



# Memorandum

---

**To:** Honorable Mayor and City Council

**Date:** November 08, 2021

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

**Subject: Weekly Council Update/ October 31 - November 06, 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**

Doral Police investigated a Lewd and Lascivious Assault at the Haunted House in International Mall. A man inappropriately touched an 11-year-old girl. When he was confronted by the girl's father, the subject produced a knife. The subject was taken into custody without incident.

Doral Police responded to a domestic violence shooting at a residence in the Grand Bay Community. A man shot a woman killing her and gravely injured a man. The subject fled the scene and was apprehended less than 12 hours later in Columbia County near the Jacksonville area. The case is being handled by Miami Dade Police Department.

A vehicle crashed into a vacant storefront in the area of NW 12 Street and 107 Avenue. The driver was not injured.

The Motors Squad assisted with the funeral procession of Hollywood Police Officer Yandi Chirinos who was killed in the line of duty.

### **INFORMATION TECHNOLOGY**

Tyler corrected critical issues with the ENERGOV platform.

Waiting for parts to repair garage doors.

Submit memorandum for ARPA funding.

### **FINANCE**

Closeout of FY 2020-21 is complete.

Continue working on the audit.

### **HUMAN RESOURCES**

New hires begin work in the PARKS and HUMAN RESOURCES Departments.

Preparing the Employee of the Year Award.

Preparing the Thanksgiving Raffle.

### **ECONOMIC DEVELOPMENT**

Working on the Doral Décor website.

Meeting with Business View magazine.

Representatives from the Aspen Institute will visit the City this week.

Business Outreach event will be held this week.

Several ribbon cutting events are scheduled for the coming weeks.

## **PLANNING AND ZONING**

Working on the Comprehensive Plan

## **PUBLIC WORKS**

AC Unit (Chiller) at the police department is being repaired this week.

Public Works Inspector vacancy was filled.

Two Laborer vacancies were filled.

Interviews for Facility Manager are being held this week.

## **PUBLIC AFFAIRS**

Monthly visit from the State Attorney's Office is scheduled for this week.

Preparing to film the annual holiday message from the elected officials.

## **PARKS AND RECREATION**

Working with Public Affairs to record Santa's message.

Coordinating Veterans' Day ceremony.

## **CODE COMPLIANCE**

Military Affairs Advisory Board to meet this week.

Mayor's Government Citizens' Academy session scheduled for this week.

Meeting with the City Attorney to discuss liquor ordinance.

## **BUILDING**

Received 44 applications for permit clerk position.

Received one resignation.

## **PROCUREMENT**

Working on contract for new HR software.

## **CITY CLERK**

Finalizing agenda for November Council Meeting.

- Interim City Manager held meeting with Mr. James Dobson Jr.
- Interim City Manager and Interim Deputy City Manager held meeting with Ms. Luimar Garza.
- Interim City Manager and Interim Deputy City Manager along with City Attorney Figueredo and City Clerk Diaz held Agenda Review Meeting with Mayor Bermudez for Council Meeting scheduled November 10, 2021.
- 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.
- Interim City Manager and Interim Deputy City Manager presented at the Fall 2021 Mayor's Citizens Government Academy.

- Interim City Manager along with City Attorney Figueredo held meeting with Mr. Rodolfo E. Renon and Mr. Franklin A. Torrealba from 300 Engineering Group, P.A. to discuss Central Park CLOMR/Request for Meeting.
- Interim Deputy City Manager held meeting with Interim Chief of Police, Mr. Raul Ubieta, Parks & Recreation Director, Ms. Erin Sullivan, Assistant Parks & Recreation Director, Mr. Lazaro Quintero, Interim Human Resources Director, Mr. Rita Garcia, Interim Assistant Human Resources Director, Ms. Elizabeth Ramirez-Lopez, Interim Deputy Chief of Police, Mr. Daniel Borrego and Interim Mayor, Ms. Nancy Fernandez to discuss Park Rangers.
- Interim Deputy City Manager along with Chief Financial Officer, Mr. Matilde Menendez held meeting with Chief Information Officer, Ms. Gladys Gonzalez, Parks & Recreation Director, Ms. Erin Sullivan, Public Works Director, Mr. Carlos Arroyo, Assistant Finance Director, Ms. Solangel Perez and Accountant, Mr. Alfred Pereira regarding ARPA Project Evaluation.
- Interim Deputy City Manager held weekly meeting with Economic Developer, Mr. Manny Pila.
- Interim City Manager and Interim Deputy City Manager held meeting with Public Works Director, Mr. Carlos Arroyo, Building Official, Mr. Vince Seijas and Stormwater Manager, Ms. Stephanie Bortz to discuss Watershed Master Plan 4/CRS Program.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Interim Chief of Police, Mr. Raul Ubieta, Interim Deputy Chief of Police, Mr. Daniel Borrego and Interim Mayor, Ms. Nancy Fernandez.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Interim Human Resources Director, Ms. Rita Garcia and Interim Assistant Human Resources Director, Ms. Elizabeth Ramirez-Lopez.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.
- Interim City Manager and Interim Deputy City Manager along with City Attorney held meeting with Stormwater Manager, Ms. Stephanie Bortz and Eugene Collings-Bonfill from EXP, USA, Inc. regarding Doral Central Park.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez.
- Interim City manager and Interim Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.
- Interim City manager and Interim Deputy City Manager along with City Attorney Figueredo and City Clerk Diaz held meeting with Chief Financial Officer, Ms. Matilde Menendez to discuss Legistar process.
- Interim City manager and Interim Deputy City Manager along with City Attorney Figueredo and Legal Office Manager, Ms. Yamileth Pereyra held meeting with Chief Financial Officer, Ms. Matilde Menendez and Procurement Manager, Ms. Tanya Donigan to discuss the transition of transferring insurance.

- Interim Deputy City Manager held weekly meeting with Assistant Public Works Director, Ms. Rita Carbonell.

## **Capital Improvement Project Manager**

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

- General Construction Activities:
  - o Drainage installation/excavation
    - Storm water drainage system installation is 100% complete.
    - Contactor working with exfiltration trenches preparation.
      - Pending three (3) drainage manholes will need modification as the pipe inverts were lowered to avoid clashing with existing city water and electrical lines.
  - 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 Parapet and concrete countertops.
    - Roof parapet and concrete countertops reinforcement on the roof terrace is 100% complete.
      - Countertops on the private yard are completed.
      - Pending concrete steps for egress path and access gate to elevator machine room.
      - Fall protection walls on the north egress path and the area in front of the elevator completed.
  - o The following activities will be performed in the upcoming weeks:
    - Contractor continues cleaning interior spaces. Working on interior plumbing and wiring, fire sprinkler installation and electrical wiring.
      - Pending roof plumbing inspection.
    - MEP rough-in continues this week. Roof drain piping and chiller lines installation in progress.
    - On-going elevator shaft 2<sup>nd</sup> floor to upper roof rebar installation, formwork, and block walls.
      - RFI response received, contractor started CMU walls erection.
      - Contractor continues elevator vestibule and shaft roof construction.
      - Elevator machine and cab delivery is rescheduled for mid-December due to delays on RFI responses.
  - o 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.
- On-going construction submittals/RFI's.
  - IT Department coordination is on-going.
    - o Finalized location, elevation, and section of Interactive Display.
    - o 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.

- AT&T pull box relocation on-going.
  - o 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
  - o Scheduled with KVC for late November as the area is used as material laydown space.
- Art in Public Places:
  - o 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:
  - o Verified dimensions of the recessed opening in wood veneer wall for the interactive display in lobby with City IT.
  - o 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:
  - o Modification of drainage structures (\$27,608.00) 5 days extension request.
  - o Elevator machine room modification (\$35,259.00) 4 weeks extension request.
  - o 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.
  - o Sign submittal approved and released.
  - o All building signage will use "Doral Cultural Arts Center".

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

- o Project completed.
- o MDC DERM Grease Trap permit review is on-going.
  - o Held call with DERM on October 19<sup>th</sup>.
  - o PMT requested grease trap inverts (as-built data) from original contractor.
  - o Grease trap contractor is surveyed the grease trap to provide certified elevations.

#### **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 90% complete.
  - o Parking Lot curb construction 80% complete.
  - o Restrooms Building is on-going.
    - MEP rough-in is 95% complete.
    - Restroom interior walls stucco is 95% complete.
    - Gypsum board 70% complete.
    - Lighting fixtures housing installation 100% complete.
    - Facade stone veneer and cast stone installation 100% complete.
    - HVAC rough 70% complete.
    - Rainwater harvesting tank installation complete.
    - Pump irrigation system 95% complete.
  - o Electrical power meter installed, pending FPL service.
  - o Sewer lateral extension completed.
    - Palm tree and grass to be installed simultaneously with park's landscape.
  - o Site Utilities:
    - Lighting pole bases installation 95% complete.

- Irrigation lines installation is 90% completed.
      - Inspection was completed and passed this week.
  - 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 70% complete.
  - Off-leash dog areas:
    - Final lift 100% complete
      - Pending artificial turf.
    - Fence posts is 95% complete. Gate installation remaining.
  - Putting green:
    - Final grading 95% complete.
      - Pending artificial turf. Last week of November.
  - Pavilions:
    - Soil compaction & Concrete slabs pour completed.
  - Playground area:
    - Shade cover pole footings concrete pour 100% complete.
    - New delivery date of playground equipment is November 22<sup>nd</sup>.
    - Shade cover poles were installed Friday, November 5<sup>th</sup>.
  - Fitness area:
    - Concrete slab placement 100% complete.
    - Installation of fitness equipment pending RFI #44 (spacing and orientation of equipment)
    - Shade cover poles were installed Friday, November 5<sup>th</sup>.
- General activities:
  - RFI's Submittals are on-going.
  - Art in Public Places.
    - Art in Public Places banners received September 14<sup>th</sup>.
      - Quotes for educational banner were requested in order to submit final package.
  - IT Department received P.Os.
  - IT and Parks & Recreation provided information for Keying schedule for the restroom building.

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

- Project completed.

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

- Permitting process and activities are on-going:
  - 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.
  - MDC Water and Sewer Permit is on-going.
    - BA re-submitted responses to WASD comments on October 4<sup>th</sup>, 2021.
      - WASD Permit comment were received on November 3<sup>rd</sup>. Responds is being prepared by BA.
    - WASD requested the city states that they are the solely responsibility for the obtaining the easement over private land.
      - WASD Permit in final stamping stage

- o MCD 87th Street off site (median work) tree relocation permit submitted.
    - Received 87th tree removal permit.
- Phase I Soil Improvements:
  - o City of Doral Building Department permit issued.
    - Pending Water and Sewer approval.
- Phase IV Recreational Center/Lake Wall Foundation:
  - o MDC Fire waiting for resubmittal (WASD permit).
  - o MDC CORE waiting for resubmittal (WASD permit).
  - o KL has been directed to hold work on geothermal system.
- o Phase II & III Amphitheater, Ballfields and Skate Park:
  - o Bermello-Ajamil submitted rework design.
  - o On hold due to WASD permit.
- Construction Activities:
  - o Drainage.
    - Work in the NW corner is completed.
    - Installed structures, solid pipe, and exfiltration pip at the north side.
    - Adjusting structure tops to finish grade and backfill pipe for densities is on-going.
  - o Filling and grading are on-going.
    - Progress on embankment and grading on the S.W. corner is on-going.
    - Adding the first lift of fill to facilitate pipe installation and prevent pipe installation and flotation is on-going.
  - o Installing sheet pilings.
    - Sheetpile installation to be completed.
    - Embankment and cap preparation activities is on-going.
  - o Ductbank Installation
    - Telecom Ductbank installation is complete.
- General Activities:
  - o Weekly OAC meetings are held every Thursday.
  - o City's court
    - 92nd ROW dedication.
    - Obtaining DCP South side 7.5' x 50' easement for WASD.
    - Clearing DCP SW corner NW 29th St. easement.
    - 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.
  - o KL regraded the Voter Temp Parking Lot to address flooding issues.
  - o Weekly OAC meetings are held every Tuesday.
  - o IT Department coordination is on-going.
  - o Art in Public Places is on-going.
  - o FF&E coordination is on-going.
    - Pending quote from JC White for indoor furniture.
    - Musco to send quote for sports lighting broken out into areas.
    - ACS comments from security vendor were discussed on November 5<sup>th</sup>.
  - o Owner Direct Purchase is on-going.
  - o Budget refinement is on-going.

## **Doral Boulevard Pedestrian Bridge:**

- RFP #2021-09:
  - o Deadline to Opt-out of Technical Proposals due October 29<sup>th</sup>.
  - o Technical proposals due November 3<sup>rd</sup>.
  - o Addendum No. 8 “Revised Schedule” published on September 29th.
  - o 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.
  - o Technical proposals due on November 18<sup>th</sup>.
  - o Technical Proposal Page Turn Meeting on November 30<sup>rd</sup>.
  - o Addendum 10 has been released.
  - o Addendum 11 issued on November 1<sup>st</sup>.

## **Trail Network:**

- Sharrows:
  - o Interlocal Agreement submitted to MDC on-going.
- Bike lanes:
  - o H&J quantity take off approval is on-going.
  - o Public Works Chief of Construction followed up:
    - Waiting for subcontractor proposal/pricing/quantities confirmation.
  - o Public Works and PMT meeting to discuss responsibilities of the management of the construction held on October 12<sup>th</sup>.
  - o 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:
  - o Building sub-permit application complications resolved.
- General Activities:
  - o IT room construction estimated to begin early 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 November 15<sup>th</sup> delivery.
    - Conduit installation to begin on day one, light pole installation to begin after November 15<sup>th</sup> delivery.
  - o Small Dog Park area to close on November 15<sup>th</sup>.
  - o Damaged sprinkler lines have been partially repaired and the health of the sod is being monitored.

## **Additional Items:**

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

## **Planning and Zoning**

### **Occupational Licensing**

- 27- Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 38- Business Tax Receipt applications for new businesses have been received this week.
- 435- Business Tax Receipt renewals for FY 2021-2022 processed this week.



- 2- Alcohol Packets have been signed.
- 0 Temporary Outdoor Dining Permit Issued

### **Planning and Zoning**

- Addresses issued: 4
- Building Permits reviewed: 56
- Zoning Inspections conducted: 32
- Site plans reviewed/approved: 5
- The Planning and Zoning Department participated in the Bonds Meeting Process Construction Management.
- The Planning and Zoning Director participated in a meeting with Raising Cane to discuss the proposed development.
- The Planning and Zoning Director attended the weekly meeting with Deputy City Manager.
- The Planning and Zoning Department met with the City Attorney, Police Department, and Code Compliance for review of the Alcohol Ordinance.
- The Planning and Zoning Department participated in a pre-application meeting with Collection Suites for the property located at 6030 NW 102nd Avenue.
- The Planning and Zoning Director met with the City Attorney to discuss the proposed daycare for JTP Church located at 9590 NW 25th Street.
- The Planning and Zoning Director participated in a pre-application meeting to discuss the proposed development for the property along NW 79th Avenue and NW 50th Street.
- The Planning and Zoning Department participated in a meeting with Midtown Doral to discuss permit updates for Phase II.
- The Planning and Zoning Director participated in a meeting with Public Works to discuss details of the 2021 Tree City USA application.
- The Planning and Zoning Director participated in the Director's meeting.
- The Planning and Zoning Director attended a Webinar on leading with equity.
- The Planning and Zoning Director attended a Webinar on developing a trail competency framework.
- The Planning and Zoning Department Staff conducted a Zoning Workshop for Lehman Doral on November 4, 2021.

### **Economic Development**

- Hosted 'Minority Business Tools for Growth and Prosperity' business workshop with Florida State Minority Supplier Development Council, Miami Dade County and Business Valuations partner on November 4.
- Attended UNITAR signing ceremony with Mayor and Council members.
- Attended ribbon-cutting of Roy Rodriguez mural "Doralita" in Downtown Doral Arts District.
- Met with Business View Magazine and Public Affairs re: Doral special section focusing on economic development.
- Met with Business Flare re: data for Doral Décor District and Downtown Doral Arts District websites.
- Met with Jose Luis Pichardo, Orsia Homeonatural, LLC re: setting up business in Doral, participating in Doral programs and connecting with particular sectors.
- Contacted Monat representative re: Gratitude event.
- Followed up with Henry Serrano, Vista Color re: permitting inquiry.
- Contacted Victor Ortiz, Atlanta Federal Reserve, re: connecting with Doral businesses through Economic Development division and city events.
- Contacted Bryan Juliatti, Government of Galicia, Spain, re: interest of Grupo Finsa in building a large factory in Doral.

- Coordinated ribbon cutting and Spend Local requests.
- Coordinated Façade Grant reimbursement packets from Doral Showplace, Village of Doral Greens and Loyola Elementary.
- Coordinated PTSA Grant submittals.
- Aided Art in Public Places promotion with South Florida arts organizations.

## **Building Department**

- ADMIN: Assistant Director attended weekly staff meeting via Teams; Director attended weekly meeting with IDCM; Director held discussions regarding Budget Coordinator with IDCM; Director attended Voter and Vaccine Accessibility - Disability Rights Florida Webinar; BO attended Watershed Master Plan Meeting; BO/Director attended monthly SFBOA Meeting w/ Stephen Shang of Falcon Structures (Container Buildings); Director held monthly Chiefs/Supervisors Meetings; Attended FCCMA Welcome Webinar; Attended Parks Bond Meeting.
- EnerGov Update: Testing CSS 2021.3 upgrade; "Manage Permit" screen down for entire day 11/4, unable to review plans or update permits; able to test CSS upload with faster functionality, EReviews function of placing item "in review" is still one by one, no grouping task (this will be a problem on larger projects with hundreds of files)
- HUMAN RESOURCES ACTIVITIES: Records Clerk position closed, candidates selected and forwarded to HR/CM for review. System Analyst position has closed. Vacancies: Building Inspector, Mechanical & Structural Plans Examiner; Plumbing Plans Examiner reposted.
- PROJECTS: Vista Color permit progress; District79 Announcements and concrete pours with Public Affairs; FRB Project;
- APPLICATIONS: 153 (dn) Permit Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 357 (up) Plan Reviews (all departments)
- PERMITS ISSUED: 165 (dn) Permits Issued (all departments) with a construction value of \$19.7 million (up) and \$489,717 permit fees collected (up)
- INSPECTIONS: 662 (up) Total Inspections Completed (all departments)
- SOLUTION CENTER PHONE CALLS: 793 (dn) total for 27+ hours (dn); 1,093 total calls (dn) to all department extensions with 561 (51%) no answer (up)
- LOBBY DATA (DORALQ): 200 (up) Total Building Dept Customers; 40 Lobby Daily Average, 16 mins (up) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 20 mins (up))
- VELARO CHAT PORTAL: 3,256 (up) Online Visitors, 1 of 6 chats completed, Handle time 0:17m

Active files in Review Coordinator as of 11/1/21:

- Review Coordinator - New: 78; Approved: 3, Failed: 9 \*\*Great work, team!\*\*
- Permit Status (FEES DUE): 552 (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): 66 applications (dn) [may include reworks or 2nd round submittals]; (Backlog June (3), July (11), August (18), September (34) - \*Backlog files may include items already touched, Reworks, or workflow has been abandoned; working on status change updates.
- Item Review Status (BLUEBEAM QUEUED): 324 items pending review by a trade or discipline (may include items with a Closed, Cancel or other global status - or- Reworks)

### **Code Compliance**

- Director and Assistant Director met with Planning & Zoning Department, Doral PD, City Attorney, and City Manager's Office to discuss effects of possible changes to Sec. 74-194 of the City of Doral Code of Ordinances.
- Four Code Compliance Officers worked overnight detail to inspect and enforce proper sales of alcoholic beverages at 23 different establishments throughout the City.
- Director attended special Military Advisory Board meeting.
- Second week of Mayor's Citizen Government Academy was held, where Mayor and City Manager's Office presented to the group of students.
- Director and Assistant Director met with Vanderbilt resident to discuss various community issues.
- Members of the department met with residents and Building Official to discuss sinking backyards at the Mediterranean Community.
- Code Compliance department proactively crafted and hand-delivered a warning letter to local indoor soccer business that is promoting a concert for November 20th without proper permits and over their allowed occupancy.

### **Finance Department**

- Accounts Payable: Processed 137 invoices; 18 checks printed, and 1 wire transfer was processed for a total of \$621,911.
- 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 Planning phase of the audit.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).

## **Procurement Division**

- A total of 94 PO's were created for a total value of \$5,045,593.

### **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 11/03/2021**

- 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 Shortlisted Firms; Technical Proposals due on 11/18/21.
- 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: Anticipated Notice of Award 11/10/21.
- 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: 16 Firms attended the Pre-Bid Meeting.
- 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: 17 Firms attended the Pre-Bid Meeting.
- Solicitation No. and Title: ITB No. 2021-19 – NW 82 Street and NW 114 Avenue Traffic Signal  
Dept: Public Works  
Broadcast Date: 09/15/2021  
Due Date / Bid Opening Date: 10/15/2021  
Status: 3 Submittals; bids are being evaluated.

## **Human Resources**

### **CURRENT JOB POSTINGS**

- Assistant Parks Supervisor (Maintenance), Parks Department, Closes on 11/16/2021
- Auto Maintenance Helper, Public Works Department, Open Continuous
- Building Inspector, Building Department, Open Continuous
- Chief of Engineering, Public Works Department, Open Continuous
- Crime Scene Technician, Police Department, Closes on 11/17/2021
- Laborer I, Public Works Department, Closes on 11/28/2021
- Park Service Aide, Parks Department, Open Continuous
- Planner, Planning & Zoning Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Open Continuous
- Plans Examiner (Plumbing), Building Department, Open Continuous

- Plans Reviewer (PW), Public Works Department, Open Continuous
- Police Officer, Police Department, Open Continuous
- Receptionist/Recreation Service Aide, Parks Department, Open Continuous
- Recreation Service Aide, Parks Department, Open Continuous
- Special Needs Programs Aide/RSA, Parks & Recreation Department, Closes on 11/11/2021
- Structural Plans Examiner, Building Department, Open Continuous
- System Analyst, Information Technology Department, Closes on 11/17/2021

#### SPECIAL PROJECTS

- Attended virtual Worksite Wellness Conference “Wellness Solutions & Best Practices,” in which the City was nominated for a small size category (less than 500 employees) for Florida Worksite Wellness Awards.
- The HR Department is working on finalizing details of the 2021 employee Holiday Event.

#### NEW HIRES

- Intern from FIU, Finance Department, Commencing Internship on 11/09/2021

#### PRE-EMPLOYMENTS

- Building Inspector, Building Department
- Planner, Planning & Zoning Department
- Code Compliance Officer I, Code Compliance Department
- Laborer (2), Public Works Department
- Project Inspector, Public Works Department
- Executive Intern, Mayor & Council Department

### **Information Technology**

Smart City projects are underway:

- FPL 2 LPR Poles/Public Safety Project:

Vendor informed Site 1 is being completed; area is being restored. Waiting on Miami Dade for sites 27 and 30 as this week will be resubmitted after addressing comments received. Vendor has submitted to the city of Doral MOT permit requirements.

Project is 69 % completed.

- HRIS New System Project

Legal is reviewing agreement, we are waiting approval to start the Project Charter and meet with project manager to start initiation phase.

Project is 21% completed

- Upgrade Facility Dude Project

We successfully completed the implementation and now performing post-implementation of new Assets Essential system.

Project is 97% completed

- WCCD 37120- Yearly Smart City Certification Project

We completed last comments waiting on certification of the City of Doral and then re-submit for Auditor verification. We re-submitted workbook for review last week waiting on certification.

Project is 97% completed

- Public Safety Support - This week, the PD IT performed a communication test with Miami-Dade County EOC. An issue was fixed in the Red-Light Camera transmittal process. IT assisted FDLE in video surveillance. The transition to a new AVL platform has begun 10 police vehicles have been transitioned over. A quote has been asked to retrofit the Doral Police Command Post. IT Supervisor sat in an interview panel for the hiring of a System Analyst. IT continues to work with phone provider to restore the EOC POT lines. A few PD servers were rebooted to install new Windows updates. Received new electronic citation numbers to be entered into the RMS system.

- Resolved 90 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Resolved with the Microsoft Support team the issue that some users were presenting when they try to activate their Office subscription.
- Met with the access control vendor to resolved a pending issue with the strike in the IT Room at Morgan Levy Park.
- Setup account for the new Human Resources Generalist.
- Troubleshoot the Credit Card Machines at Doral Legacy Park and Morgan Levy Park.
- Replaced Councilwoman Digna Cabral's phone.
- 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 backup support to collect and send logs to them.

Assisted the Helpdesk to fix the problem with some PCs to print.

Recovered files deleted by mistake from user.

Fixed the backup issue with 2 virtual servers

Created a group to DBA give permission to read data from dashboards and added an user to this group.

Assisted helpdesk supervisor to fix a mailbox for returning user.

Upgraded the ESRS and the Network administrator helped to create firewall rule.

Assisted the AV Analyst to test the park server after upgrade memory.

Added the Password proxy server to backup schedule.

Recovered some files from archive to Public Zone department.

Re-run the backup jobs that failed yesterday manually.

Enabled multifactor to an user in Finance.

- Researched and evaluated new IT Technologies to acquire in the City. Also, worked on pricing and collaborated with partners to address costs - benefits.
- Supported the Sr. System Administrator when configuring new monitoring features on systems. This included modifications on Core Routing and Security Policies.
- Elaborated and provided a custom call report for the Public Works Department.
- Supported the CH Help Desk during troubleshooting of services at Doral Legacy Park.
- Modified the Call Routing for the Code Compliance and Planning and Zoning Departments.
- Continued to monitor the Network and performed actions based on incidents.
- Continued to work on remediation and following best practices as advised by a city's partner.
- Supported the Parks team during troubleshooting of Fire Alarm Analog Phone Lines.
- Assisted the PD Help Desk Supervisor during verification of Notification Services on PD Systems.

#### System Analyst- This week:

- Attended weekly support calls with Tyler support team and the different city departments
- Created tickets with Tyler support for newly reported issues
- Followed up on all opened tickets with Tyler support and City Hall respective departments
- Coordinated meetings between Tyler support and city staff for different issues
- Assisted the Finance department with the financial system access and workflow modifications
- Researched Tyler Community articles for issues' resolution
- Actively collaborated in Tyler Community such as: posting Ideas and up voting relevant ones, maintain active communication in user forums for the permitting and financial system
- Troubleshooted issues from newly upgraded system
- Assisted citizens with portal account registration and login issues
- Registered for upcoming Florida User Group meeting
- Participated in the System Analyst position interviews

#### Data Integration Engineer:

- 1.- Working on the Interface from Tyler 311 to New asset essentials dude solutions.
- 2.- Created a Report linked to the database for the Planning and Zoning Department for review the Internal Dashboard metrics data.
- 3.- Assisted the Building Department Director to run a report requested by a Consulting Company for Permits Issued in October 2021.
- 4.- 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.
- 5.- Updated the Building Internal Dashboard to included two Finance Id's on the Revenue and Budgets scripts.

#### 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.
- GIS meeting with vendor about GIS
- Developed and tested GIS system application.
- Troubleshoot, tested and published GIS geocode / locator.
- Communicated users support.
- Continue to rebuild and test systems.
- Weekly GIS maintenance.

#### Application Development- This week:

- Set up IO for the new store procedure for payment - issue permit.
- Created IAA for to attach documents and finish workflows on paid/issued permits.
- Worked with Tyler 311 support for email task.
- Disabled azure functions for 311 api integration with old PW system.
- Worked with Tyler 311 on updating 311 mobile app.

#### 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 Site1, 26 ,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 LPR system installation at Site I with HP Electric and Vetted Security Solutions.

### **Parks and Recreation**

- Recording of Milk & Cookies with Santa & Mrs. Claus was done by Public Affairs on 11/1.
- Parks Director attended weekly meeting with Acting Deputy City Manager to discuss ongoing department items.
- Parks Director met with Events team to discuss upcoming events.
- Parks Director & Assistant Director met with PD, HR and the City Manager's office to discuss the Park Rangers.
- Parks Director attended ARPA Project Evaluation Team meeting.
- Silver Club hosted Bingo Night on Friday 11/5 at Morgan Levy Park.
- Special Needs Specialist held weekly Basketball & Softball practices.
- Broncos Cheerleading teams competed in the Miami Xtreme Cheer Championships on Sunday.
- Flag Football registration opened on Monday 11/1.

### **Police Department**

#### Arrests

- Felonies: 11
- Misdemeanors: 2
- Traffic: 0
- Warrants: 4
- DUI: 0

#### Traffic Citations

- Hazardous Moving Violations: 329
- Non-Hazardous Moving Violations: 245
- Disabled Parking Violations: 15

#### Civil Citations

- Civil Citations: 0

#### Notable Arrests & Incidents

- Grand Theft 3rd Degree
- Organized Scheme to Defraud



Doral Police Detectives were tasked to investigate a fraud investigation. Victim told detectives, that he had an electronic item for sale on Offer Up. Victim then told detectives that he met up with the male subject and the subject bought the item. Victim also stated to detectives that several days after he had sold the item, he received a notification from Paypal that the buyer was unsatisfied with the product and had left it with the seller. Victim stated that he tried calling the male subject multiple times, but the male subject refused to answer or return his calls. Detectives began working the leads provided by the victim and were able to identify the male subject. The male subject was arrested and transported to TKG.

#### 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

10/21/2021 to 10/27/2021

- Requested November HOA meeting calendar from Doral Park Country Club.
- Meeting with Claudia @ Cityplace 8400 NW 36 St authorizing "Dimelo 305" to participate in our Halloween Safety event on 10-26-21.
- 1212 NW 82 Avenue, Doral Inn meeting with the owner Alex and Chief Engineer Luis. We discussed several crime prevention programs and had a roundtable of event ideas.
- Follow up and feedback with Idania the property manager Elan regarding our Crime Prevention meeting 8254 NW 41 Street.
- 4720 NW 85 Avenue, Allegro 55, meeting with resident and staff November events.
- Publix 7550 NW 104th Av logistics for the Citizens Academy.
- Cancer Slam Softball Tournament @ Doral Meadows Park.
- Confirming parking the pink car on Oct. 30th at Christ Fellowship Church 9000 NW 15th Street.
- Responded to Mayte Sotomayor Trust Counselor @ Ronald Reagan "No place for hate campaign" at the school NW 107 Av & 84 St. Referred to Officer Ernie Garcia SBPD.
- 2nd request to Ms. Arlene Linares regarding neighbor thrown lit cigarette butts into her patio, unknow community name, address, or phone.
- Picked up Pink car from Legacy Park and delivered it to Noblex 5418 NW 79 Avenue.
- Meeting with SFC NW 41 St & 100 Av business contact-Hurricane resource.
- Information from New Way Day services 9600 NW 25 St. Child day care services on premises for kids with medical needs.
- 8425 NW 13th Terr. Sam's Club (Logistic).
- DPD Training Bureau (Logistic).
- 7436 NW 55th St. (Logistic).
- 10780 NW 58th St. Sedano's (Business check).
- 10311 NW 58th St. Divine Savior Academy (school check).
- 7600 NW 98th Place Glades Park check.
- 7501 NW 98th Ct. Modern 45 (Ref. Pink car donation).
- 7505 NW 101st Ave. Modern 60 (Ref. Pink car donation).
- 8550 NW 53rd St. Gusto (SafeCam program).
- 10650 NW 58th St. Sedano's (bus. Ck).

- 11367 NW 53rd Ln. Doral Landing East (juvenile follow up).
- 5001 NW 104th Ave. Doral Country Club Doral Oaks HOA.

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

Thursday 10/28 7pm Doral Lakes HOA meeting 5001 NW 104th Ave

#### November Meetings Times Community Address

11-05 10 AM Avalon 3940 NW 79 Ave  
 11-08 6:30 PM Costa Bonita 4880 NW 112 CT  
 11-09 7 PM DPCC Executive Committee 5001 NW 104 Ave  
 11-10 7 PM Doral Chase 5001 NW 104 Ave  
 11-10 7 PM Doral House I 5001 NW 104 Ave  
 11-16 6:30 PM Palmera 8400 NW 102 Ave  
 11-17 6:30 PM Vesada 10540 NW 78 St  
 11-18 7 PM Doral Lakes 5001 NW 104 Ave  
 11-18 7 PM Doral Woods 5001 NW 104 Ave  
 11-29 7 Pm Doral Oaks 5001 NW 104 Ave  
 11-30 7 PM Doral Cove 5001 NW 104 Ave

#### Training Section:

- Police Recruits Training (PT/Criminal Law/Elements of the Crime/Search & Seizure/Traffic Laws)
- Baptist Active Shooter Training Exercise-11-2-2021 @0800 hours.
- Citizens Academy Week # 3 (11-4-2021).
- Annual Training Preparation.
- Training Unit returned 10 T-7 Tasers to Axon (9 of them the on/off switch were broken and 1 the cartridge was stuck) Axon will replace them at no cost. The on/off switch is an issue affecting all departments that have the T-7 and Axon is aware of it and is working on finding a solution.

1. PSA Academy: (Total of 6 PSA's-Doral-2, Medley-1, Miami Gardens-1, Miami PD-1, and Hialeah Gardens -1).

- Mental Health/Autism
- Developmental Disabilities
- Human Diversities
- Simulator
- Communications
- Elements of Crimes & Principles of Effective Report writing
- Sexual harassment
- Patrol Basics/Calls of Service
- Community Service

2. MPD Police Academy PAC# 138:

Week 20 (October 25 thru October 29, 2021)

During last week the recruits participated in Firearms Training at the Medley Gun Range (MOD 1). They begin MOD 2 for Firearms Training this week. Police Recruit Serena Londono failed the firearms qualification and will conduct firearms remedial training this week and towards the end of the week will attempt to qualify again. Recruits continue to PT.

### 3. MDPD Police Academy Class #134:

Week 9 (October 25 thru October 29, 2021)

During last week they completed High Liability Vehicle Operations. This week they will take their Vehicle operations exam and begin on Chapter 5 (Fundamentals of Patrolling). PT continues as part of their daily activities.

### **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 64,427 (207 additional followers)

- SOCIAL MEDIA HIGHLIGHT: Instagram reach increased 10% (18.7k); Instagram engagement increased by 40%.

TOP POST: Instagram post highlight Baptist Health Hospital grand opening (12k reach and 747 likes)

- Promoted multiple city events/initiatives including but not limited to: Animal Ordinances, #DoralDoggies campaign, Miami Dade County Road Project, Nighttime pours 79th Ave

- Design/Web Projects –Updates to City website, new design for holiday light pole banners, several certificates

- Events:

- o Logistics for FI Minority Business Workshop

- Press Releases:

- o The City of Doral Kicks Off Holiday Series of Events!

- o ¡La ciudad de Doral inicia una serie de eventos para celebrar las fiestas!

- o Doral Welcomes New US Southcom Commander to Honor Veterans

- o Doral da la Bienvenida a la Nueva Comandante del Comando Sur de EE. UU. Para honrar a los veteranos

- Videos:

- Published – November Monthly Preview

- Published – Inside Doral – Baptist Opening

- In production – Inside Doral – State of the City

- In production – Spend Local – Deep Clean Experts

- In production – Spend Local – Eparepa

- In production – Holiday Council Messages

- In production – Virtual Storytime with Santa

### **Public Works**

- Held interviews for Public Works Department Facility Manager.

- APWA Accreditation - All Chapters are completed as of 10/29/2021. Awaiting further instructions from APWA for the new Final Exit meeting.

**Transportation:**

- Attended the 2021 Citizen's Independent Transportation Trust (CITT) Annual Municipal Workshop, Day 3: Mobility.
- Met with the Dr. Rolando Espinosa K-8 Academy administration to review the City's developed Traffic Operations Plan (TOP) and the TOP was signed by the school Principal.