUS Server with November Windows Updates
  - Work with Rubrik to fix an issue and review the environment.
  - Coordinate with the team to restart the servers that are over 60 days without restart.
- 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.
  - Modify doors schedule for Holiday and remote day due to tropical storm.
  - 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.
  - Reconciliation of physical inventory of IT equipment.
  - In addition, we continue to work on projects; FY1920 Replacement desktops at CH, access control at Legacy Park, and Configuring and troubleshooting Scan to Folder on Ricoh printers.
- Network Administration-This week, monitored the network, and performed actions based on incidents:
  - Added the networking devices from the PD RTOC department to the main monitoring system.
  - Configured the phone system to announce respective announcements due to a Tropical Storm and to the Veterans Day.
  - Configured the Meadows Park Switch after re-connecting the main facility (Provisioned it for networking devices).
  - Configured the Network Environment to supports the integration with our Partner for the EnerGov project. The network configurations included: Load Balancing, Content Switching, DNS domain entries, and Firewall Security and NAT policies.
  - Monitored the city low voltage wiring's partner during a job performed at the Council Chambers.
  - Evaluated a technology to be deployed at the Council Chambers to control the lighting system.
  - Assisted the HR department during the on-demand recordings in the Phone System.

- Supported the System Analyst during the provisioning of a new server for the PD RTOC department.
- System Analyst - This week, Worked on IRS 1099 G FORMS
- MUNIS Add Vendor Type BS (Business Grants) and RG (Rental Grants) TEST and PROD for CARES Act
- Research on 1099 G FORMS (Paper Type)
- SFTP Site Configuration
- Worked on MUNIS ERROR Accessing Web Interface
- Resolved MUNIS Issue with PDF Files
- Tyler ReadyForms PO's New Form Printing on TEST
- Working on various items with EnerGov; IO's and IAAs TESTING Revisions; CSS TEST Issues; CASHIERING Implementation, Intelligent Objects Configuration.

AV Support: This week,

- Provided AV support for Veteran's Day Event, Planning & Zoning, & Finance Department
- Assisted the Mayor with live interviews
- Moved UPS Backup Batteries into IT Storage
- Continued to design camera and AV system for bond projects
- Supervised CCTV installation for building attached cameras at Meadows Park
- Setup and tested Meadows park CCTV server.

• Security Manager

This week, over 32 emails were reported by City users and were analyzed for malicious intent. Also, continued to work on the City's vulnerability assessment. Attended various team meetings and began coordinating with support to troubleshoot connectivity issues.

• GIS Administration- This week:

- Continue to conduct and to test EnerGov, Tyler311 and communicate with EnerGov and internal team.
- Investigated geocoding (units) from ArcGIS Pro for Tyler311.
- Tested with building and public works staff address location (Tyler311).
- Troubleshoot and investigate with custom print widget and National Flood Hazard Layer 3rd party.
- Troubleshoot and investigated cache issue due to large size and coordinate system possibility projection.

• Database Administration: This week:

- Worked 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.
- Worked on the IT Internal Dashboard (Kace Tickets), updating the existing page for the IT Help Desk Tickets. A Second page was created to visualize the Change Management Tickets.
- Worked on the Data Conversion EnerGov Project on: A new backup for the Legacy Database with the specific tables requested by Tyler's Data Engineer. The backup was uploaded in the Tyler Kiteworks (SharePoint).

• 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 are 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 44% completed

- 2019-2020 Tyler 311

Tyler provided Checklist of all configuration required from us and these were added to Project plan. We are working with the standard Integration interface for sending data across software and improving GIS functionalities. We had call and they informed the release will soon be available for Nov and then we can test interfaces therefore we are waiting Tyler resolutions of issues to complete full testing. We continue unit testing with users/SME and planning implementation of Tyler311 environment this month while waiting for Tyler modifications for data fields require for the transfer of data to the PW Mobile 311.

Project overall is 61% 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 continue Updating 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. SME have given some recommendations which are being put in place, we are meeting weekly to review system features while waiting completion of Tyler311.

Project overall is 77% 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 accounts have been coded.

Project overall is 47% 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 finish with system configuration 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 27 % completed

- Application Development- This week:
- Set up reverse proxy with IIS for Tyler - Munis integration.
- Tested Tyler 311 admin and reports.
- Updated Tyler 311/ Mobile 311 integration to submit task resolution comment.
- Participated in various EnerGov meetings.

- 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 are waiting on final results from new reviser to complete work with us; we should have results this month and then we will have meeting for final auditor approval.

Project is 96% completed

- HRIS New System Project

We are waiting on team to provide updated 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 7% completed

- Upgrade Facility Dude Project

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 9% completed

- WCCD 37120- Yearly Smart City Certification Project

We are obtaining many data information from websites and external companies this week and will start entering data for Governance Indicator when worksheet is unlocked this month.

Project is 11% 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 26, and Site 30 LPR camera installation.
- Continued with the installation/setup of all IT rack related equipment and started the installation of office/rec. center cameras at Meadows Park.

## **Parks and Recreation**

- Special Needs Specialist held weekly virtual classes for Doral Special Olympics Group.
- Events staff hosted Veteran's Day ceremony at Veteran's Park.

## **Planning and Zoning**

- The Licensing Division completed the annual BTR renewal notice mailing for the 2020-2021 Business Tax Receipt Renewals. We have already begun to receive payments of new mailings. (See new renewal payments below. The 2019-2020 licensing period was extended to December

31, 2020 by City Council.) The department continues to train new employees (Admin, Licensing Clerk, and Planners). The staff is 80% ready to complete the current programs and continues to support IT and Building Department.

#### Occupational Licensing

- 212 Business Tax Receipt renewals for FY 2021 have been processed this week.
- 13 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: 2
- Building Permits reviewed: 39
- Planning Inspections conducted: 15
- Planning and Zoning Director participated in weekly bond meeting for the city parks.
- The Planning and Zoning Department received letter from the State Land Planning Agency stating that Adoption Package 20-01ESR for Downtown Doral Art District Text Amendment to the City of Doral Comprehensive Plan was determined to be completed.
- The Planning and Zoning Department received letter from the State Land Planning Agency stating that Adoption Package 20-02ESR Downtown Doral Art District - Map Amendment to Comp Plan Doral FLUM Arts Reuse District Overlay was determined to be completed.
- Planning and Zoning Director conducted training for planners to discuss the implementation of new regulations and permitted uses in Downtown Doral Art District.
- Planning Director participated in Teams online call with Doral Cay regarding the use of swale areas for parking. A site visit was subsequently scheduled for this Friday with PW, Building, and Planning.

#### **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. Held evaluation meeting for both the Business Assistance grants and the Household Rent Relief Program grants. The committee is over 50% completed.
- Participated in pre-event logistics for CAMACOL Doral's third business webinar.
- Hosted CAMACOL Doral 'The Big Pivot' Town Hall Meeting.

#### **Police Department**

##### Arrests

- Felonies: 6
- Misdemeanors: 6
- Traffic: 5
- Warrants: 2
- DUI: 0

##### Traffic Citations

- Hazardous Moving Violations: 332
- Non-Hazardous Moving Violations: 212

##### Notable Arrests & Incidents

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

##### Organized Fraud

Doral Police arrested a woman for the embezzlement of over \$106,000 from her employer. The investigation conducted indicates that the subject was employed as an accounting manager by a business located in Doral. Part of her duties and responsibilities included the payment of

individuals who worked as independent contractors. Beginning in December 2018 until July 2020, the subject engaged in a pattern where she diverted funds from the business' bank account to her own personal bank account. The transfers were made to look as if they were payments for services rendered to others who perform work for the business. The fraudulent scheme unraveled when the CEO of the company received a telephone call from a mortgage company who wanted to verify the subject's income. When the CEO was told of the salary the subject had listed on her application the CEO became suspicious since the figure provided far exceeded the subject's salary. In addition, the CEO learned from other employees that the victim had commented that she was paying off her personal vehicle and was having cosmetic plastic surgery. The CEO proceeded to conduct an audit of the transactions conducted by the subject and confirmed that she had on multiple occasions transferred funds to her personal account but concealed them on the books by making them appear as if there were payments for services rendered to different of the contract employees the company uses. When confronted with her illicit activities, the subject immediately resigned. The CEO of the company contacted the Doral Police Department and an independent investigation into these criminal allegations commenced. The detective assigned to the case verified that the alleged theft of funds by the subject had in fact occurred. The detective contacted the subject and advised her of the investigation and the fact that he wanted to speak to her. The subject made spontaneous statements where she implicated herself. She also advised that she had an attorney and provided the detective with his contact information. The subject came into the Doral Police Station and surrendered herself. 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 responded to a reporter for the Univision News Network who was assisted by a Doral Police officer after being the victim of a theft. The reporter wrote a lengthy letter on her Instagram page in which she expressed gratitude to the officer during her unfortunate experience.
- The PIO coordinated a human-interest story on WSVN Channel 7 regarding an officer who stopped on her way home to assist an animal who was in peril. The story aired on the station's several newscasts and was also posted on their online webpage. It portrayed the Doral Police Department in a very positive manner.
- The PIO served as the Master of Ceremony at the Annual Doral Veterans' Day Ceremony.
- 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

- Palmera HOA meeting
- IRA's group property management-towing dispute @ Doral Park Plaza 3905 NW 107 Av
- Miami Free Zone-Rakattan-status on warehouse still there
- Hellman's-logistics for Turkey food drive
- Doral Park Country Club-HOA meeting schedule
- Ronald Reagan High-meet with new MDCPS sergeant
- Adajio –Resident contact
- Leeward-resident contact

- Barbados-resident contact
- Publix Doral Commons-DR 311 Food support logistics-possible thanksgiving day lunch delivery event
- Best Wester/Baymont INN/Doral Park Plaza/Springhill Suites/ Safecam & Trespass
- DR 311 Stats and new working list for 11-17-20 delivery
- NOV HOA Schedule for DPCC
- Marriott Vacation Villas active shooter-domestic safety presentation
- RMCS school coverage
- Doral Academy Elementary –school relief
- Fast signs-new corrected quote for Safecam signs
- Reschedule DR 311 delivery from 11-9 Monday to 11-17 Tuesday due to storm
- Hurricane ETA-flooding –assist patrol and check areas for floods
- Contact representative owner from Gas station NW 79 Av & 58 St @ Esquina Del Lechon for flooding
- Check NW 79 Av 58st-54 St flooded spoke with business and check for open business
- Postponing Galapagos 2 meeting invite and communicating w/HOA member Nestor Garcia for stats
- Follow up with City Hall for Thanksgiving Drive truck insurance-obtained.
- Palmetto ford-confirmed pick up tomorrow thanksgiving drive trucks
- Follow up with Walmart for W9 request and obtained-check requested
- Close out on 49 @ Springhill Suites at NW 107 Av & 41 St 201025018494
- Palmera close out email with regards to talking points with residents
- Follow up with City, Rita and Dulce for traffic calming devices on NW 102 Av & 74-90 St-speeding
- Request to traffic unit for enforcement of NW 102 Av & 74 St-90 St
- Follow up with Motors in reference to speeding on NW 102 Av & 90-74 ST
- Finalize check request and truck pick on Thanksgiving food drive
- AMLI-Suspicious incident-case 201031018911-survey scheduled
- Highland community follow up with Property manager on Noise ordinance issue
- 11401 and 11407 NW 82 St #32
- Met with Ms. Trujillo in Our Lady catholic Cemetery with regards to suspicious person
- Promenade-illegal dumping issue recommended calling DPD, and Safecam
- The Courts-requested crime prevention meeting
- Palmetto Ford-logistics picking up trucks for Thanksgiving drive
- Thanksgiving food drive conference with JCB High Ms. Espinosa
- Meeting with Galapagos 2 to discuss year to date CAD list of calls for their meeting
- Conference calls with Doral Isles-Antilles resident and SFSG staff in regards to walking off leash pet. Mr. Pontiff resident in Doral Isles and Mr. Mendez & Andy from SFSG, mediate ongoing concerns with security following the resident.

#### Office of Emergency Management

- Continuous outreach to general public on Tropical Storm ETA and preparations prior to impacting South Florida area with TS force winds and flood threat.
- Supported City Public Affairs TS ETA messaging on social media.
- Attended multiple NWS Miami webinar briefings regarding TS ETA threats to South Florida
- Attended Miami-Dade County Office of Emergency Management conference call with Municipalities regarding preparation plans for Eta.
- Contacted Satellite cities pre and post storm to provide support.
- Provided Divisional Reports regarding flooding areas due to TS ETA via WebEOC.
- Provided ARM360 support to Departments pre and post storm.

- 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.

## **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 58,978 (146 more followers than last week)
- SOCIAL MEDIA HIGHLIGHT: Post reach on Facebook this week was up 87% from last week; Page views were up 48% from last week.
- Promoted multiple city events/initiatives including but not limited to: Manolo Valdes Exhibit, food drive rescheduling, and The Nutcracker, closures/details Re: Eta Storm
- Film Permit execution
- Media Pitch/Inquires –Manolo Valdes & Doral Glades Water Certification
- Interdepartmental meeting for Manolo Valdes Exhibit
- Design Projects: Winter newsletter design and draft ongoing
- Videos:  
Release of The Nutcracker Promotional Video  
Release of Veterans Day Highlight Video  
Pre-production – Happy Holidays from Doral
- Event Coordination
  - o Live stream/video coverage of Veterans Day Ceremony
  - o Video coverage of Veterans Day Ceremony
  - o Facility Use Coordination-FI Blue Flu Shot event 11/18
  - o SBA Signing Ceremony 11/19
  - o Manolo Valdes Exhibit Kick-off 12/5-12-6
- Evaluation Committee Meeting for Doral CARES Rental Program and evaluation of 2nd batch of applications
- Citizens Academy Presentation for Public Affairs

## **Public Works**

- R&D completed file upload with all lighting events and color combinations for the Exterior Lighting at the Doral Government Center.
- Inspected and passed annual domestic and Fire Backflows inspection at the Government Center, Police Department, and the Training Center.
- On 11/13/2020 EMC will be cleaned up all Elevator pits at the Doral Government Center in preparation to the Annual Elevator inspection scheduled for 11/16/2020.
- Received Notice to Proceed from the Miami-Dade Transportation Planning Organization (TPO) for the Doral Boulevard Corridor Access Management Study.

- Held the Kick-Off Meeting for the Doral Boulevard Corridor Access Management Study
- Executed the Bus Bench Contract with InSite Media
- Held the Service Schedule Training with Remix