



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** December 03, 2021

**From:** Hernan M. Organvidez, Interim City Manager

**Subject:** **Weekly Council Update/ November 28 - December 04, 2021**

## City Manager's Office

Interim City Manager along with Interim Deputy City Manager, City Clerk Diaz, and City Attorney Figueredo held weekly Staff Meeting with Department Directors. The following items were discussed:

### **POLICE**

Police investigated a theft at the Trump Doral Resort. A band was hired to perform at a wedding that was being held at the hotel. One of the band members took property belonging to the other band members and attempted to flee. The subject was apprehended and placed under arrest. Doral Police was dispatched to a "Shots Fired" call at the Chilis Restaurant. An officer in the area observed two subjects in the parking lot who were arguing. One of the subjects was armed with a firearm. Upon seeing the officer, the subject threw the weapon in the bushes. The subject was arrested, and the firearm was recovered.

### **INFORMATION TECHNOLOGY**

Meeting with Plante Moran.

IT staff continues to work with Tyler to resolve outstanding issues with ENERGOV.

The parts necessary to repair the garage doors are expected to arrive this week.

### **HUMAN RESOURCES**

A new BUILDING inspector begins this week.

Finalizing the newsletter for December.

Working to resolve pending issues involving FMLA and Workmen's' Compensation.

### **FINANCE**

Auditors are on site this week.

Working with HR to hire a Finance Clerk.

### **PLANNING & ZONING**

Reviewing Licensing Clerk applications.

Zoning Workshop scheduled for this Wednesday.

### **PUBLIC WORKS**

Working Miami-Dade County regarding the traffic signal for NW 114 Avenue and 82 Street. Stormwater improvements are ongoing throughout the City.

Final interviews with the three finalists for the position of Facilities Manager scheduled for this week.

## **PUBLIC AFFAIRS**

Finalizing the details for dignitary visits.

Public Affairs personnel will be on site at the lighting of the Christmas tree and the Menorah this week.

## **PARKS AND RECREATION**

Christmas tree lighting and movie nights scheduled for Wednesday.

Lighting of the Menorah scheduled for Thursday.

Nativity set delivered today. Will be installed tomorrow.

Downtown Doral closed to the public as a result of the Codina activities. Playground in the park will remain open.

## **BUILDING**

Three applications were received for the position of Budget Coordinator.

Interviews for Building Inspector scheduled for December 8.

Issues with invoicing in ENERGOV persist. Working with Tyler to address.

## **CITY CLERK**

Finalizing agenda for the meeting with the Mayor.

- Interim City Manager and Interim Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held Agenda Review meeting with Mayor Bermudez.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Procurement Manager, Ms. Tanya Donigan.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Chief Financial Officer, Ms. Matilde Menendez and Assistant Finance Director, Ms. Solangel Perez.
- Interim Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez and System Analyst, Ms. Eylon Fernandez.
- Interim Deputy City Manager held meeting with Economic Developer, Mr. Manny Pila.
- Interim City Manager held meeting with Chief Information Officer, Ms. Gladys Gonzalez and Interim Human Resources Director, Ms. Rita Garcia regarding Legislative Analyst Measures.
- Interim Deputy City Manager along with the Mayor, Councilmembers and City staff attended Holiday Tree Lighting and Movie Night at Downtown Doral Park.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Interim Chief of Police, Mr. Raul Ubieta.
- Interim City Manager held weekly meeting with Interim Human Resources Director and Acting Assistant Human Resources Director.

- Interim City Manager held weekly meeting with Public Affairs Communication Director, Ms. Maggie Santos.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Legislative Analyst, Mr. Christian Contreras regarding Ronald McDonald House Charities of South Florida.
- Interim Deputy City Manager held weekly meeting with Parks & Recreation Director, Ms. Erin Sullivan.
- Interim Deputy City Manager along with the Mayor, Councilmembers and City staff attended Light Up the Night at Downtown Doral Park.
- Interim City Manager and Interim Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.

## **Capital Improvement Project Manager**

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

- General Construction Activities:
  - o Drainage installation/excavation
    - Storm water drainage system installation is 90% complete.
    - Contactor working with exfiltration trenches preparation.
      - Installation is underway of the three (3) drainage manholes modifications as the pipe inverts were lowered to avoid clashing with existing city water and electrical lines.
        - Pending FPL repair. No response has been given to KVC.
  - o A water truck will be used to irrigate the areas impacted by the existing irrigation system disruption. Truck service to be used only when needed.
  - o KVC will prepare a 10' x 10' mockup with the proposed roofing material for the sloped roof area.
    - The Architect of record and the City representative will inspect for approval.
  - o Parapet and concrete countertops.
    - Pending concrete steps for north egress path and access gate (opening) to elevator machine room.
  - o The following activities will be performed in the upcoming weeks:
    - Contractor continues cleaning interior spaces.
    - Building plumbing, fire sprinkler installation and electrical wiring is well underway.
    - Amphitheater step seating is pending.
      - On November 19<sup>th</sup> B&A submitted alternate design to avoid multiple pours.
    - Contractor continues elevator vestibule construction.
      - Elevator machine and cab is scheduled for mid-December.
    - Rooftop terrace steel trellis initial installation is complete.
      - Steel welded joints were treated with primer.
    - Rooftop terrace waterproofing continues this week.
    - Interior partition walls construction continues in the administration area.
      - Door frames are also being installed.

- Electrical backboxes installation on going on the Main Art Space and Multipurpose room.
      - Backboxes for TV walls are complete.
    - B&A landscape architect will visit the site on Friday December 3<sup>rd</sup>.
    - Doral Parks will visit the site on December 13<sup>th</sup>.
  - KVC completed tree root pruning/tree protection in the park on August 6<sup>th</sup>.
    - Four (4) Live Oaks will be relocated from the Downtown Doral Park area into the project site.
    - Three (3) additional trees are scheduled to be relocated for the BOH drop off driveways (N.E 53<sup>rd</sup> Terrace).
    - Contractor will need to close the southern sidewalk along NW 53<sup>rd</sup> Terrace. Contractor has a PW permit but will modify if needed to close sidewalk longer as they need to prune the root system 90 days prior to relocation.
      - Project Manager started coordination communication with Doral Code Enforcement and Public Works Departments.
- On-going construction submittals/RFI's.
  - IT Department coordination is on-going.
    - Finalized location, elevation, and section of Interactive Display.
      - Field verified modifications to the interactive TV display in the multi-purpose space from City IT communicated to Contractor and A/E.
    - Pending clarifications from Contractor for TV wall layouts.
    - Poles where cameras will be installed were marked by the PMT and confirmed by Doral IT.
      - KVC will use the markings to double check pull boxes locations.
    - Low voltage site meeting with vendor and City IT on December 2<sup>nd</sup>.
  - AT&T pull box relocation on-going.
    - KVC coordinated with AT&T to have the relocation of the box around late November or early December.
      - AT&T confirmed they have the relocation scheduled and coordinated with KVC
    - Scheduled with KVC for late November as the area is used as material laydown space.
  - Art in Public Places:
    - Planning and Zoning Department to confirm date for next committee presentation.
  - Revision 19 & 20 is being review by City of Doral Building Department.
  - FF&E:
    - Verified dimensions of the recessed opening in wood veneer wall for the interactive display in lobby with City IT.
    - Waiver of Liability and Hold Harmless received to mount cameras to Codina's light poles.
  - City of Doral Mayor to visit the project site with the PMT and KVC on October 26<sup>th</sup>.
  - KVC submitted change orders for:
    - Modification of drainage structures (\$27,608.00) 5 days extension request.
    - Elevator machine room modification (\$35,259.00) 4 weeks extension request.
    - Upcoming elevator cab and machinery storage delay (TBD).
  - PM provided to Parks and Recreation Department the building signage submittal. Doral Parks provided confirmation on the Code of Ordinances and the park building operational hours.
    - Sign submittal approved and released.
    - All building signage will use "Doral Cultural Arts Center".

- Contractor will not be able to start conduit laying work on the Downtown Doral Park area because it will be used for the Nutcracker (Codina) through the end of the year, and then it is also reserved for activities through the end of January.
  - o KVC does not foresee delays caused by this yet.

**Morgan Levy Park:**

- o Project completed.
- o MDC DERM Grease Trap permit review is on-going.
  - Grease trap installation is in review to be compliant with current code.
  - PMT requested grease trap inverts (as-built data) from original contractor.
  - Pending Grease trap contractor to survey the grease trap to provide certified elevations.
  - Contractor collected grease trap invert survey data on November 5th. Pending certified invert elevations.
  - Pending certified invert elevations. EAC provided grease trap CADD files.
  - Received Certified invert elevations as built from contractor. PMT forwarded to EAC for their DERM package submittal.

**White Course Park:**

- o Permitting process is on-going:
  - o Miami Dade WASD permit is on-going.
    - Pending sketch on Lennar's Easement parcel.
- o General construction activities:
  - o Monument sign construction is 95% complete.
    - Pending final coat of paint and letter.
  - o Parking Lot curb construction 80% complete.
  - o Restrooms Building is on-going.
    - MEP rough-in is 95% complete.
    - Restroom interior walls stucco is 100% complete.
    - Gypsum board 100% complete.
    - Plumbing fixture installation ongoing.
    - Lighting fixtures housing installation 100% complete.
      - Lighting fixture installation ongoing.
    - Facade stone veneer and cast stone installation 100% complete.
    - HVAC rough 100% complete and passed inspection.
    - Rainwater harvesting tank installation complete.
    - Pump irrigation system 95% complete.
    - Restroom Building painting 90% complete.
  - o Electrical power meter installed, pending FPL service.
    - Service activation completed.
  - o Roof inspection passed the tie-cap inspection.
    - Metal roofing ongoing with partial approval.
  - o Sewer lateral extension completed.
    - Palm tree and sod installation this week.
  - o Site Utilities:
    - Lighting pole bases installation 100% complete.
    - Irrigation lines installation is 95% completed.
      - Inspection was completed and passed this week.
  - o Site flat work:
    - Northeast and Mideast formwork, reinforcement and concrete poured for sidewalks and pavilions is 95% complete.
    - East side of the site final grading is 90% complete.
    - Rain garden grading is 90% complete.

- o Off-leash dog areas:
  - Final lift 100% complete
    - Pending artificial turf.
  - Fence posts is 100% complete. Gate installation remaining.
  - Artificial turf onsite, installation ongoing.
- o Putting green:
  - Final grading 95% complete.
    - Artificial turf on site, installation is on-going
- o Pavilions:
  - Soil compaction & Concrete slabs pour completed.
  - Shelters to arrive this week.
- o Playground area:
  - Shade cover pole footings concrete pour 100% complete.
  - Playground equipment installation ongoing, artificial turf to follow.
  - Playground shade cover columns completed
    - Shade installation is still ongoing.
- o Fitness area:
  - Concrete slab placement 100% complete.
  - Installation of fitness equipment pending RFI #44 (spacing and orientation of equipment)
    - Chen Moore creating course of action to remedy this item.
  - Installation of fitness area lighting pending RFI #43 (mounting of lighting fixtures)
- o Fitness Area shade cover columns and shade installation 100% complete.
- o General Landscaping:
  - Tree installation ongoing.
- o General activities:
  - o RFI's Submittals are on-going.
  - o Art in Public Places.
    - Art in Public Places banners received September 14<sup>th</sup>.
    - Contractor has been provided the quote from Binca for park wayfinding signage and educational signage.
      - PMT assistance resulted in a savings of approximately \$1,000.
  - o AiPP Package signed by Architect to route to City Manager for submission to Planning and Zoning for Committee Review.
  - o IT Department received P.Os.
  - o IT and Parks & Recreation provided information for Keying schedule for the restroom building.
  - o Waterfront Paver installation coordination on-going.

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

- Project completed.

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

- Permitting process and activities are on-going:
  - o FEMA is requesting additional information for the DCP CLOMR submittal. On-going.
    - BCC (Modeling Contractor) and 300 Engineering are working on proposal for response to the FEMA comments, due December 21<sup>st</sup>, 2021.
  - o MDC Water and Sewer Permit is on-going.



- ROW rededicating the unused ROW to the Central Park pending City Attorney review and recommendation.
  - CLOMR Management resubmittal by December 21<sup>st</sup>, 2021.
  - Completing the purchase of the State Land SE corner.
- KL regraded the Voter Temp Parking Lot to address flooding issues.
  - Temporary fence for parking at south side of property to be removed.
- Weekly OAC meetings are held every Tuesday.
- IT Department coordination is on-going.
  - Access Control System plans for all Phases complete.
- Art in Public Places is on-going.
- FF&E coordination is on-going.
  - Pending quote from JC White for indoor furniture.
    - Delay due to Design Team input.
  - Received breakout quote for sports lighting per area from Musco.
  - ACS comments from security vendor were discussed on November 5<sup>th</sup>.
- Owner Direct Purchase is on-going.
- Budget refinement is on-going.
- Council member banners updated to reflect rotation update on November 10<sup>th</sup>, 2021.
- Received quote for ChargePoint EV charging stations with installation, and updated W-9 for vendor registration with the city.

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

- RFP #2021-09:
  - Deadline to Opt-out of Technical Proposals due October 29<sup>th</sup>.
  - Technical proposals due November 3<sup>rd</sup>.
  - Addendum No. 8 “Revised Schedule” published on September 29<sup>th</sup>.
  - FDOT objects to a 16’ lateral offset clearance, as it would require a Design Variation.
    - FDOT recommends a conference call with Karina Fuentes to discuss.
  - Technical proposals due on November 18<sup>th</sup>.
  - Technical Proposal Page Turn Meeting on November 30<sup>rd</sup>.
  - Addendum 10 has been released.
  - Addendum 11 issued on November 1<sup>st</sup>.
  - Technical proposals due – November 18<sup>th</sup> (Opt-Out deadline Nov 19<sup>th</sup>)
  - Technical Proposal Page Turn Meeting – December 7<sup>th</sup>

#### **Trail Network:**

- Sharrows:
  - Interlocal Agreement submitted to MDC on-going.
- Bike lanes:
  - H&J quantity take off approval is on-going.
  - Public Works Chief of Construction followed up:
    - Waiting for subcontractor proposal/pricing/quantities confirmation.
  - Public Works and PMT meeting to discuss responsibilities of the management of the construction held on October 12<sup>th</sup>.
  - Work order has been issued and sent to the contractor, pending contractor’s signature.

#### **Trails and Tails Park (Lighting Improvements):**

- IT Department coordination is on-going.
- Permitting:
  - Secondary building sub-permit application complications resolved.



- General Activities:
  - o IT room construction estimated to begin late November.
  - o Conduit layout on the Parking Lot area is 40% complete.
    - Bollard installation is 25% complete.
  - o Conduit layout on the Share path/trails is 90% complete.
  - o Conduit layout on the park's big dog area 12% complete.
  - o Solar power bollards coordination with Park and Recreation Department concluded.
  - o Light poles scheduled for December 13<sup>rd</sup> delivery.
    - Conduit installation to begin on day one, light pole installation to begin after December 13<sup>rd</sup> delivery.
  - o Small Dog Park area to close on December 6<sup>th</sup>.
    - Conduit and light pole installation to commence simultaneously.
  - o Damaged sprinkler lines have been partially repaired and the health of the sod is being monitored.
  - o Horsepower is currently working on an as build to get conduit for communication from the devices to the IT room.

#### **Additional Items:**

- PMT weekly Status of Projects held every Wednesday.
- Fiscal Year 2022 Staffing Work Plan approved.

### **Planning and Zoning**

#### **Occupational Licensing**

- 2- Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 15- Business Tax Receipt applications for new businesses have been received this week.
- 22- Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 0- Alcohol Packets have been signed.
- 0-Temporary Outdoor Dining Permit Issued

#### **Planning and Zoning**

- Addresses issued: 2
- Building Permits reviewed: 97
- Zoning Inspections conducted: 19
- Site plans reviewed/approved: 2
- Zoning verification letters: 2
- The Planning and Zoning Director met with the Chief License Clerk to review the license clerk candidates' applications.
  - The Planning and Zoning Director participated in a meeting related CVS-Navarro Development at NW 41 Street and 114 Ave.
- The Planning and Zoning Department submitted two items for the December Council meeting agenda.
- The Planning and Zoning Assistant Director conducted the weekly Planners' meeting.
- The Planning and Zoning Department provided comments for the Midtown Site Plan.
- The Planning and Zoning Department participated in the Fall 2021 Mayor's Citizen Academy.
- The Planning and Zoning Director participated in a meeting regarding Crudo restaurant and the liquor license application process.
- The Planning and Zoning Department participated in a meeting to discuss traffic for TRANSAL development.

- The Planning and Zoning Department conducted a community Zoning Workshop on Thursday, December 2nd.

## **Economic Development**

- Met with Alfredo Escobar, XYGO LATAM, re: follow-up on 2019 meeting with ProChile and Enterprise Florida to orient new tech business coming to Doral from Chile.
- Coordinated presentation for Fundación Lideres Globales visit from Latin American mayors from El Salvador, Honduras and Panama on December 3rd.
- Coordinated with Maurice Gray re: virtual interviews with Goldman Sachs 10,000 Small Businesses applicants on December 9.
- Coordinated meeting with Alex Barthet, The Barthet Firm, referred by Miami Dade County Small Business Division re: workshops on construction law.
- Coordinated with Beacon Council re: Spanish firm Comexi's owners visit to Doral site.
- Met with artist CJ Latimore, referred by Adriana Clark, USDOT Office of Small Business Southeast Region re: Call to Arts orientation.
- Met with Marshall Steingold & Bill Kress re: Doral Map content and deadlines.
- Met with director of Cumbre Latinoamericana re: logistics of visit by group of mayors on December 10.
- Attended Greater Miami Convention & Visitors Bureau Visitor Center Partners Meeting.
- Attended Ribbon Cutting event at Dolce Balloons.
- Attended Ribbon Cutting event at Styles Boutique at City Place.
- Participated in Citizens Academy presentation from Planning and Zoning Department.
- Reviewed applications for Business Outreach Coordinator position.
- Coordinated ribbon cutting and Spend Local requests.
- Issued Façade Grant payment to Village of Doral Greens.
- Coordinated PTSA Grant submittals.

## **Building Department**

- ADMIN: Staff attended weekly staff meeting via Teams; Director/BO attended weekly meeting with IDCM; Staff attended SFBOA Holiday Luncheon & Awards Meeting; BO, Director & Chief Building Inspector attended SFBOA Executive Board Meeting for EOY activities; Director held monthly Chiefs/Supervisors meeting. Director attended Parks Bond meeting.
- EnerGov Update: Met with System Analyst regarding available functionality and discussed protocols, limitations for regulatory agency. Extended time out issues being reported to system analyst; Plante Moran EnerGov Phase II meeting.
- HUMAN RESOURCES ACTIVITIES: Vacancies: Building, Mechanical, Plumbing & Structural Plans Examiner; Building Inspector interviews scheduled 12/8; PPI & Budget Coordinator position have closed and selections for interviews pending approval.
- PROJECTS: Team following-up on special events permits; CCHomes projects continue. Lincoln Dealer EV Stations.
- NEW TEAM MEMBERS: Please welcome New Building Inspector Mr. Javier Parodi who started Monday, Nov. 29. 2022. Mr. Parodi has experience with EnerGov and hails from the Miami Beach Building Department.

- **CELEBRATIONS:** Please congratulate the winners of this year's South Florida Building Officials Association Annual Awards, all hailing from the City of Doral Building Department, an association first! Vince Seijas, Building Official of the Year, Danilo Brito, Plans Examiner of the Year, former employee Alex Perez, Inspector of the Year and Jane Decker, Member of the Year!
- **APPLICATIONS:** 96 (dn) Permit Applications Received (all departments)
- **PERMIT & PLANS REVIEWS:** 194 (dn) Plan Reviews (all departments)
- **PERMITS ISSUED:** 113 (dn) Permits Issued (all departments) with a construction value of \$3.3 million (up) and \$58,691 permit fees collected (up)
- **INSPECTIONS:** 323 (dn) Total Inspections Completed (all departments)
- **SOLUTION CENTER PHONE CALLS:** 302 (dn) total for 18+ hours (dn); No data on answer rate this week.
- **LOBBY DATA (DORALQ):** 135 (dn) Total Building Dept Customers; 54 Lobby Daily Average (2.5 days open), 16 mins (up) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 12 mins (up))
- **VELARO CHAT PORTAL:** 1,384 (dn) Online Visitors, 3 of 8 chats completed, Handle time 0:56m

Active files in Review Coordinator as of 12/01/21:

- Review Coordinator - New: 134; Approved: 32, Failed: 4
- Permit Status (FEES DUE): 569 (dn) permits with payments pending\* (May include issue permits with reinspection fees, or payments not acknowledged yet; all trades and modules)
- Permit Status (SUBMITTED – ONLINE): 47 applications (--) [may include reworks or 2nd round submittals]; (Backlog June (1), July (8), August (15), September (21), November (2) - \*Backlog files may include items already touched, Reworks, or workflow has been abandoned; working on status change updates.
- Item Review Status (BLUEBEAM QUEUED): 282 (dn) items pending review by a trade or discipline

### **Code Compliance**

- Team of officers has concluded the second round of outreach visits to those restaurants that have received their temporary outside dining approvals for the purpose of providing a friendly reminder to remove the temporary items from the outside.
- Citizen's Government Academy continued with week 6, where the Planning and Zoning Department and Economic Development making the presentation.
- Director attended regularly scheduled Animal Welfare Committee Meeting.
- Two early morning inspections were conducted beginning at 4:30 am in an industrial property that abuts a residential community where early morning garbage pickups were taking place and disrupting multiple residents.

## **Finance Department**

- Accounts Payable: Processed 128 invoices; 72 checks were issued for a total \$257,790.
- The department continues to work with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP on the 2021 fiscal year-end audit and gathering the documents required in the Fieldwork phase of the audit.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).

## **PROCUREMENT**

- A total of 30 PO's were created for a total value of \$753,959.

### **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 12/2/2021**

- Solicitation No. and Title: RFP No. 2021-09 – Construction of Pedestrian Bridge - FDOT  
Dept: Public Works  
Broadcast Date: 04/01/2021  
Due Date / Bid Opening Date: 05/05/2021  
Status: 3 Technical Proposal received; Page Turn Meeting schedule on 12/09/21.
- Solicitation No. and Title: RFP No. 2021-11 – Design-Build Adaptive Re-Use Infrastructure Development  
Dept: Public Works  
Broadcast Date: 04/15/2021  
Due Date / Bid Opening Date: 05/14/2021  
Status: Award Recommendation Made.
- Solicitation No. and Title: RFQ No. 2021-17 – Transportation Master Plan Update  
Dept: Public Works  
Broadcast Date: 10/01/2021  
Due Date / Bid Opening Date: 11/12/2021  
Status: 5 Bids Received; Phase I scheduled for 12/07/21.
- Solicitation No. and Title: ITB No. 2021-18 – Stormwater Improvement - NW 89th Place & NW 24th Terrace  
Dept: Public Works  
Broadcast Date: 10/15/2021  
Due Date / Bid Opening Date: 11/17/2021  
Status: Award Recommendation Made.
- Solicitation No. and Title: RFP No. 2021-23 – Camps and Specialty Camps  
Dept: Parks & Recreation  
Broadcast Date: 11/19/2021  
Due Date / Bid Opening Date: 12/17/2021  
Status: 3 Firms attended the Pre-Bid Meeting.

## **Human Resources**

### **CURRENT JOB POSTINGS**

- Administrative Assistant, Parks & Recreation Department, Closes on 12/03/2021
- Assistant Cultural Center Supervisor, Parks & Recreation Department, Closes on 12/03/2021
- Auto Maintenance Helper, Public Works Department, Open Continuous
- Chief of Engineering, Public Works Department, Open Continuous
- Laborer I, Public Works Department, Closes on 12/24/2021
- Park Service Aide, Parks Department, Open Continuous
- Permit Clerk (PW), Public Works Department, Closes on 12/13/2021
- Planner, Planning & Zoning Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Open Continuous
- Plans Examiner (Plumbing), Building Department, Open Continuous
- Police Officer, Police Department, Open Continuous
- Project Engineer, Public works Department, Closes on 12/23/2021
- Receptionist/Recreation Service Aide, Parks Department, Open Continuous
- Recreation Service Aide, Parks Department, Open Continuous
- Structural Plans Examiner, Building Department, Open Continuous

### **SPECIAL PROJECTS**

- The HR Department is working on finalizing details of the 2021 employee Holiday Event.

### **PRE-EMPLOYMENTS**

- Accounts Payable Specialist, Police Department
- Police Officer, (1 candidate), Police Department
- Recreation Service Aide, (4 candidates), Parks & Recreation Department

## **Information Technology**

- Public Safety Support - This week, the PD IT updated the IA platform. Microsoft Windows updates were applied to all PD servers. A printing issue was fixed at PD. Police vehicle continue to be added to the AVL system. IT assisted in the civil asset forfeiture report. Mobile LPR PO was sent for purchase as approved by council. Records email external bounce back issue was fixed. the PD employee directory was updated. Met with VMS vendor to discuss moving city cameras over to our other VMS to consolidate all cameras under one VMS. Fixed the crash reporting system in RMS. Fixed a printing issue at the training center.
- Resolved 90 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Troubleshoot the Credit Card Machines at Morgan Levy Park.
- Relocation of the desk in the third-floor reception.
- Setup account for the new Building Inspector.
- Setup new iPads for Planning and Zoning and the new Building Inspector.
- Met with the Security 101 vendor to replace the readers at the Parking Garage.
- Continue to work on the installation of the latest Adobe Acrobat Pro software and the deployment of a new license.
- Modified door schedule for night events.
- Continue to work on reconciliation of physical inventory of IT equipment.

- Systems Administration. This Week:

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

Weekly change management meeting.

Meeting with consultant to analyze new phone system

Include PZ Director in the group to access the dashboards

I verified the Chassis logs and deleted to clear the alerts.

Assisted the Helpdesk with user with problem to work with open files.

Meeting with vendor to start the project to install new data storage in City Hall.

Restore proxy server from backup and remove and rejoin to the domain.

Assist Helpdesk supervisor to troubleshoot printer issues.

Changed group policy that manages local admin for servers.

Upgrade the backup device to improve the tasks execution.

Worked with consultant to review the archiving retention policies.

Completed the Windows Server Update for November 2021

Meeting with Microsoft about the portal migration.

- Configured the phone system to announce the holiday recording (Thanksgiving and Black Friday). Also, configured a new "On-Hold" (Christmas) message.

- Confectioned and delivered a custom phone report for the Public Works Department.

- Troubleshoot network services for the Police Department. This included in-depth systems checking's across multiple platforms.

- Performed walkthrough to Doral Cultural Center with a city vendor to address common concerns.

- Continued to work on remediation and following best practices as advised by a city's partner.

- Continued to monitor the Network and performed actions based on incidents.

- Supported the City Hall Help Desk during troubleshooting of phone (VoIP) issues.

- Started provisioning new Remote Sites for Intersection Services. This includes working with a Service Provider and, Network Design, and new configurations on multiple systems.

- Security Manager

This week, over 117 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Obtained the certificate of completion for the Cyber Analyst training. Provisionally passed Cybersecurity certification exam.

- GIS Administration- This week:

- Continue to conduct systems and communicate with vendor and internal Information Tech team.

- Information Tech Staff meeting.

- Research GIS products.

- Follow up with vendors about GIS products.

- Tested GIS data building value field issue.

- Troubleshoot and resolved issue with GIS software authorization.

- Developed and tested GIS system application.

- As per planning/zoning request, troubleshoot and resolved for senior planner with GIS map app issue.

- As per planning/zoning dept's request, updated City's Zoning Map attachments for Industrial, Industrial Commercial and Industrial Restrictive zoning districts on GIS portal.

- Communicated users support.

- Continue to rebuild and test systems.

- Weekly GIS maintenance.

- Application Development- This week:
- Updated Store Procedure for issuing permit when paid.
- Updated views used by GIS to select building value from previous or present year.
- Participated in Microsoft Dynamics 365 meeting.
- Tested IAA for to attach documents and finish workflows on paid/issued permits: IAA's still not running in TEST environment.
- Worked on City Clerk document locations for website.

- Data Integration Engineer:

- 1.- Working on the Interface from Tyler 311 to New asset essentials dude solutions, updating the 311 interfaces to send requests to the new Asset Essentials Dude Solutions.
- 2.- Refreshed the Internal and External Dashboards as usual at the beginning of each month, running the manual processes that together with the automated ones populate the graphs.
- 3.-Working on the Cd-Plus Attachments project; Troubleshooting an issue moving Energov files to Laserfiche.

- Intersection Technology System Support:

- 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 Electrical engineer on the design/permit of Site 27 and 30 LPR camera installation.
- Continued working with PM team and low voltage wiring contractor in the design/coordination/installation of all IT infrastructure/equipment at Morgan Levy, Cultural Center, White Course, Trails n Tails and Central Park.
- Continued working with AV Tech on CCTV camera failures throughout city facilities.
- Working with contractor to completed conduit repairs and fiber run between SEC and NEC pole at NW 107Av & 25 St (Site22).
- Started with the installation of the UPS ,Meanwell 48V power supply ,breaker panel and surveillance camera server at Morgan Levy Park IT room.
  - Started the coordination of the surveillance cameras installation at Morgan Levy Park with SCS (low volt. contractor) and surveillance camera server at Morgan Levy Park IT room.
  - Started the coordination of the LPR system installation at Site I with HP Electric and Vetted Security Solutions.

## **Parks and Recreation**

- Events staff held Park & Tree Lighting & Movie Night Event in Downtown Doral Park on 12/1 with an estimated 3,000 guests,
- Events staff held annual Light Up the Night event at Downtown Doral Park on 12/2 with 100 guests in attendance.

## **Police Department**

Arrests 26

- Felonies: 8
- Misdemeanors: 11
- Traffic: 0
- Warrants: 11

## Notable Arrests & Incidents

Tamper With Physical Evidence  
Firearm/Discharge in Public  
Concealed Weapon or Firearm/License to Carry

Doral Patrol Officer were patrolling the area of 87 Avenue and NW 13 Terrace when they heard a gunshot coming from a nearby parking lot. Officers observed a large group of people running away from a male that was armed with a firearm. Officers tactically approached the armed male and took him into custody. Witnesses told officers that the male armed with a gun was involved in an argument with another male and fired a shot into the air. The male subject was arrested and transported to TGK.

Concealed Weapon or Firearm/License to Carry

Doral Patrol Officers were investigating an incident in the parking lot of 8669 NW 13 Terrace and became in contact with a white male subject that was part of the investigation. As officers detained the male subject, they discovered a concealed firearm inside the male subject's fanny pack. The male subject was arrested and transported to TGK.

## Public Information Office (PIO)

- 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 handled other tasks assigned by the Chief's Office.

## Neighborhood Resource Unit

- Following up with Ingrid/Vesta from Apex 10551 NW 88 ST regarding indecent exposure case DR211118022506.
- 7930 NW 36 St #21B. Tips and Dips Nail Studio. Meeting with the owner and provided her with Safecam info and updated alarms information.
- 7801 NW 29 St -business contact-alarms.
- 2176 NW 82 Av-business contact -alarms.
- Milan Community- New HOA president Mr. Magagnoli was contacted to coordinate a crime prevention meeting.
- Avalon- Followed up with Mr. Grant regarding the Safecam program and installing lock boxes for police access.
- Doral Isles. Follow up with Property Manager Osorio's to attend the HOA meeting and assist with DPD case 211112022091.
- Urbana/Canarias- Followed up with resident Chandi Thakkar regarding traffic concerns in the community.
- 9401 NW 41 St. Doral Estates -Survey.
- Meeting @ 9401 NW 41 St with Lopefra & SFC
- Milan confirms meeting for Wed December 15, @ 7pm with Ms. Takasu, topics Holiday Safety rules and open questions.
- Follow up with Doral Inn Suites 1212 NW 87 Av regarding police visibility at the hotel.



- 8890 NW 107 Ave Coronado holiday event. Lissette from CAM property management. Is inviting DPD to attend their event and provide holiday safety tips on Sunday 12-12-21 3p-5p. pending her email.
- 3940 NW 79 Av Avalon. Meeting with the property manager to set up the lock box location and discussed the following:
  1. Security after office hours
  2. Controlled access to the exit gate.
  3. Holiday Safety Tips
  4. See Something Say Something-Calling the police directly
  5. Noise Ordinance
  6. Tailgating and calling the police
- Plastic Surgery Center. One of the largest facilities in Doral. They expect to have 60 employees. NRU offered an employee Safety meeting. We discussed the following:
  1. Safecam
  2. Trespass
  3. See Something Say Something.
  4. McDonalds 7555 NW 107 Av met with the GM regarding an update on afterschool kids causing a disturbance, the incidents have diminished.
  5. John I Smith School met with Ms. Piloto regarding the information of 2 needy families for Shop with a cop 10451 NW 19 St.
  6. Milan 10300 NW 33rd St. provided Holiday safety Tips to the HOA. Ms. Takasu
  7. Doral Gardens 5200 NW 107th Ave, provide the Holiday Safety Tips to Marianne the property manager
  8. Avalon-I provided Mr. Grant with the Holiday Safety tips 3940 NW 79 AV
  9. All Import Tech 7861 NW 55 St, I provided owner Julio with update on NW 78 Av Road construction addressing flooding in the area.

#### Upcoming H.O.A.s and Meetings

##### December Meetings Times Community Address

December 6	6:30 PM Doral Gardens 5200 NW 107th Avenue
December 7	7:00 PM Avalon 3940 NW 79 Avenue
December 8	7:00 PM Doral House One 5001 NW 104 Avenue
December 9	7:00 PM Townhouse Doral Oaks 5001 NW 104 Avenue
December 15	7:00 PM Milan 10300 NW 33 Street
December 16	7:30 PM Doral Lakes 5001 NW 104 Avenue
December 27	7:00 PM Village of Doral Oaks 5001 NW 104 Avenue

#### Training Unit

- Citizens Academy Week # 6-Traffic Stops (12-2-2021).
- Criminal Law Training Schedule Preparation (Retired Judge Israel Perez).
- Simulator Training for GIU (TBD) and Motors (12-8-21).
- PSA Academy: (Total of 6 PSA's-Doral-2, Medley-1, Miami Gardens-1, Miami PD-1, and Hialeah Gardens -1).

1. Traffic Crash Investigations.
2. Vehicle Operations.
3. Physical fitness.

- MPD Police Academy  
Week 24 (November 22 thru November 26, 2021)

During this week the recruits took their written First Aid exam. They will now begin to prepare for Critical Incidents. Recruits continue to PT.

- MDPD Police Academy Class #134:

Week 14 (November 22 thru November 26, 2021)

During last week the recruits continued preparing for their Chapter 7 exam and preparing for their Defensive Tactics practical exam. PT continues as part of their daily activities.

- MDPD Police Academy Class# 135:

During last week recruits have been reviewing for Chapter 1, they also had a PT assessment which both recruits performed very well. Today they have their Chapter 1 exam. This week they will begin reviewing for Chapter 2. PT continues as daily part of their training.

Office of Emergency Management:

- Shared information regarding Hazard Mitigation Grant Program - Covid 19 (HMGP) - deadline including information on new digital Florida Division of Emergency Management (FDEM) grants portal submission process.
- With IT, conducted monthly Emergency Operations Center (EOC) inspection.
- Created situation reports, and shared COVID-19 and other relevant news with Directors, DPD command, and satellite cities. Information also included weekly COVID reports provided by the Florida Department of Health (FDOH), County daily Covid-19 dashboard, etc.

## **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 64,722 (39 additional followers)

- SOCIAL MEDIA HIGHLIGHT: Instagram reach increased 45% (13.3k); Instagram engagement increased 142% (1.5k)

TOP POST: Instagram post highlighting Tree Lighting event(8.1k reach and 336 likes)

- Promoted multiple city events/initiatives including but not limited to: Call to Artists, Downtown Doral Holiday Fest, FDOT safety campaign, women's survey, Downtown Doral Park closing, SBDC Spanish workshop
- Design/Web Projects –Updates to City website, several certificates, proclamations, Holiday safety social media campaign, Planning & Zoning workshop flyers
- Photography of public art around the City for Planning & Zoning Dept.
- Exploratory meeting with Autism Speaks organization about City involvement in 2022

- Events:
  - o Philo's Project event logistics/coverage
  - o Coordination for South FL Water Management Board Meeting
  - o Tree Lighting – Doral TV coverage
  - o Menorah Lighting – Doral TV coverage

- Videos:
  - Published – 15 second video branding promo video
  - Published – Spend Local – Blos and Roses
  - In production – Holiday Council Messages
  - In production – Virtual Storytime with Santa
  - In production – Holiday Events Recap

## **Public Works**

- NW 114 Ave/NW 82 Street Traffic Signal - Construction contract has been forward for contractor's execution. Anticipated NTP 12/6.
- Government Center Safety & Security Measures (TGSV) - Contractor working on 3rd floor reception area; 2nd floor is 85% completed; 1st floor is 90% completed.

## **Transportation:**

- Attended the Florida Department of Transportation (FDOT) Non-motorized Traffic Monitoring Program Demonstration Training.
- Installed the data collection equipment on the Turnpike Trail at NW 41 Street as part of the FDOT Non-motorized Traffic Monitoring Program.
- Met with KLA School to discuss their Traffic Operations Plan.
- Attended the Grant Writing USA Seminar,