



Memorandum

To: Honorable Mayor and City Council

Date: November 29, 2021

From: Hernan M. Organvidez, Interim City Manager

Subject: Weekly Council Update/ November 21 - November 27, 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

The Police Department assisted the Code Compliance Department in preventing an unpermitted concert from taking place.

Police conducted a traffic stop on a vehicle that had illegal tinted windows. The vehicles three occupants, who happen to be known burglars and car thieves were all wanted on outstanding arrest warrants.

The Police will commence their annual crime prevention initiative for the holiday season.

The Police Department is conducting several traffic enforcements details.

INFORMATION TECHNOLOGY

The Police Department experienced connectivity issues in early Sunday morning. Internet service was restored at around 5:10 a.m.

The parts needed to repair the garage doors are still pending. The vendor cannot provide a timeline for when they will arrive.

FINANCE

The Audit continues.

Auditors will be onsite beginning next week, for the next four weeks.

HUMAN RESOURCES

Exit meeting with Crowe is scheduled for this week.

PLANNING & ZONING

Reviewing draft of proposed ordinance governing operating times of establishments serving liquor.

PUBLIC WORKS

Ongoing work at the Government Center in the installation of safety and security measures.

Work on the IT room was completed.

PUBLIC AFFAIRS

Filming Mayor this week for an upcoming event.

Finalizing the social media campaign for holiday safety.

PARKS AND RECREATION

The Silver Club held their Thanksgiving dinner last Friday.

Attending Military Advisory Board meeting to assist on the planning of annual event.

Working on the acquisition of a nativity set to be displayed on the rotunda outside Doral Government Center.

CODE COMPLIANCE

Worked on two separate unpermitted events that were scheduled to take place in the city.

Both events lacked the proper permits from the Miami-Dade Fire Department and the city of Doral.

BUILDING

Holding interviews next week to fill three vacancies.

- Interim City Manager along with City Attorney Figueredo held meeting with Building Official, Mr. Vince Seijas regarding Outdoor Events.
- 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 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 weekly meeting with Procurement Manager, Ms. Tanya Donigan.
- Interim City Manager along with Assistant Finance Director, Ms. Solangel Perez held meeting with Councilman Puig-Corvé regarding the Mileage Rate in the Budget.
- Interim Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker.

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. Scheduled for November 29th.
 - 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.
 - 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 19th 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.
 - 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.
 - 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.
 - 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.

- o 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.
 - o Held call with DERM on October 19th.
 - 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.
 - o Contractor collected grease trap invert survey data on November 5th. Pending certified invert elevations.
 - o Pending certified invert elevations. EAC provided grease trap CADD files.

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 90% complete.
 - Rainwater harvesting tank installation complete.
 - Pump irrigation system 95% complete.
 - Restroom Building painting 90% complete.
 - o Electrical power meter installed, pending FPL service.
 - Final inspection passed, service activation soon to follow.
 - 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 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.

- 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.
 - Artificial turf has arrived at the site.
- Pavilions:
 - Soil compaction & Concrete slabs pour completed.
- Playground area:
 - Shade cover pole footings concrete pour 100% complete.
 - Playground equipment has been delivered to the site.
 - Playground shade cover columns completed
 - Shade installation is still ongoing.
- 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.
- Fitness Area shade cover columns and shade installation 100% complete.
- 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.
 - Municipal #M2022001352 - 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
 - WASD review completed and approved on 11/22/21, pending DERM stamp for finalization, and approval from DOH and MDF. Forecasting having all AHJ's reviewed and approved by Wednesday 11/24/21 for Municipal #M2022001352

- DERM Plan Mod II fee paid on 11/23/21
 - 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. See notes pertaining to municipal #M2022001352
- Phase II & III Amphitheater, Ballfields and Skate Park:
 - Bermello-Ajamil submitted rework design.
 - BA to have redesign based on ROM provided by KL submitted by 11/24/21
 - On hold due to WASD permit.
- 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.
 - WASD fee paid on 11/22/21 via check provided by Doral. Verification letter was provided by WASD and sent to design team.
- Construction Activities:
 - Drainage.
 - Work in the NW corner is completed.
 - Installed structures, solid pipe, and exfiltration pipe at the north side.
 - Adjusting structure tops to finish grade and backfill pipe for densities is on-going.
 - Drainage work continues at NE corner of property
 - 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 Tuesday.
 - 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:
 - 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 12th.
 - 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:
 - IT room construction estimated to begin late November.
 - Conduit layout on the Parking Lot area is 40% complete.
 - Bollard installation is 25% complete.
 - Conduit layout on the Share path/trails is 90% complete.
 - Conduit layout on the park’s big dog area 12% complete.
 - Solar power bollards coordination with Park and Recreation Department concluded.
 - Light poles scheduled for December 3rd delivery.
 - Conduit installation to begin on day one, light pole installation to begin after December 3rd delivery.
 - Small Dog Park area to close on December 6th.
 - Conduit and light pole installation to commence simultaneously.
 - Damaged sprinkler lines have been partially repaired and the health of the sod is being monitored.
 - 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

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

Planning and Zoning

- Addresses issued: 2
- Building Permits reviewed: 46
- Zoning Inspections conducted: 17
- Site plans reviewed/approved: 4
- Zoning verification letters: 4
- The Planning and Zoning Department participated in the Bonds Meeting Process Construction Management.
- The Planning and Zoning Director attended a Webinar related to planning for innovation in transportation.
- The Planning and Zoning Director participated in a meeting with Brian S. Adler related to the property located at 9250 NW 36th Street.
- The Planning and Zoning Director participated in a meeting with Iler Planning to discuss projects and RFQ for architectural services.
- The Planning and Zoning Department participated in the bi-weekly Staff Meeting.
- The Planning and Zoning Department participated in a pre-application meeting to discuss the proposed redevelopment for the property located at 8705 NW 35th Lane.
- The Planning and Zoning Department submitted the following three (3) items for the Zoning Workshop on December 2, 2021:
 - o Farmasi USA Site Plan
 - o El Car Wash Land Use Amendment
 - o El Car Wash Site Plan

Building Department

- ADMIN: Director attended weekly staff meeting via Teams; Director/BO attended weekly meeting with IDCM; Director & BO attended monthly MDC Building Officials Meeting; Director met with Doug Williams Group rep to review latest outreach numbers (greater than 92% satisfaction rate); BO, Director & Chief Building Inspector attended SFBOA Executive Board Meeting for EOY activities.
- EnerGov Update: Work with Database Admin on the Attachments conversion for EnerGov.
- HUMAN RESOURCES ACTIVITIES: Vacancies: Building, Mechanical, Plumbing & Structural Plans Examiner; Building Inspector interviews scheduled 12/8; PPI & Budget Coordinator position has closed and selections for interviews will be forthcoming. New Building Inspector Mr. Javier Parodi starting Monday, Nov. 29. 2022

- **PROJECTS:** Team follow-up on special events permits.
- **CELEBRATIONS:** Department wishes everyone a safe, happy, healthy and filling Thanksgiving.
- **APPLICATIONS:** 175 (dn) Permit Applications Received (all departments)
- **PERMIT & PLANS REVIEWS:** 331 (dn) Plan Reviews (all departments)
- **PERMITS ISSUED:** 143 (up) Permits Issued (all departments) with a construction value of \$2.4 million (dn) and \$53,148.75 permit fees collected (dn)
- **INSPECTIONS:** 638 (up) Total Inspections Completed (all departments)
- **SOLUTION CENTER PHONE CALLS:** 738 (up) total for 31+ hours (dn); 1230 total calls (up) to all department extensions with 594 (48%) no answer
- **LOBBY DATA (DORALQ):** 150 (up) Total Building Dept Customers; 37.5 Lobby Daily Average, 13 mins (--) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 11 mins (dn))
- **VELARO CHAT PORTAL:** 2,817 (dn) Online Visitors, 0 of 9 chats completed, Handle time 0m

Active files in Review Coordinator as of 11/22/21:

- Review Coordinator - New: 105; Approved: 26, Failed: 2
- Permit Status (FEES DUE): 583 (up) permits with payments pending* (May include issue permits with reinspection fees, or payments not acknowledged yet; all trades and modules)
- Permit Status (SUBMITTED – ONLINE): 51 applications (--) [may include reworks or 2nd round submittals]; (Backlog June (1), July (8), August (17), September (23), 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): 309 (dn) items pending review by a trade or discipline

Code Compliance

- Director attended special meeting for the Military Affairs Advisory Board for final preparation of the Family Day Event.
- Department met with Police Department to discuss various procedures related to the upcoming implementation of the body worn cameras.
- Director and Chief of Licensing met with various members of a restaurant to discuss obtaining permanent outdoor seating.

Finance Department

- Accounts Payable: Processed 177 invoices; 138 checks printed, and 4 wire transfer was processed for a total of \$760,173.42.

- 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).
- Processed payroll for week ending 11/21/2021.

Procurement Division

- A total of 46 PO's were created for a total value of \$452,883.79

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 11/24/2021

- **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 11/30/21.
- **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 11/30/21.
- **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: 5 Bids Received; bids are being evaluated.

Human Resources

CURRENT JOB POSTINGS

- Administrative Assistant, Parks & Recreation Department, Closes on 12/3/21
- Assistant Cultural Center Supervisor, Parks & Recreation Department, Closes on 12/3/2021
- Auto Maintenance Helper, Public Works Department, Open Continuous

- Chief of Engineering, Public Works Department, Open Continuous
- Human Resources Director, HR Department, Closes on 12/01/2021
- Laborer I, Public Works Department, Closes on 11/28/2021
- Licensing Clerk, Planning & Zoning Department, Closes on 11/26/2021
- 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 11/24/2021
- Structural Plans Examiner, Building Department, Open Continuous

SPECIAL PROJECTS

- Continue working on the 2021 employee Holiday Event.
- Family Medical Leave Meeting training to Supervisory Staff.

ACTIVE PRE-EMPLOYMENTS

- AV Systems Technician, IT Department
- Finance Clerk, Finance Department
- Project Inspector, Public Works Department
- Code Compliance Officer I, Code Compliance Department
- Police Officer, (3 candidates), Police Department
- Recreation Service Aide, (8 candidates), Parks & Recreation Department

Police Department

Arrests

- Felonies: 8
- Misdemeanors: 14
- Traffic: 6
- Warrants: 5
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 167
- Non-Hazardous Moving Violations: 146
- Disabled Parking Violations: 3

Civil Citations

- Civil Citations: 0

Notable Arrests & Incidents

Sexual Performance by a Child/Posses Images

Doral Police Detectives were summoned to area of 112 Avenue and NW 50th Street to conduct an investigation. Detective learned that an adult male had met a juvenile male via a dating application. The male subject exchanged explicit photos and videos via text with the juvenile male.

The male subject then arranged a date to meet with the juvenile male at the aforementioned location. The male subject was arrested and transported to TGK.

Computer Service/Certain Uses Prohibited Unlawful Sex Activity with Specified Minor/Solicit

Doral Police Detectives were tasked to investigate a sex crime. Detectives met with the victim who told them that he had met an adult male outside the area of 9714 NW 41 Street. The victim told detectives that on that same day, he exchanged emails with the male subject. The victim then began receiving emails from the male subject soliciting for sex and asking the victim that he needed to say that he was 18 years old. Detectives located the male subject and took him into to 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 11/18/2021 to 11/23/2021

- Miami International Mall 1455 NW 107th Ave. Mall Watch meeting Holiday Crime Prevention Tips.
- Logistics & fuel both box trucks for food drive on Friday.
- Renaissance Elementary Charter School DARE.
- Finalized ID theft & Fraud prevention date with Parks for the silver club.
- Requesting to participate in upcoming city events with parks department as an NRU resource.
- Apex 10551 NW 88 St. Addressed open gate left after police response to calls, with property manager from Vista Properties Ingrid.
- Publix 7555 NW 104 Av load box truck with Turkeys for Food drive and load officers' cars with the Turkeys for Charter Schools
- Food drive delivery of Turkeys to:
 1. John, I Smith Elementary School.
 2. John I Smith Middle.
 3. Eugenia B. Thomas K-8.
 4. Andrea Castillo K-8.
 5. Dr. Rolando Espinosa.
 6. Ronald Reagan High School.
 7. Toni Bilbao High School.
 8. 12800 NW 8 St Prince of Peach Church
 9. Doral Academy High School 2700 NW 112th Av pick up canned food for the drive
 10. Publix 7555 NW 104th Av-pick up Turkeys and drop off Canned food in Windward and Palms of Doral VT.
 11. Pick up all the Turkeys from Publix 7555 NW 104th Av and store them in Helaman's 10400 NW 41 St.
 12. Church food drive @ Training Center 3700 NW 97 Avenue.
 13. Delivery of Turkeys @ DCF 1400 NW 27 Avenue.

- 5001 NW 104th Av Doral Park Country Club DEC HOA schedule.
- 8400 Block NW 58 St spoke to Andy from South Florida Security Group regarding broken down vehicle.
- Meeting with John @ Morgan Levy park-regarding baseball field rentals and Upcoming event. Field Day & Sports Day.
- Finalized Shop with A Copy on Dec 18 with Connie @ Walmart. 8651 NW 13 Ter.

Upcoming H.O.A.s and Meetings

November Meetings Times Community Address
 11-29 7 Pm Doral Oaks 5001 NW 104 Ave
 11-30 7 PM Doral Cove 5001 NW 104 Ave

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 64,683 (53 additional followers)
- Promoted multiple city events/initiatives including but not limited to: Call to Artists, Downtown Doral Holiday Fest, FDOT safety campaign, women's survey, military day, thanksgiving tips
- Design/Web Projects –Updates to City website, several certificates, Updated #DoralDoggies Campaign flyer
- Walkthrough for flower designation proposed event
- Videos:
 Published– Mayor's November Message
In production – 15 second video branding promo video
In production – Holiday Council Messages
In production – Spend Local – Blos and Roses
In production – Virtual Storytime with Santa

Public Works

Transportation:

- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Council (TPC) Meeting.
- Held a Trolley Security Tabletop Exercise with Homeland Security - Exercise Information System (EXIS) Training.
- Submitted a Trip Generation Analysis to the Florida Department of Transportation (FDOT) for the proposed Text Comprehensive Plan Land Use Element for the Doral Décor Overlay District.

