



Memorandum

To: Honorable Mayor and City Council

Date: November 12, 2021

From: Hernan M. Organvidez, Interim City Manager

Subject: Weekly Council Update/ November 7 - November 13, 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

Calls for service YTD have increased 13%.

Police monitored a protest which took place in front of the County's Animal Services Department on Saturday. No issues were noted.

An endangered person was reported missing and then located in good condition.

Police are investigating a commercial burglary where computer hardware valued at \$340,000 was stolen.

Senator Rick Scott will be attending an event in Doral this week. Police will be on site.

INFORMATION TECHNOLOGY

Tyler installed an update to CSS.

Tyler is addressing issues with ENERGOV.

Still waiting for parts to repair the garage doors.

FINANCE

Processing payroll this week.

Workmen's Compensation auditor will be on site this week.

HUMAN RESOURCES

Meeting with PROCUREMENT reference PAYCOM.

Coordinating this year's holiday event for employees.

ECONOMIC DEVELOPMENT

Meeting with Miami Dade County Beacon Council Economic Development partners.

Meeting with officials from the Aspen Institute.

PLANNING & ZONING

Posted a vacant Planner position.

Working on Midtown issue.

Working on the Call to Artists.

Working on the Miami Free Trade Zone issue.

PUBLIC WORKS

AC units at the Government Center being installed this week.
Still waiting for the board to repair the AC unit at the Police Training and Community Center.
Completed the installation of vinyl flooring at the Police Training and Community Center.
Stormwater improvements being made in several locations throughout the City.
Interviews were held for Facilities Manager.
The final planting of orchids.

PUBLIC AFFAIRS

The appointment of the Vice-Mayor changes on November 9.
Working with Economic Development regarding an article for Business View Magazine.

PARKS & RECREATION

Veterans' Day Event to be held on Thursday, November 10, at Veterans' Park.
Hosting a virtual nutritional seminar.

CODE COMPLIANCE

The Mayor's Citizens' Government Academy session is scheduled for this week.
Costa del Sol Golf Club was cited and given a \$1,000 fine for hosting an unapproved event where there were more than 100 persons in attendance.
An inspection of businesses selling alcohol for consumption on the premises found that there were three businesses in violation.
Staff is working with the affected businesses as they apply for the proper City permits.

BUILDING

There are currently six vacancies in the Building Department.
The number of permits issued are up YTD.

MANAGER'S OFFICE

Department Directors were reminded of the importance of submitting completed staff work.

- Interim City Manager and Interim Deputy City Manager along with City Attorney Figueredo held meeting with Mr. Victor Herrera from BCC Engineering to discuss Doral Central Park Project.
- Interim City Manager and Interim Deputy City Manager along with City Attorney Figueredo and Building Official, Mr. Vince Seijas held meeting with Mr. Scott Bakos from Bermello Ajamil to discuss Doral Central Park Project.
- Interim City Manager and Interim Deputy City Manager held individual Agenda Review meetings with City Councilmembers for the Council Meeting scheduled November 10, 2021.
- 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 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 City Manager and Interim Deputy City Manager held meeting with Mr. Marcelo Llobel from DORCAM to discuss various topics.

- Interim Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker.
- Interim City Manager and Interim Deputy City Manager attended Council Meeting morning and afternoon session held November 10, 2021.
- Interim City Manager and Interim Deputy City Manager along with Councilwoman Cabral, Legislative Analyst, Mr. Christian Contreras, held meeting with Mr. Ruben Consa and Ms. Kate Penn, Executive Director of Society of American Florist to discuss Doral City of Flowers.
- Interim City Manager and Interim Deputy City Manager along with City Attorney Figueredo, City Clerk Diaz and Department Directors attended Legislative Priorities Council Workshop held November 10, 2021.
- Interim City Manager and Interim Deputy City Manager attended Veteran's Day Ceremony held November 11, 2021 at Veterans Park.
- Interim Deputy City Manager along with Assistant Public Works Director, Ms. Rita Carbonell held meeting with Mr. Leu Bosco and Mr. Todd Patterson regarding Landmark.
- Interim Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo and 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 90% 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.
 - 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 2nd 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.
- KVC completed tree root pruning/tree protection in the park on August 6th.
 - 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 53rd Terrace).
 - Contractor will need to close the southern sidewalk along NW 53rd 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.
 - Finalized location, elevation, and section of Interactive Display.
 - 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.
 - 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 26th.
 - 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.
 - KVC does not foresee delays caused by this yet.

Morgan Levy Park:

- Project completed.
- MDC DERM Grease Trap permit review is on-going.
 - Held call with DERM on October 19th.
 - PMT requested grease trap inverts (as-built data) from original contractor.

- o Grease trap contractor is surveyed the grease trap to provide certified elevations.
- o Contractor collected grease trap invert survey data on November 5th. Pending certified invert 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 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 95% complete.
 - Gypsum board 90% complete.
 - Lighting fixtures housing installation 100% complete.
 - Lighting fixture installation to begin next week.
 - Facade stone veneer and cast stone installation 100% complete.
 - HVAC rough 90% complete.
 - Rainwater harvesting tank installation complete.
 - Pump irrigation system 95% complete.
 - o Electrical power meter installed, pending FPL service.
 - Final inspection has been scheduled for next week.
 - o Roof inspection passed the tie-cap inspection.
 - Metal roofing ongoing with partial approval.
 - 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 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 95% complete. Gate installation remaining.
 - o Putting green:
 - Final grading 95% complete.
 - Pending artificial turf. Last week of November.
 - o Pavilions:
 - Soil compaction & Concrete slabs pour completed.
 - o Playground area:
 - Shade cover pole footings concrete pour 100% complete.
 - New delivery date of playground equipment is November 22nd.
 - Shade cover poles were installed Friday, November 5th.
 - o 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 5th.
- General activities:
 - RFI's Submittals are on-going.
 - Art in Public Places.
 - Art in Public Places banners received September 14th.
 - Binca quote for park wayfinding signage and educational signage in process.
 - 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 21st, 2021.
 - MDC Water and Sewer Permit is on-going.
 - BA re-submitted responses to WASD comments on October 4th, 2021.
 - WASD Permit comment were received on November 3rd. 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
 - MCD 87th Street off site (median work) tree relocation permit submitted.
 - Received 87th tree removal permit.
- Phase I Soil Improvements:
 - City of Doral Building Department permit issued.
 - Pending Water and Sewer approval.
- Phase IV Recreational Center/Lake Wall Foundation:
 - MDC Fire waiting for resubmittal (WASD permit).
 - MDC CORE waiting for resubmittal (WASD permit).
 - KL has been directed to hold work on geothermal system.
- Phase II & III Amphitheater, Ballfields and Skate Park:
 - Bermello-Ajamil submitted rework design.
 - On hold due to WASD permit.
- Construction Activities:
 - 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.
 - 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.
 - Installing sheet pilings.
 - Sheetpile installation to be completed.
 - Embankment and cap preparation activities is on-going.
 - Ductbank Installation
 - Telecom Ductbank installation is complete.
- General Activities:
 - Weekly OAC meetings are held every Thursday.
 - 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 21st, 2021.
 - Completing the purchase of the State Land SE corner.
 - KL regraded the Voter Temp Parking Lot to address flooding issues.
 - 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 5th.
 - Owner Direct Purchase is on-going.
 - Budget refinement is on-going.
- Council member banners updated to reflect rotation update on November 10th, 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 29th.
 - Technical proposals due November 3rd.
 - Addendum No. 8 "Revised Schedule" published on September 29th.
 - 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 18th.
 - Technical Proposal Page Turn Meeting on November 30rd.
 - Addendum 10 has been released.
 - Addendum 11 issued on November 1st.

Trail Network:

- Sharrows:
 - 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 12th.
 - 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 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 3rd delivery.
 - Conduit installation to begin on day one, light pole installation to begin after December 3rd delivery.
 - o Small Dog Park area to close on December 6th.
 - 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.

Additional Items:

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

Planning and Zoning

Occupational Licensing

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

Planning and Zoning

- Addresses issued: 1
- Building Permits reviewed: 30
- Zoning Inspections conducted: 31
- Site plans reviewed/approved: 2
- Zoning verification letters: 0
- The Planning and Zoning Department participated in the Bonds Meeting Process Construction Management.
- The Planning and Zoning Director conducted the bi-weekly Staff Meeting.

- The Planning and Zoning Department attended the weekly Energov 2021 1.2 Upgrade meeting.
- The Planning and Zoning Director participated in the City Council Meeting.
- The Planning and Zoning Department participated in the Mobil Car Wash Pre-Application meeting.
- The Planning and Zoning Department participated in the Collection Suites Pre-Application meeting.
- The Planning and Zoning Department participated in a meeting related to the new warehouse development in the Transal Industrial Park.
- The Planning and Zoning Director participated in the Legislative Priorities Council Workshop.

Economic Development

- Met with Victor Ortiz, VP Operations and Infrastructure Development, Federal Reserve Bank of Atlanta, Miami Branch and his colleagues Beverly Ferrell, Vice President and Branch Manager, and Marycela Diaz, REIN Director re: outreach to Doral businesses to ensure ample participation of local minority small businesses in construction process at the Federal Reserve in Doral.
- Met with Elizabeth Irizarry of Empire Office and Beacon Council Innovation and Technology Committee to review and edit Amplify Miami Tech deck to be previewed at Beacon Council Economic Development Organization (EDO) Partners meeting.
- Attended Beacon Council Economic Development Organization (EDO) Partners meeting showcasing Amplify Miami Tech initiative to county institutions and other municipalities and reviewing updates to www.MiamiDadeSites.com business prospector site.
- Coordinated with Grace Suh, Microsoft re: implementing Microsoft Accelerate in Doral.
- Provided EXP's client seeking 100K sq. ft. of warehouse space with Costar report and connected them to CBRE broker for preferred site.
- Attended ribbon-cutting of South Miami OB-GYN in Downtown Doral.
- Provided updated Doral presentation to Nancy Pastor, Midtown Doral.
- Secured breakfast sponsors for SBDC "Step Up Your Startup" workshop in December.
- Followed up with SBDC @ FIU director re: next steps for SBA Community Navigator grant implementation.
- Facilitated permitting process communication with Beacon Council's Mario Sacasa and COMEXI representatives in Spain.
- Met with director of Cumbre Latinoamericana re: possible visit of group of mayors participating in conference on December 10.
- Met with Marcelo Llobell, DORCAM and Planning & Zoning Director re: Call to artists.
- 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.

Building Department

- ADMIN: Director attended weekly staff meeting via Teams; BO/Director virtual meeting with FL League of Cities regarding Floodplain Insurance, changes; Director attended weekly meeting with IDCM; Director attended Council Meeting and Legislative Priorities Workshop; Attended Parks Bond Meeting.
 - EnerGov Update: Automations review meetings; validation meetings with Plans Processing Clerk II; Council Item for second engagement with Plante Moran and Tyler for post go-live assistance and workflow refinement.
 - HUMAN RESOURCES ACTIVITIES: Resignation of recently promoted Building Plans Examiner to Municipal Service Provider; Vacancies: Budget Coordinator, Plans Processing Clerk I, Building Inspector (2), Mechanical & Structural Plans Examiner, Plumbing Plans Examiner.
 - PROJECTS: CC Homes November closings;
 - APPLICATIONS: 156 (up) Permit Applications Received (all departments)
 - PERMIT & PLANS REVIEWS: 257 (dn) Plan Reviews (all departments)
 - PERMITS ISSUED: 142 (dn) Permits Issued (all departments) with a construction value of \$11.1 million (dn) and \$371,872 permit fees collected (up)
 - INSPECTIONS: 616 (dn) Total Inspections Completed (all departments)
 - SOLUTION CENTER PHONE CALLS: 738 (dn) total for 27+ hours (dn); 1006 total calls (dn) to all department extensions with 433 (43%) no answer (dn)
 - LOBBY DATA (DORALQ): 140 (dn) Total Building Dept Customers; 35 Lobby Daily Average, 13 mins (dn) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 14 mins (dn)
 - VELARO CHAT PORTAL: 2,935 (dn) Online Visitors, 0 of 10 chats completed, Handle time 0:00m
- Active files in Review Coordinator as of 11/1/21:
- Review Coordinator - New: 122; Approved: 9, Failed: 20
 - Permit Status (FEES DUE): 534 (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): 56 applications (dn) [may include reworks or 2nd round submittals]; (Backlog June (3), July (8), August (18), September (27) - *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

- Mayor's Citizen Government Academy continued with week 3 consisting of the Finance Department and Public Works Department.

- Property owner paid a fine in the amount of \$25,000 as part of a stipulated agreement for a code violation case. Case is now going through a permitting process in order to achieve full compliance.

- Department issued a \$1000 citation to a property for holding an unauthorized special event without the proper approval.

- Code Compliance Officer is working the Veteran's Day holiday to proactively address any code violations throughout the City.

Finance Department

- Accounts Payable: Processed 79 invoices; 113 checks printed, and 1 wire transfer was processed for a total of \$484,703.

- 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.

- Journalized the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).

Procurement Division

- A total of 90 PO's were created for a total value of \$27,019,090.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 11/10/2021

- 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.

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 Budget Coordinator, Building Department, Closes on 11/19/2021
- 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 Processing Clerk I, Building Department, Closes on 11/19/2021
- 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

- The HR Department is working on finalizing details of the 2021 employee Holiday Event.
- Department Recap Presentation during the November 10, 2021 Council Meeting.

NEW HIRES

- Darlin Valdes Ariza, Finance Intern, Commences 11/09/2021

PRE-EMPLOYMENTS

- System Analyst, IT
- Laborer I, Public Works (2 Candidates)
- Project Inspector, Public Works
- Code Compliance Officer I, Code Compliance Department
- Police Officer, Police 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 will submit to the city of Doral MOT permit requirements.

Project is 69 % completed.

- Upgrade Facility Dude Project

We successfully completed the implementation and now performing post-implementation of new Assets Essential system. We are learning how to analyze results and ensure proper reporting this week and fine-tuning 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 98% completed

- Public Safety Support - This week, the PD IT upgraded the IA platform. Our RTOC vendor began importing the City Hall and Parks cameras. IT continues to add AVL to its fleet and update the new platform. IT will continue to visit SafeCam program business to continue to bring them into the RTOC platform. Replacement batteries have been ordered for new model laptops as the older batteries are being replaced for wear and tear.

- Security Manager

This week, over 121 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Continued testing password policy for the Doral Police Department. Attended Miami Cybersecurity Conference.

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

Increased CPU in all Police Domain Controllers to install password manager

Sent to dell the report to prepare the equipment upgrade.

Enabled MFA for 7 contractors.

Weekly change management meeting.

Worked with security manager to fix the antivirus in the file server.

Weekly team meeting.

Synchronized the WSUS server and downloaded 8 Windows Updates to deploy to our servers.

Started the November's Server Windows Update process.

Scheduled the VxRail upgrade to December.

- Configured the phone system for the different departments to announce the Holiday Recording on Veterans' Day.

- Assisted the City Hall Help Desk during troubleshooting of network services at Doral Morgan Levy Park.

- Assisted users from the building department with IT technical issues.

- Configured different systems to support the addition of a new site with IT services (downtown Doral kiosk).

- Assisted the parks' team to identify and move towards a resolution with an analog phone line used for crucial services.

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

- Provided the PD Help Desk with a custom phone report as requested.

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

- Resolved 92 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Enabled MFA in Office 365 for all City Contractors
- Installed PowerShell version 7 for all servers at the City Hall.
- Setup account for the new Intern for the Finance Department.
- Troubleshoot the Credit Card Machines at Morgan Levy Park.
- Provided support for the Council Meetings.
- 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.

Application Development- This week:

- Updated views used by GIS to include building value column.
- Tested IAA for to attach documents and finish workflows on paid/issued permits.
- Worked on Tyler 311 integration for PW.
- Worked with Tyler 311 on system task issues.
- Assisted with HR interview request 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 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

- Parks Director & Superintendent of Parks attended meeting with Codina to discuss upcoming events in Downtown Doral Park.
- Parks Assistant Director met with PD to discuss the Park Rangers.
- Parks staff held interviews for Assistant Community Center Supervisor.
- Special Needs Specialist held weekly Basketball & Softball practices.
- Events team held Veterans Day Ceremony at Veterans Park.
- The Silver Club held Art After Dark workshop for Autumn Wreaths at Doral Legacy Park on 11/10.

Police Department

Arrests

- Felonies: 3
- Misdemeanors: 6
- Traffic: 1
- Warrants: 1
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 310
- Non-Hazardous Moving Violations: 314
- Disabled Parking Violations: 12

Civil Citations

- Civil Citations:

Notable Arrests & Incidents

Battery

Disorderly Intoxication

Doral Patrol Officers were summoned to the area of 8091 NW 36 Street reference a battery with possible injuries. Upon arrival, officers met with the victim who works at the aforementioned location and told them that a male subject had gone behind the front desk and began punching him for no particular reason. The victim was able to get away from the male subject and dialed 911. While doing so, the male subject continued chasing the victim around the lobby until he heard police had been called. Officers located the male subject and took him into custody. The male subject was arrested and transported to TGK.

Grand Theft 3rd Degree/Vehicle

Driving While License Suspended

Doral Patrol Officers were patrolling the area of NW 84th Avenue and 25 Street when they observed a white Pontiac Grand Prix, traveling east bound on NW 25 Street. A record check of the vehicle's license plate revealed stolen out of the City of Hialeah. Officers conducted a felony stop and took the male driver into custody. 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
11/04/2021 to 11/10/2021

- Follow up on DPD case 211029-021009 email to Publix and chain of Command regarding \$100 gift card donation from Publix made to the family.
- Joanna kay Allied property manager for Doral Meadows followed up their request for the Hide it Lock It or Lose It Flyer post the Zoom Community meeting.
- Meeting with Mr. Grant, the property manager for Avalon 5940 NW 79 Avenue to finalize crime prevention meeting date and pick up the Trespass Affidavit, signs provided.
- Followed up with Ingrid from Vest Properties regarding issues and confusion with gate codes, @ Apex, Summit, Highlands, and Pinnacle.
- Meeting with GM Manny @ OHOP 9903 NW 41 St picked up signed trespass affidavit and provided the signs.
- Follow up with Ramon @ D'Cata Wine regarding event fundraiser event on Nov 13 6pm for Carmela's Heart. Requesting pink car-cancer fundraiser.
- 211101021222 Avalon Community lock box and fob access. Follow up with Mr. Grant the property manager regarding installing a lock box with fobs for officer access to Avalon 3940 NW 79 Ave.
- Follow up with Rita Carbonell (PW) regarding email received from Rob Hoyt ink (Corsica) requesting a traffic light installed on NW 78 St & 107 Av. Midtown area
- Follow up with Rita Carbonell (PW) regarding speed deterrents installed on NW 112th & 74th-78th St to address speeding between the Fire station and the rotunda, Brent McNab Corsica. Previous email sent on Sept 2021. HOA meeting requested.
- Follow up with Rita Carbonell (PW) regarding speed deterrent needed on NW 115th Ave from 82nd St-86th St-Menorca HOA meeting
- Pink Car request from D'Cata 5405 NW 79 Av for Carmela's Heart Fundraiser on 11-13-21 @ 6pm

Neighborhood Resource Unit
11/04/2021 to 11/10/2021

Updated Gate Codes received from Ingrid @ Vesta Property Management for the below listed communities. Email sent to Samantha.

1. Pinnacle at Park Central:
2. Summit at Park Central:
3. Apex Neighborhood:
4. Highland Neighborhood:
5. 3500 NW 89 Ct. Bridge Prep Academy (ref. K9 presentation).
6. 5950 NW 114th Ave. Eugena B. Thomas (ref. turkey giveaway).
7. 10201 NW 78th St. Andrea Castillo Preparatory Academy. (ref. turkey giveaway).
8. 7905 NW 53rd St. Downtown Doral Charter Upper School (cover for DR616).
9. 8905 NW 114th Ave. Dr. Toni Bilbao Preparatory Academy (ref. turkey giveaway).
10. 8600 NW 107th Ave. Ronal Reagan High School (ref. turkey giveaway).
11. 11940 PINES BLVD Dick's (pick up item from Cancer Awareness donation).

Upcoming H.O.A.s and Meetings

November Meetings Times Community Address
11-10 7 PM Doral Chase 5001 NW 104 Ave
11-10 7 PM Doral House 1 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:

- 11/10/2021 – City of Doral Police Department’s Citizen’s Academy.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 64,516 (89 additional followers)

- SOCIAL MEDIA HIGHLIGHT: Instagram reach increased 14% (20.5k)

TOP POST: Instagram post announcing tree lighting event (14.3 k reach and 527 likes)

- Promoted multiple city events/initiatives including but not limited to: Call to Artists, Downtown Doral Holiday Fest, City Holiday Event, City Job Opportunities, Constituent Services Resource

- Design/Web Projects –Updates to City website, several certificates, holiday ads for local publications

- Events:

- o Video coverage and Facebook livestream of Veterans Day Ceremony

- Videos:

- Published – 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 – Spend Local – Blos and Roses

- In production – Virtual Storytime with Santa

Public Works

- Completed and submitted the 2021 Tree City USA recognition application for the City of Doral.

- The PWD coordinated and installed over 250 orchids at Doral Glades Park as part of the Fairchild Tropical Botanical Garden partnership to reintroduce native species and help them re-establish in public parks.

- The PWD received authorization to coordinate a “Volunteer Cleanup Activity” with the Doral Academy Green Club students to clean NW 27 St (112-107), NW 107th Ave (27-25), NW 25th St (107-112) and NW 112th Ave (25-27).

Transportation:

- Conducted a Trolley and Freebee outreach for the Allegro 55 residents.
- Held a scoping meeting with BCC Engineering for the Section 7 Traffic Calming Recounts.
- Held a scoping meeting with The Corradino Group for the Section 8 Traffic Calming Study.
- Met with the President and Vice President of the Landmark Community Homeowner's Association (HOA).
- Participated in the Miami-Dade County Transportation Planning Organization (TPO) Municipal Grant Program meeting.
- The bids were opened for RFQ # 2021-17 "Transportation Master Plan Update 2022"