



Memorandum

To: Honorable Mayor and City Council

Date: November 19, 2021

From: Hernan M. Organvidez, Interim City Manager

Subject: Weekly Council Update/ November 14 - November 20, 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 are up 12% YTD.

Police investigated a traffic crash at NW 102 Avenue and 58 Street. Eight people were injured and transported to area hospitals in stable condition.

Police are assisting in the annual turkey giveaway.

IT

Addressing issues with ENERGOV.

Still waiting for the parts needed to repair garage doors.

FINANCE

Working with the Public Works Department on the CITT audits.

Selection was made to fill the Finance Clerk position.

Payroll must be approved and submitted by Friday.

CITY CLERK'S OFFICE

Deadline is this week for December's Agenda Meeting.

HUMAN RESOURCES

Waiting for the Employee of the Year nominations.

Meeting with Plante Moran.

ECONOMIC DEVELOPMENT

Meeting with Microsoft.

Invest Miami launch.

CAMACOL Doral event.

Tree Lighting Ceremony

PLANNING AND ZONING

Resolution to extend Call to Artists for another sixty days.

Preparing notices for Zoning Hearing.

PUBLIC WORKS

AC units at the Government Center are operational.
Installation of security glass at the Government Center is ongoing.
Interviews for laborer are being held this week.
Interviews for Facilities Manager are being held this week.
Working on seasonal decorations for Doral Boulevard.
Looking at the different options for a Nativity Set.

PARKS AND RECREATION

Thanksgiving Dinner for seniors is being held this week.
Movie Night at the Park is this week.
Christmas tree is being installed this week.
Water main break at Legacy Park.

CODE COMPLIANCE

Mayor's Citizens' Government Academy continues this week.
Military Advisory Board meets this week.
Animal Welfare Board meets this week.
Special magistrate session is this week.
Outdoor Dining reminders are being delivered this week to affected restaurants.

BUILDING

Working on December's Recap for the Building Department.
Interviews are being held for various open positions.

PROCUREMENT

Working with auditors.

- Interim City Manager along with Interim Deputy City Manager, City Clerk Diaz and City Attorney Figueredo held After Action meeting with Department Directors for the Council Meeting held November 10, 2021.
- Interim City Manager and Interim Deputy City Manager along with Public Works Director and Assistant Public Works Director, Ms. Rita Carbonell held a briefing meeting with Florida Department of Transportation (FDOT) representatives to discuss 36 Street Multimodal Sturdy.
- Interim City Manager and Interim Deputy City Manager along with City Attorney Figueredo and Building Official, Mr. Vince Seijas held meeting with Miami-Dade Building Official, Mr. Eddie Rojas, Miami-Dade Deputy Building Official, Mr. Sergio Ascunce, and Scott Bakos from Bermello Ajamil to discuss permit status for Doral Central Park project.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez and System Analyst, Ms. Eyleen 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 along with Planning & Zoning Director, Mr. Javier Gonzalez, Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas held meeting with Mr. Muhiña from Red Design Group regarding obtaining permits for 1500 NW 94 Avenue, Doral FL 33172.

- Interim City Manager and Interim Deputy City Manager along with Building Official, Mr. Vince Seijas held meeting with Ms. Esther Abolila regarding a permit process.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Interim Human Resources Director, Ms. Rita Garcia and Human Resources Manager, Ms. Elizabeth Ramirez-Lopez.
- Interim City Manager and Interim Deputy City Manager along with City Attorney Figueredo held meeting with AECOM Project Manager, Mr. Jacob Rinard.
- Interim Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- Interim City Manager along with Interim Deputy City Manager, City Clerk Diaz and City Attorney Figueredo held Agenda Review meeting with Department Directors for Council Meeting to be held December 8, 2021.
- Interim City Manager held weekly meeting with Interim Chief of Police, Mr. Raul Ubieta.
- Interim City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.
- Interim Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada and Acting Assistant Code Compliance Director, Mr. Ricardo Alarcón.
- Interim Deputy City Manager held weekly meeting with Planning & Zoning Director, Mr. Javier Gonzalez and Assistant Planning & Zoning Director, Mr. Zafar Ahmed.
- Interim Deputy City Manager held weekly meeting with Parks & Recreation Director, Ms. Erin Sullivan and Assistant Parks & Recreation Director, Mr. Lazaro Quintero.
- Interim City manager and Interim Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.
- 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.
 - 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.
 - 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.
 - Pending B&A redesign response for the amphitheater step seating.
 - Contractor continues elevator vestibule construction.
 - Elevator machine and cab is scheduled for mid-December.
 - Rooftop terrace steel trellis initial installation is complete.
 - Steel columns welded to baseplates. Contractor is welding the segments to encapsulate the entire joints.
 - All trellis welded joints are being grinded to a uniform profile with a smooth face.
 - Trellis framing will be primed and painted to match the overall building exterior.
- o 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.
 - o Finalized location, elevation, and section of Interactive Display.
 - o Pending clarifications from Contractor for TV wall layouts.
 - 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 26th.
 - 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”.
- 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 95% complete.
 - Gypsum board 90% complete.
 - 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.
 - 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 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.
- 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.
 - 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)
 - Manufacturer provided new information to Chen Moore on Thursday 18th for review.
 - Meeting to finalize this item has been scheduled for next week.
 - 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:

- 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 21st, 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.
 - Access Control System plans for all Phases complete.
 - o Art in Public Places is on-going.
 - o 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.
 - o Owner Direct Purchase is on-going.
 - o Budget refinement is on-going.
 - o Council member banners updated to reflect rotation update on November 10th, 2021.
 - o 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:
 - o Deadline to Opt-out of Technical Proposals due October 29th.
 - o Technical proposals due November 3rd.
 - 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 18th.
- o Technical Proposal Page Turn Meeting on November 30rd.
- o Addendum 10 has been released.
- o Addendum 11 issued on November 1st.

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 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.
 - o Horsepower is currently working on an as build to get conduit for communication from the devices to the IT room.

Additional Items:

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

Planning and Zoning

Occupational Licensing

- 6- Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 43- Business Tax Receipt applications for new businesses have been received this week.
- 65- 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: 88
- Zoning Inspections conducted: 28
- Site plans reviewed/approved: 2
- Zoning verification letters: 3
- The Planning and Zoning Department participated in the Bonds Meeting Process Construction Management.
- The Planning and Zoning Director attended to the After-Action Meeting.
- The Planning and Zoning Department participated in the JTP Church meeting to discuss variance.
- The Planning and Zoning Director participated in a meeting related to the 1500 NW 94 Avenue property.
- The Planning and Zoning Department submitted two items for the December Council meeting agenda.

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 MiamiTech deck to be previewed at Beacon Council Economic Development Organization (EDO) Partners meeting.
- Attended Beacon Council Economic Development Organization (EDO) Partners meeting showcasing Amplify MiamiTech 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; Director attended weekly meetings with IDCM; BO attended Staff Recertification Webinar; BO attended CRS & Substantial Damage Webinar; Director/BO attended Risk Rating 2.0 Webinar; BO attended BORA Meeting; Attended Agenda Review, Parks Bond Meeting.
- EnerGov Update: Automations review meetings completed last week fixed minor issues with document attachments and AG was able to place holds on permits with outstanding fees; Plante Moran Phase 2 Kickoff
- HUMAN RESOURCES ACTIVITIES: Records Clerk Interviews; Vacancies: Budget Coordinator, Plans Processing Clerk I, Building Inspector, Mechanical & Structural Plans Examiner, Building Plans Examiner, Plumbing Plans Examiner.
- PROJECTS: Doral Central Park/Bond Projects Meetings with Miami Dade County officials, AECOM, AEC Team and City Officials; CLOMR Developments City Project; 1500 NW 94 Ave; District 79
- CELEBRATIONS: Department hosted its annual Thanksgiving Luncheon featuring La Esquina de Lechon
- APPLICATIONS: 251 (up) Permit Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 424 (up) Plan Reviews (all departments)
- PERMITS ISSUED: 123 (dn) Permits Issued (all departments) with a construction value of \$6.9 million (dn) and \$71,019.93 permit fees collected (dn)

- INSPECTIONS: 463 (dn) Total Inspections Completed (all departments)
- SOLUTION CENTER PHONE CALLS: 562 (dn) total for 24+ hours (dn); 920 total calls (dn) to all department extensions with 436 (47%) no answer (dn)
- LOBBY DATA (DORALQ): 93 (dn) Total Building Dept Customers; 23 Lobby Daily Average, 13 mins (--) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 12 mins (dn))
- VELARO CHAT PORTAL: 2,966 (up) Online Visitors, 1 of 4 chats completed, Handle time 2:35m

Active files in Review Coordinator as of 11/17/21:

- Review Coordinator - New: 146; Approved: 9, Failed: 9
- Permit Status (FEES DUE): 447 (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): 58 applications (--) [may include reworks or 2nd round submittals]; (Backlog June (3), July (10), August (19), September (24), 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): 333 items pending review by a trade or discipline

Code Compliance

- Department successfully presented 16 cases at the November 18 Special Magistrate Hearing.
- Director attended the Animal Welfare Committee Meeting as the Committee liaison.
- Director attended the Military Affairs Advisory Board Committee Meeting as the Committee liaison.
- Department began the second round of outreach to inform restaurants on deadline to remove the temporary outside dining approvals. The deadline is set for December 31, 2021, and approximately 60 establishments are being visited.
- 4th week of the Mayor's Citizen Government Academy took place, where the Information Technology Department and the Building Department made presentations to educate the public.

Finance Department

- Accounts Payable: Processed 120 invoices; 54 checks were issued for a total \$130,996.
- The department continues to work with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP on the 2021 fiscal year-end audit and gathering the documents required in the Fieldwork phase of the audit.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).

PROCUREMENT

- No PO's were processed, PO printer is not working. IT Ticket is open and pending resolution.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 11/19/2021

- 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

- Administrative Assistant, Parks & Recreation Department, Closes on 11/26/2021
- Assistant Cultural Center Supervisor, Parks & Recreation Department, Closes on 11/26/2021
- 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

- The HR Department is working on finalizing details of the 2021 employee Holiday Event.
- Supervisory Training for newly promoted Police Sergeants was conducted.

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

Information Technology

- Public Safety Support - This week, the PD IT updated the IA software, also added a new instance the platform. A new local business was added to the RTOC platform. IT Supervisor attended a Security cyber range. More AVL's have been added to the Police fleet. An issue was fixed with the public records email. Assisted in adding a camera on 87/12. Supported 5 officers in fixing laptop issues.
- Resolved 90 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Troubleshoot the Credit Card Machines at Doral Legacy Park.
- Attended AirWatch Workspace One training course.
- Desk relocation in the solution center area second floor.
- Met with the Security 101 vendor to replace the access control board panel at Doral Legacy Park.
- 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.
Re-run the backup jobs that failed yesterday manually.
Meeting with backup support to collect and send logs to them.
Assisted the Helpdesk supervisor to troubleshoot adobe issues.
Resynchronized some indexes in our file system archiving.
Installed Windows update in some Pilot servers to test and restarted.
Removed from Backup protection database that was no longer in use.
The backup support changed the parameters to backup less servers concurrently to avoid issues.
Meeting to apply the reclassifications in the archiving system
MDC Cyber Range training
Installed Virtual Machine for DBA to install SQL monitoring system.
- Supported the City Hall Help Desk in day-to-day operations and users requests.
- Assisted the IT Technician during troubleshooting of network services at Doral Glades and Legacy Park.
- Leading the IT efforts on a conjunction work with different departments on the Government Center Security Upgrade Project.
- Continued to work on remediation and following best practices as advised by a city's partner.

- Assisted the PD Help Desk during troubleshooting of Police Network Services.
- Elaborated custom phone reports and presented them to management.
- Continued to monitor the Network and performed actions based on incidents.
- Participated in the MDC Cyber Range exercise.

- Security Manager

This week, over 121 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Began enforcing password policy for the Doral Police Department. Attended Department of Homeland Security webinar. Attended Cyber-range training to practice incident response.

- 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
- Participated in the automation reviews meeting with IC and Building department staff
- Attended weekly IT meetings with City Manager office to provide update about new permitting system
- Participated in meeting for implementation phase 2 with Consultant, Building Director and CIO

- Data Integration Engineer:

- 1.- Working on the Interface from Tyler 311 to new asset essentials dude solutions, updating the 311 interfaces to send requests to the new Asset Essentials Dude Solutions.
- 2.-Working on the CDPlus Attachments project; Tyler is currently uncompressing the file attachments from Kiteworks and finishing up testing their code, file paths, and filenames. They will be starting the load in the next day or two and will be running the process over the weekend.
- 3.- Performed clean-up disk space of the disks in one of the SQL's servers.
- 4.- Attended the Cyber Range Training at the Miami Dade College Cybersecurity Center of the Americas.

- 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 real-time transportation smart city.
- GIS webinar from vendor discussion and questions/answers.
- Created & provided street light poles map.
- Developed and tested GIS system application.
- As per code compliance dept's request, created and provided Odor Complaint Map.
- As per planning/zoning dept's request, created and provided Location Map and Aerial Map - El Car Wash Site Plan, El Car Wash Land Use Amendment & Farmasi USA.
- Troubleshoot and resolved GIS stage enterprise issue.
- Communicated users support.

- Continue to rebuild and test systems.
- Weekly GIS maintenance.
- Application Development- This week:
 - Created Special Magistrate Registration form.
 - Assisted to MDC Cyber Range.
 - Updated views used by GIS to include building value column from two columns.
 - Tested IAA for to attach documents and finish workflows on paid/issued permits: IAA's still not running in TEST environment.
 - Worked on Tyler 311 integration for PW.
 - Assisted with HR interview request app.
- 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 are meeting to prepare Test plan for the interface between Tyler311 and Asset Essentials implementation and performing post-implementation of new Assets Essential system. We have analyzed 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. We are waiting additional answers from MDC waste and environmental departments.
Project is 98% completed
 - WCCD 37123- Sustainable Smart City Certification Project
We are coordinating meeting with lawyers for approval of agreements. Ensuring documentation is completed to start the answers compliance.
Project is 1% completed
- 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 1 with HP Electric and Vetted Security Solutions.

Parks and Recreation

- Parks Director attended weekly meetings with Interim Deputy City Manager to discuss ongoing department items.
- Parks Director held second interviews for the Assistant Community Center Supervisor.
- Special Needs Specialist held weekly Basketball & Softball practices.
- Recreation Program Coordinator hosted Turkey Trot race at Doral Meadow Park on 11/16 with 43 participants.
- Cultural Events Specialist held Art After Dark: Autumn Cornucopia at Doral Glades Park on 11/17 with 30 participants.
- Special Needs Coordinator hosted Special Needs Friendsgiving at Morgan Levy Park on 11/18 with 35 participants.
- Silver Club Turkey Dinner was held on 11/19 at Doral Legacy Park with 50 participants
- Events team held Wellness Wednesday: Beast before Feast at Doral Meadow Park on 11/18 with 40 participants.
- Events team held Movies at the Park: Soul in Downtown Doral Park on 11/19.
- Full Moon Yoga was held at Doral Glades Park on 11/19.
- Broncos Tackle Football & Cheerleading end of season celebration was held on Saturday 11/20 at Doral Meadow Park.

Police Department

Police Department

Arrests

- Felonies: 15
- Misdemeanors: 3
- Traffic: 2
- Warrants: 9
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 353
- Non-Hazardous Moving Violations: 193
- Disabled Parking Violations: 11

Civil Citations

- Civil Citations: 3

Notable Arrests & Incidents

Attempted Felony Murder/Firearm
Firearm/Discharge in Public

Doral Police Detectives were tasked to investigate a shooting incident in the area of 7651 NW 107th Avenue. Detectives were provided with a video that depicted a video of a female and a male having a physical altercation. Detectives observed the female reach into her purse and took out a firearm. The female subject then discharged the firearm while pointing it at the male. The video also shows the male and the female subject struggling over the gun. Detectives were able to locate the male victim and the female subject. The female subject was arrested and transported to TGK.

Concealed Firearm/Carrying

Doral Patrol Officers were summoned to the area of 8800 NW 36 Street reference a disturbance between two males. Officers were also informed of one the male subject wearing a bright green shirt was armed with a gun. Officers met with the male victim who told them that he had an argument with the male subject over garbage policy and the male subject threatened him to shoot him. Officers located the male subject and took him 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.
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- Veterans Day detail @ Veterans Park.
 - Bill Seidels Nissan 10540 NW 12 St. Business contact.
 - International Mall Macy's 1455 NW 107 Av Mall checked met with Ariel from Shanty Shoes.
 - Sedano's 10720 NW 58 St met with GM Rogelio business trends.
 - Logistics and presentation for VT @ PSA academy logistics for vehicle SAA.
 - DARE @ Renaissance Charter School.
 - Police Advisory Board meeting in City Hall.
 - Met with Erin & Nerea in Parks regarding re-starting meeting with Silver Club and Special Needs.
 - Doral Estates-follow up with Delia from Doral Property Management on Survey.
 - Follow-up with Avalon on Safecam -Michael Grant 3940 NW 79 Av, providing a login Vs. adding to Safecam. Pending IT and Supervisor.
 - Follow-up meeting at the Original Pancake House-Safecam 9903 NW 41 St and met with SFC.
 - Publix 7555 NW 104th Av, follow up with GM Luis coordinated logistics for Friday Turkey drive.
 - Follow up with Palmetto Ford NW 79 Av & 36 St, confirming trucks to pick up tomorrow @ 9am.
 - Follow up with Traffic unit and Fleet regarding Speeding on NW 33rd St & 97 Av-104 Av, requested use of Radar and Traffic enforcement. Costa Del Sol.
 - Meeting with Principal Cruz @ Tony Bilbao to finalize food drive delivery on Friday the 19th - 8905 NW 114 Ave.
 - Meeting with Principal Mato and Ms. Piedad @ DRE 11250 NW 86 St finalizing food drive delivery.
 - Meeting with Ms. Viera @ Ronald Reagan High School 8600 NW 107th Av finalizing food drive.
 - Follow-up with Ms. Lacayo from JIS Middle and Elementary 10451 NW 52 St and confirmed Turkey delivery for the Friday.
 - Meeting with Andrea Castillo Prep Academy 10201 NW 78 St Mr. Costa and confirmed turkey delivery for Friday the 19th.
 - Follow-up with Rita Carbonell from Transportation regarding no speed deterrent devices/signs on NW 102 Av between 74 St-90 St. Second email.
 - 11401 NW 58 St EBT, meeting with Ms. Alen to finalize the Turkey Delivery Friday the 19th.
 - Follow-up with Marianela @ DCF 1490 NW 27 Av to confirm Turkey delivery Friday 19th.
 - 2600 NW 87 Av Sabor Habana business contact community Partner.

1. Completed below listed Trespass Affidavits. They were added to the CAD, logged, and scanned
2. Avalon Doral 3940 NW 79 Av -Mike Grant
3. Italian Gelato I LLC 4191 NW 107 Av -Freddy Hernandez
4. The Original Pancake House 9903 NW 41 St-Manuel Iglesias

Upcoming H.O.A.s and Meetings

November Meetings Times Community Address

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

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 64,630 (114 additional followers)

- SOCIAL MEDIA HIGHLIGHT: Facebook reach increased 39% (23.9k); Instagram reach increased 18.9% (23.9k)

TOP POST: Instagram post highlight student tour from Downtown Doral Charter Elementary (6.6k reach and 367 likes)

- Promoted multiple city events/initiatives including but not limited to: Call to Artists, Downtown Doral Holiday Fest, FDOT safety campaign, Holiday Card Contest, SBDC FIU Business Workshop

- Design/Web Projects –Updates to City website, several certificates, Estylo Magazine Anniversary Ad, Updated #DoralDoggies Campaign flyer

- Media Support for Mayor at FL Governor Press Conference

- Events:

- o Hosted Downtown Doral Charter Elementary Student Ambassador Tour

- o Coordination for South FL Water Management Board Meeting

- Videos:

Published– Spend Local – Deep Clean Experts

Published – Spend Local – Eparepa

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

- NW 114 Ave/NW 82 Street Traffic Signal - Project has been awarded to AUM Construction, Inc. for \$406,305.90. Forwarded contract to City attorney's office for review prior to sending document to contractor for execution.

- Submitted the Technical Memo to the Director to provide evidence of feasibility to the adopt a Tree Protection Ordinance for the City Manager's office review.

- Held a Volunteer Cleanup with the Doral Academy Green Club on Saturday, November 20th, 2021, with more than 25 student volunteers to collect bags. Draft of post-press release will be sent to the Communications Director to post on all City's media outlets.
- Held a meeting with Isaac Nicholson from "Keep America Beautiful" and Savannah Christy from "Keep Florida Beautiful" to get all the program requirements for the City of Doral to become an affiliate of the National Program.
- Ordered 20 holiday light pole banners to be installed for the holidays in addition to the 80 ordered by the Public Affairs Department.

Transportation:

- Attended the Florida Department of Transportation (FDOT) 36 Street 6 Street Multimodal Study Briefing.
- Attended the City's Police & Traffic Advisory Board Meeting.
- Attended the FDOT District 6 Non-Motorized Traffic Monitoring Deployment Training.
- Attended the Virtual Public Meeting Package - Roadway Improvements Project - NW 58 Street from NW 97 Avenue to NW 79 Avenue.
- Met Via regarding their On-Demand Transit service.