



Memorandum

To: Honorable Mayor and City Council

Date: January 24, 2022

From: Hernan M. Organvidez, Interim City Manager

Subject: **Weekly Council Update/ January 16 - January 22, 2022**

City Manager's Office

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

POLICE

Police responded to a call regarding a domestic related false imprisonment where a man was preventing his girlfriend from leaving the residence.

Police were summoned to Doral Meadow Park in reference to a fight between several men. Upon police arrival everyone had left the scene.

INFORMATION TECHNOLOGY

Meeting with Plante Moran in reference to the implementation of Phase II.

Meeting with Tyler and Finance reference to invoicing issues.

Upgrade of the Network is ongoing.

Garage door repairs are ongoing.

FINANCE

Payroll is being processed this week.

Audit is ongoing.

HUMAN RESOURCES

Conducting meetings related to FMLA.

ECONOMIC DEVELOPMENT

Working with Public Affairs to promote several events.

Working with Apple TV regarding the upcoming production of a television show.

PLANNING and ZONING

Attending a workshop with representatives from the U.S. SOUTHERN COMMAND concerning housing they intend to build.

PUBLIC WORKS

Roof repairs at the Police Department have been completed.

The Christmas decorations have been removed throughout the city.

Fire alarm testing will be done on Saturday.

PUBLIC AFFAIRS

Preparing for the Best of the Best promotional campaign.
Preparing a video and press release to highlight work done by the Boy Scouts of America.
Workshop to revise the department's Policies and Procedures.

PARKS

Interviews for openings in the Parks and Recreation Department.

CODE COMPLIANCE

Special Magistrate Hearing on Thursday, January 20.
Follow up on violators of the Emergency Outdoor Dining provisions.

BUILDING

Revising the existing Policies and Procedures to include new information concerning EVERGOV.

CITY CLERK'S OFFICE

The deadline is January 19, for items for the next Zoning meeting.

CITY MANAGER

- Interim City Manager and Interim Deputy City Manager along with City Attorney Figueredo, City Clerk Diaz and Planning and Zoning Director, Mr. Javier Gonzalez held Agenda Review Meeting with Mayor Bermudez for the Local Planning Agency and Council Zoning Meetings to be held January 26, 2022.
- Interim City Manager held weekly meeting with Procurement Manager, Ms. Tanya Donigan and Procurement Coordinator, Mr. Kevin Salazar.
- Interim City Manager held weekly meeting with Chief Financial Officer, Ms. Matilde Menendez and Assistant Finance Director, Ms. Solangel Perez.
- Interim Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.
- Interim City Manager and Interim Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held Agenda Review Meeting with Department Directors for Council Meeting to be held February 9, 2022.
- Interim City Manager and City Attorney Figueredo conducted second round of interview for the Human Resources Director Position.
- Interim City Manager and Planning and Zoning Director, Mr. Javier Gonzalez held individual Agenda Review meetings with City Councilmembers for the Local Planning Agency and Council Zoning Meetings to be held January 26, 2022.
- Interim City Manager held weekly meeting with Interim Human Resources Director, Ms. Rita Garcia and Acting Assistant Human Resources Director, Ms. Elizabeth Ramirez-Lopez.
- Interim City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.

- Interim Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Sullivan.
- 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 Planning and Zoning Director, Mr. Javier Gonzalez and Assistant Planning and Zoning, Mr. Zafar Ahmed.
- Interim Deputy City Manager along with City Attorney Figueredo held meeting with
- Interim Deputy City Manager held weekly meeting

Capital Improvement Project Manager

Doral Cultural Arts Center:

- Submittals:
 - o Revision 19 & 20 is being review by City of Doral Building Department.
 - o 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”.
- Construction Activities:
 - o Sloped landscaped area
 - A water truck is used to irrigate the areas impacted by the existing irrigation system disruption. Truck service to be used only when needed.
 - Backfill material approved by B&A. Backfilling operations to resume this week.
 - o Parapet and concrete countertops.
 - Pending concrete steps for north egress path and access gate (opening) to elevator machine room.
 - o Ongoing activities:
 - Amphitheater step seating is pending. B&A submitted alternate design to avoid multiple pours (Nov 19th). Final design set submitted January 17th
 - KVC prepared a 10’ x 10’ mockup with the proposed roofing material (Elastophene) for the sloped roof area.
 - The Architect of record and the city representative inspected mockup suggested the area is coated to make look more uniform.
 - KVC submitted a product that will not void the warranty.
 - KVC submitted a change order for the sloped roof installation. The PMT and B&A believe this should not be additional work.
 - Conference call with KVC to discuss change order validity scheduled for Wednesday 19th.
 - Interior partition walls construction continues in the administration area.
 - Door frames are also being installed. Installation is in progress.
 - Metal pan stairs delivered on December 8th, pending handrails. Egress walls are being treated with stucco.
 - HVAC ductwork installation underway.
 - Building paint primer released for application. Pending building paint approval.

- Roof terrace tapered insulation released for installation.
 - 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 (NE 53rd Terrace). Tree pruning on December 6th.
 - Contractor working on sanitary sewer connection on NW 53rd Terrace.
 - Sidewalk and curb demolition for BOH driveways is underway (NW 53rd Terrace).
 - Contractor getting ready to start main entrance drop area on NE 53rd Street.
 - Bollards delivered to project site.
 - Backflow preventer and water meter installation underway.
- General Activities
 - IT Department
 - Finalized location, elevation, and section of Interactive Display.
 - Conduit layout and sizing confirmed and approved by City IT, Contractor, and Design Team.
 - Agreement to install cameras on existing Codina park light poles received.
 - Multipurpose room tv wall back boxes lowered 9 inches per Doral IT request.
 - Phased closing for work in Downtown Doral Park coordinated with Parks.
 - AT&T pull box relocation on-going.
 - KVC will coordinate with AT&T to have the relocation of the box.
 - AT&T confirmed they have the relocation scheduled and coordinated with KVC.
 - Relocation will occur after the area is cleared and graded.
 - Art in Public Places:
 - PZAD-2109-0120 re-submission per Planning and Zoning feedback.
 - Pending date for committee review.
 - Revision 19 & 20:
 - Submitted to Doral BD by B&A on August 11th
 - Doral BD revision completed – September 17th; B&A is addressing the comments (September 20th). In progress.
 - Notes:
 - PM provided to Parks and Recreation 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”.
 - A sign mock is required for Parks review.

Morgan Levy Park:

- Project completed
- Financial closeout
- Permitting Process
 - MDC DERM Grease Trap permit in review.
 - Comments received from DERM on July 23rd.
 - Grease trap installation is in review to be compliant with current code.

- Response package received on January 10th and already submitted to DERM for final review.
- Pending DERM review disposition.

White Course Park:

- Permitting Process:
 - o Miami Dade WASD permit is on-going.
 - Pending Elan's Sketch and Legal and Opinion of Title.
- Submittals
 - o RFI's Submittals are on-going.
 - o AiPP Package submitted to Planning and Zoning.
- 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 100% complete.
 - Restroom interior walls stucco is 100% complete.
 - Gypsum board 100% complete.
 - Plumbing fixture installation 100% complete.
 - Lighting fixtures housing installation 100% complete.
 - Lighting fixture installation ongoing.
 - Facade stone veneer and cast stone installation 100% complete.
 - HVAC rough 100% complete and passed inspection.
 - Rainwater harvesting tank installation complete.
 - Pump irrigation system 95% complete.
 - Restroom Building painting 90% complete.
 - Countertops 100% installed.
 - Resilient epoxy coating for Restroom floors 100% complete.
 - o Electrical power meter installed.
 - Final inspection passed.
 - Service activation complete.
 - o Roof final inspection passed.
 - Metal roofing permit to remain open until pavilion roofing has passed.
 - o Sewer lateral extension completed.
 - Palm tree and sod installation in the upcoming weeks.
 - Sod installation complete.
 - o Site Utilities:
 - Lighting pole installation nearly complete.
 - RFI#43 resolution issued, work to commence Friday.
 - 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 100% complete.
 - Rain garden grading is 100% complete.
 - Forming for concrete/paver center sidewalk ongoing.
 - Concrete placement occurring in sections.
 - Perimeter fencing nearing completion.

- o Off-leash dog areas:
 - Final lift 100% complete
 - Gate installation pending.
 - Fence posts is 100% complete. Gate installation remaining.
 - Artificial turf onsite, installation has been completed.
 - Dog water fountains, dog waste stations and dog wash stations complete.
 - Dog area shelter roofing installed.
- o Putting green:
 - Final grading complete.
 - Artificial turf on site, installation has been completed
- o Pavilions:
 - Soil compaction & Concrete slabs pour completed.
 - Shelter installation 75% complete.
 - Pavilion frames passed inspection.
 - Pavilion wooden roof installation complete, metal roofing installation on-going.
- o Playground area:
 - Shade cover pole footings concrete pour 100% complete.
 - Installation of fitness equipment pending RFI #44 (spacing and orientation of equipment).
 - Resolution has been relayed to the contractor and corrective action to be initiated shortly.
 - Playground shade cover columns completed.
- o Fitness area:
 - Concrete slab placement 100% complete.
 - Installation of fitness equipment pending RFI #44 (spacing and orientation of equipment).
 - RFI#43 resolution issued, work to commence Friday.
 - Fitness Area shade cover columns and shade installation 100% complete.
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- o Park Furniture:
 - Installation of park benches, trash receptacles and picnic tables ongoing.
- o General Landscaping:
 - Tree installation 85% complete.
 - Sod installation 50% complete.
- General activities:
 - o Art in Public Places.
 - Art in Public Places banners received September 14th.
 - Contractor has been provided the quote from Binca for park wayfinding signage and educational signage.
 - PMT assistance resulted in a savings of approximately \$1,000.
 - o IT Department
 - IT Department received P.Os.
 - IT and Parks & Recreation provided information for Keying schedule for the restroom building.
 - Orientation of light pole positions for cameras field verified with City IT and Contractor.
 - o Waterfront Paver installation coordination on-going.

Doral Meadow Park:

- Project completed.

Doral Central Park:

- Authorities having Jurisdiction (AHJ's)
 - o Doral Building Department - Permits
 - Previous Updates: Phase I drawings have been permitted through the City of Doral and fees have been paid.
 - On January 20th, 2022, Phase II/III permit fees have been applied and are being processed through City of Doral. Phase IV permit fee is being processed and is expected to be paid soon so permit can be issued.
 - o FEMA CLOMR
 - Previous Updates: BCC change order for revising model has been approved and executed, pending new model from FEMA to be sent to Public Works for BCC to work on. FEMA deadline of late December 2021 for CLOMR submission was missed due to the model not in the correct format for FEMA and design drawings still being refined. Stephanie Bortz with Public Works is coordinating the resubmission effort.
 - On January 20th, 2022, the model format from FEMA has not been received but is expected soon. The final design is not complete, but no changes are being made to grade /elevation on the site so modeling by BCC can begin once it's received from FEMA. BCC states it will take them 30 days to update the model. Also, FEMA has not responded to submission back in December, in which they have 90 days to do so. Following their response to this submission, corrective action being taken on their comments, and BCC completing the model, a final submission will be made to FEMA for the CLOMR around roughly mid-March 2022.
 - o WASD
 - Previous Updates: Phase I, II/III, & IV WASD and DERM approvals are complete.
 - On January 20th, 2022, once the subcontractor, Central Civil, acquires their sub permit from Public Works, which should be by the end of this week, then a Pre-construction can be scheduled with WASD in order to commence water and sewer main line, lateral, and supply install.
- Construction Activities:
 - o Civil Work (Phase I)
 - Previous Updates: All drainage work has been installed that is confirmed by design will not be revised. Water & sewer main material has been delivered to the site in anticipation of starting this work.
 - On January 20th, 2022, water and sewer work to commence following Pre-construction meeting with WASD, which will take place following public works issuance of sub permit to subcontractor Central Civil by the end of this week.
 - o Skate Park / Amphitheater (Phase II/III)
 - Work has not commenced, pending final design decision. Expected start roughly in April 2022.
 - o Recreation Center / Aquatics Facility (Phase IV)
 - Work has not commenced, pending final design decision. Expected start roughly in July 2022.
- General Activities

- Weekly Meetings
 - OAC meetings are being held weekly on Wednesdays.
 - Site coordination meetings with contractor, subcontractor, and design teams to commence the week before civil water and sewer work starts.
 - DCP design workshop is scheduled for every Thursday, with the next meeting being on January 27th to review ROMs on options prepared by BA on the Amphitheater, baseball fields, rec center, and aquatics facility.
- Art in Public Places
 - Pending final design completion
- FF&E
 - Proposal from JC White received Dec 13th, 2021.
 - Pending final design completion.
- IT
 - Access Control system plans for all phases is complete.
- Owner Direct Purchase (ODP)
 - No update.
- Council member banners:
 - Updated to reflect rotation update on November 10th, 2021.
- ChargePoint EV charging stations
 - Received quote, including installation, and updated W-9 for vendor registration with the city.

Doral Boulevard Pedestrian Bridge:

- General Activities
 - 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 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.
 - Technical proposals due – November 18th (Opt-Out deadline Nov 19th)
 - Technical Proposal Page All Firms presented on December 15th.
 - Halley at 9:00 am
 - Condotte America at 9:50 am
 - LEAD Engineering at 10:30 am
 - Price proposals due January 31st – To be pushed back one week to allow for Covid delays.

Trail Network:

- General Activities
 - Sharrows:
 - Interlocal Agreement submitted to MDC on-going.

- Bike lanes:
 - Revised work order has been signed.
 - Sub-contractor to receive materials this week.
 - Work to commence Monday January 24th, 2022.

Trails and Tails Park (Lighting Improvements):

- Permitting:
 - Secondary building sub-permit application complications resolved.
- General Activities:
 - IT Department coordination is on-going.
 - IT room construction estimated to begin late January.
 - 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.
 - Conduit layout on the park's small dog area 100% complete.
 - Wiring in the park's small dog area 100% complete.
 - Solar power bollards coordination with Park and Recreation Department concluded.
 - Light pole installation in the small dog area and share path 100% complete
 - Wiring for share path light poles is 100% complete.
 - Damaged sprinkler lines have been repaired.
 - Light pole storage area confirmed with Parks Dept.
 - Small Dog Park light poles installed (62 poles).

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.
- 10- Business Tax Receipt applications for new businesses have been received this week.
- 38- Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 0- Alcohol Packets have been signed.
- 14-Business Tax Receipt applications for new licenses have been received this week

Planning and Zoning

- Addresses issued: 2
- Building Permits reviewed: 79
- Zoning Inspections conducted: 21
- Site plans reviewed/approved: 0
- Zoning verification letters: 2

- The Planning and Zoning Director participated in a meeting with Building Department Director to discuss outdoor dining restaurant requirements.
- The Planning and Zoning Director participated in the weekly staff meeting.
- The Planning and Zoning Department participated in the Bond Meeting Process regarding Construction Management.
- The Planning and Zoning Director held the department bi-weekly meeting.
- The Planning and Zoning Department participated in a meeting to discuss Downtown Doral South improvement to NW 47 St and Paseo Blvd.
- The Planning and Zoning Department participated in a meeting regarding Raising Cane's restaurant.
- The Planning and Zoning Director participated in the Mayor Agenda Review meeting.
- The Planning and Zoning Department participated in a workshop regarding USAG-Miami/SOUTHCOM-FAA Housing Project.
- The Planning and Zoning Department participated in a pre-application meeting regarding District 79.
- The Planning and Zoning Director participated in a meeting to discuss Midtown PUD – Century Towne Center-Phase II site plan comments.
- The Planning and Zoning Department participated in a meeting regarding Doral Lakes LED Sign.

Economic Development

- Met with USDOT Office of Small Business re: participation of Director Shelby Scales as keynote speaker for Bipartisan Infrastructure Law briefing in February.
- Coordinated meeting with Aruban Minister Plenipotentiary Jocelyn Croes and Consul General of the Netherlands re: participation in Aruban economic conference.
- Coordinated visit from Papiamento Rum owner and Oranjestad-Aruba Sister Cities Association re: culinary event and distribution center in Doral.
- Met with Jason Ayer, GM and Tina Nasevska, Sales Manager for Kings Bowl re: sponsorship opportunities and Economic Development programs.
- Registered for Taipei Smart City Conference and Mayors Summit in March.
- Attended Miami Construction Forum workshop.
- Coordinated participation in Aspen Institute's Miami Cohort gathering hosted by The Beacon Council on January 24, and City of Doral site visit from Alejandro Manzanares, Sr. Program Manager for Aspen Institute's City Learning and Action Lab on January 25.

- Coordinated execution of Ritmo Doral agreement with the Rhythm Foundation.
- Coordinated with Public Affairs and partners to create flyers for upcoming events.
- Assisted producers of Apple TV+ show 'Bad Monkey' with parking and locations.
- Processed grant applications and reimbursements for PTSA Grants, CBO Grants and Façade Grants.
- Scheduling Business Outreach Coordinator interviews.

Building Department

- ADMIN: Director attended staff meeting; Director/BO attended weekly with IDCM; Team attended bond meeting; SFBOA Officers attended committee meetings; Director hosted 2nd Floor Leadership Team meeting to discuss Outdoor Dining FAQ website (now published) and impact fees/PZ reviews;
- EnerGov Update: EnerGov Stabilization project meeting with assignments; Director/Asst Director met with finance and IT to discuss outstanding invoices;
- HUMAN RESOURCES ACTIVITIES: 5 technical positions remain posted; records clerk Genesis Valdivia starts Monday 1/24.
- PROJECTS: Working with District 79 on future spec spaces and T/I work; Jackson Health project closeout, team working with subs to finalize any outstanding issues and work toward final CO;

Volume:

- APPLICATIONS: 126 (dn) Permit Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 431 (dn) Plan Reviews (all departments)
- PERMITS ISSUED: 80 (dn) Permits Issued (all departments) with a construction value of \$2.2 million (dn) and \$49,875 permit fees collected (dn)
- INSPECTIONS: 288 (dn) Total Inspections Completed (all departments)

Active files in Review Coordinator as of 1/20/2022:

- Review Coordinator - New: 65; Approved: 8, Failed: 4

Reports:

- Permit Status (FEES DUE): 488 (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): 33 applications (up) [may include reworks or 2nd round submittals]; (Backlog July (6), August (12), September (12), November (2), January (1) - *Backlog files may include items already touched, Reworks, or workflow has been abandoned; working on status change updates.
- Item Review Status (BLUEBEAM QUEUED): 348 (up) items pending review by a trade or discipline

Code Compliance

- Director participated in the Energov Stabilization Project Management meeting.
- Department continued outdoor dining enforcement and began issuing notices to appear for February 24 to those businesses still in violation.
- Assistant Director participated in conference call with Planning & Zoning Director, Building Official and Revo Soccer Miami attorney to discuss possible increase of occupant load.
- Department held monthly Special Magistrate hearing for the month of January, where 20 cases were successfully presented.

Finance Department

- Accounts Payable: Processed 127 invoices; 130 checks for a total of \$679,202.
- Journalized the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Processed the City wide payroll for the pay period ended 1/16/2022.
- The department continues to work with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP on the 2021 fiscal year-end financial audit.

PROCUREMENT

- A total of 31 PO's for a total value of \$920,185.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 01/20/2022

- 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; Price Proposal due 01/31/21.

- 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: Award Recommendation Made.

- Solicitation No. and Title: ITB No. 2021-20 – LPR Infrastructure Construction
Dept: Information Technology
Broadcast Date: 12/08/2021
Due Date / Bid Opening Date: 01/11/2022
Status: 1 Submittal; bid is being evaluated.

- Solicitation No. and Title: RFP No. 2021-24 – Camps and Specialty Camps
Dept: Parks & Recreation
Broadcast Date: 12/07/2021
Due Date / Bid Opening Date: 01/06/2022
Status: Phase II Evaluations is scheduled for 01/26/22.

- Solicitation No. and Title: RFQ No. 2022-22 – General Planning and Zoning Consulting Services
- Dept: Planning & Zoning
- Broadcast Date: 01/11/2022
- Due Date / Bid Opening Date: 02/11/2022
- Status: Pre-Bid Meeting Scheduled for 01/21/22.

Human Resources

CURRENT JOB POSTINGS

- Building Inspector, Building Department, Closes on 02/08/2022
- Electrical Inspector, Building Department, Closes on 02/08/2022
- Park Service Aide, Parks Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Closes on 02/08/2022
- Plumbing Inspector, Building Inspector, Closes on 02/08/2022
- Police Officer, Police Department, Open Continuous
- Police Service Aide, Police Department, Closes on 02/11/2022
- Receptionist/Recreation Service Aide, Parks Department, Open Continuous
- Records Management Specialist, Police Department, Closes on 02/01/2022
- Recreation Service Aide, Parks Department, Open Continuous
- Structural Plans Examiner, Building Department, Closes on 01/31/2022

SPECIAL PROJECTS

- The HR Department is Continues to coordinate/facilitate Weekly COVID testing for employees.

PRE-EMPLOYMENTS

- Police Officer, (2 candidates), Police Department
- Recreation Service Aide, Parks & Recreation Department
- Park Service Aide, Parks & Recreation Department
- Building Budget Coordinator, Building Department
- Clerical Aide, Police Department

Information Technology

- Public Safety Support - This week, the PD IT continues to work with our RTOC platform to import floor plans for locations in the city. % Users were upgraded to the new Adobe. A folder structure was created for the SRO_NRU drive. 3 local business will be visited this week to bring them into the RTOC. IT assisted the BWC administrator in separating two groups in evidence.com. IT assisted with a case in GIU. The fuel system is being worked on to import missing data into the web portal. AVL continue to be installed in car, project is nearly 99% completed. IT set up a new user at PD. IT pushed out a new training shortcut. Servers have begun to be rebooted to apply Microsoft updates.
- Resolved 94 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Updated password to the CSS Guest login computers at the Solution Center..
- Met with the ADT technician on Tuesday and Wednesday to complete the installation and programming of the new reader installed in the sliding door next to the elevator on the first floor.

- Met with the Vermont Systems technician through video call to resolve the issue with the RecTrac software due to the migration from Internet Explorer to Google chrome.
- Setup account for the new Executive Intern for the Vice Mayor.
- Continue to work on the deployment of the new Latitude 7420 Laptops to replace the Dell Desktops and Laptops from 2016 or older.
- 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.

- Sr System Analyst, This Week:

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

Monitored the file system archiving tasks and the correct retention policy was not reset.

Troubleshoot Idrac with Dell and sent the logs to them.

Extended disks in the Database server at the NAP.

Assisted the Helpdesk to retrieve archived file

Changed the BIOS in the Briefcam server to enable IDRAC.

Scheduled to restart last night all Windows server 2016 pending to complete the install.

Downloaded and installed the File system archiving monitoring system with the consultant.

Added users to group to read data from system

Fixed Windows Update in server that failed.

- Sr. Network Architect: Continued with the upgrade of Network Links between Independent and Main Distribution Frames. Included configuration changes on multiple network equipment, and hardware install.
- Researched new technologies and solutions to implement across multiple Data Centers to support advanced features on critical services.
- Configured the phone system to announce the holiday recording (Martin Luther King).
- Supported the AV team during work in conjunction with a city vendor to provide new network services. This included network design and configuration changes on equipment.
- Elaborated custom phone reports and presented them to management.
- Supported the City Hall Help Desk during resolution to daily users' issues.
- Continued to monitor the Network and performed actions based on incidents.
- Call flow modified for the Building Department.
- AV Team provided AV support for Finance, PW, PD, PA, CM, and HR Department
- Maintenance on Council Chambers AV system
- AV Team is working with vendor to upgrade Council Chambers
- AV Team provided setup and support for meeting at the EOC
- AV Team provided setup and support for FDOH

- Security Manager

This week, over 85 emails were reported and analyzed for malicious intent. Began coordinating with the appropriate departments to schedule the Citywide security awareness training. Assisted HR department in sending out tax documentation. Worked with PD IT in identifying a password reset issue.

- Energov Systems Analyst: Took over tickets previously assigned to other Systems Analyst.
- Created multiple tickets concerning various issues with Energov.
- Got access to Kace system for submitting change tickets.
- Application Development- This week:
- Updated payment app to mitigate Ws-Trust impact.
- Updated Energov configuration reports.

- Investigated portal upgrade.
- Worked with Tyler tickets.
- Participated in Energov Stabilization Project Meeting.
- Data Integration Engineer:
 - Assisted the GIS Developer with the Sunbiz project for the Code Enforcement Department to download the data for the businesses located in Doral, FL.
 - Creating a new job to automate the restore process for the Energov database from the backup received on daily basis from Tyler.
 - Applied Windows Update on the SQL servers.

- Smart City projects are underway:
 - FPL 2 LPR Poles/Public Safety Project:

We just received from FPL address and now vendor will submit Doral permits with addresses to send to MDC. Coordinating with another Vendor to add the camera and box installation, 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 70 % completed.

- Asset Essentials System

We continue coding 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 98% completed

- WCCD 37120- Yearly Smart City Certification Project

We created a service/utility map to comply with requirements and we have been requested to enhance it. Continue obtaining answers from MDC to fix comments from Auditor for waste, energy, and transportation information, we are redoing answers and calculations then re-submit for Auditor verification. Expecting soon certification of the City of Doral. We are waiting additional answers from MDC waste and environmental departments.

Project is 99% completed

- WCCD 37123- Sustainable Smart City Certification Project

We have completed the safety answers and meeting with departments for all inquiries explanations since this is a new certification and continue to send out inquiries to many companies while obtaining answers. Working with Finance and P/Z on requirements.

Project is 24% completed

- GIS Administration- This week:
 - Continue to conduct systems and communicate with vendor and internal Information Tech team.
 - Information Tech Staff meeting.
 - As per planning/zoning dept's request, meeting with planner to discuss about art in public place GIS web app.
 - As per code compliance dept's request, updated officer on enforcement zones map.
 - As per code compliance dept's request, troubleshoot and resolved address search issue on GIS web app.
 - As per code compliance dept's request, review and conduct on Sunbiz GIS web app.
 - As per information tech dept's request, gathered, created and provided basic services map for smart city.
 - Communicated users support.
 - Continue to rebuild and test systems.
 - Weekly GIS maintenance.

- 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).
- Continued with the coordination/installation of the surveillance camera on exterior poles at Morgan Levy Park.
- Started with the preliminary design for the implementation of the new UPS systems at Legacy and Glades Park.

Parks and Recreation

- Parks Director held Administrative Assistant interviews.
- Parks staff held Assistant Cultural Center Supervisor interviews.
- Teacher Planning Day Camps were held at Doral Legacy Park, Morgan Levy Park, and Doral Glades Park on 1/21.
- Parks Director attended weekly meeting with Interim Deputy City Manager to discuss ongoing department items.
- The Silver Club hosted a trip to the Superblue Museum on 1/19 with 15 participants,

Police Department

Arrests

- Felonies: 3
- Misdemeanors: 5
- Traffic: 3
- Warrants: 5
- DUI:

Traffic Citations

- Hazardous Moving Violations: 340
- Non-Hazardous Moving Violations: 285
- Disabled Parking Violations: 5

Civil Citations

- Civil Citations: 2

Notable Arrests & Incidents

Attempted Felony Murder/Firearm

Firearm/Discharge in Public

Resisting Officer Without Violence to His Person

Doral Detectives were summoned to the area of 8300 NW 36 Street to investigate a shooting. Detectives met with several victims and witnesses who stated that an altercation had taken place at the location. The victims stated that after the altercation, their party went to the parking garage where they were confronted by the male subject. A physical altercation took place when the male subject produced a black firearm and discharged the firearms towards their direction. The male subject then fled the scene and was later identified by detectives. The male subject was arrested and transported to TGK.

Trespass/Occupied Structure or Conveyance

Doral Patrol units were summoned to a business located at 3255 NW 87 Avenue regarding an intoxicated male sleeping in the lobby. Upon officer's arrival they met with the caller who told them that on multiple occasions, the male subject was asked to leave the location and he refused to do so. Officers then met with the male subject at which point he was asked to leave the location and the male subject once again he refused to do so. 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

01/14/22 to 01/20/2022

- 2505 NW 87 AVE., Intercontinental Hotel – Hotel/Occupancy Rate list
- 3929 NW 82 AVE., Courtyard - Hotel/Occupancy Rate list
- 3755 NW 78 AVE., Wingate - Hotel/Occupancy Rate list
- 3255 NW 87 AVE., Holiday Inn - Hotel/Occupancy Rate list
- 3265 NW 87 AVE., Staybridge - Hotel/Occupancy Rate list
- 5300 NW 87 AVE., Provident - Hotel/Occupancy Rate list
- 11600 NW 41 ST., Hampton Inn - Hotel/Occupancy Rate list
- 1691 NW 107 AVE., Holiday Inn - Hotel/Occupancy Rate list
- 5001 NW 104 AVE., Doral Dunes HOA – Crime Watch Meeting
- 6055 NW 105 AVE., Landmark South – Security Survey follow up
- 8055 Geneva Way., Las Vistas – Traffic Concern
- 2841 NW 107th Ave. J.C. Toys Safe Cam/Trespass program
- 5300 NW 102nd Ave. Morgan Levy Park (Park Check).
- 2500 NW 87th Ave. Intercontinental Hotel (Business check).
- 4400 NW 87th Ave. Trump National (Business check).
- 2900 NW 109th Ave. Loyola Academy (K.A.P.O.W.).

- 10201 NW 58th St. School Depot (Safe Cam follow up).
- 7500 NW 104th Ave. Common Plaza (M.L.K. Detail).
- 7400 NW 107th Ave. CVS Plaza (M.L.K. Detail).
- 107/58th St. Doral Isle Plaza (M.L.K. Detail).
- 11600 NW 41st St. Hampton Inn (M.L.K. Detail).
- 3895 NW 107th Ave. Springhill Suites Marriott (M.L.K. Detail).
- 3875 NW 107th Ave. Best Western (M.L.K. Detail).
- 3805 NW 107th Ave. Baymont (M.L.K. Detail).
- 21 TER/87th Ave. Gateway. (M.L.K. Detail).
- 1725 NW 97th Ave. Breakthrough (Safe Cam/Trespass Program).
- 1861 NW 97th Ave. Import Collection (Safe Cam/Trespass Program).
- 1873 NW 97th Ave. Professional Pet Service. (Safe Cam/Trespass Program).
- 1951 NW 97th Ave. Central Turbos (Safe Cam/Trespass Program).
- 7450 NW 104th Ave. TAIKIN (Safe Cam follow up).

Upcoming H.O.A.s and Meetings

January Meetings Times Community Address
 1-26-22 7 PM Milan 10284 NW 82 Terr

Training Unit

- Annual Training Lesson Plans Revisions and preparation.

Office of Emergency Management:

- Monitored severe storm weather during MLK weekend and posted Tornado Watches from the National Weather Service (NWS Miami) on social media.
- With P.W., continued review of City's Comprehensive Emergency Management Plan (CEMP) for four-year update, including updated version of Flood Warning and Response Plan.
- Continued virtual course overview of FEMA's Environmental and Historic Preservation for IAEM re-certification purposes.
- Continued process to acquire emergency food kits for Hurricane season.
- With I.T., finalized answering Smart City questionnaire pertaining to Emergency Management.
- Created situation reports, and shared COVID-19 and other relevant news with Directors, DPD command, and satellite cities. Information also included weekly Covid reports provided by the Florida Department of Health (FDOH), County daily Covid-19 dashboard, etc.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 64,979 (Increase of 64 followers)

- SOCIAL MEDIA HIGHLIGHT: Twitter impressions are up by 17.4% (33k); Twitter profile visits are up by 48% (5k)

TOP POST: Instagram post promoting solar trees had most reach of the week! (8k reach and 427 likes)!

- Promoted multiple city events/initiatives including but not limited to: Mayor at US Conference of Mayors, Women's Survey, Morgan Levy Park Solar Trees, Mammogram sponsored event, Executive Internship
- Design/Web Projects –website updates, work on the Spring 2022 Doral Life Magazine, Outdoor Dining page, Outdoor Dining flyer, Edits to Economic Development Quarterly Report
- Film Permits Executed:
 - o Telemundo Reality Show filming at Doral Glades Park (Enamorados)
- Press Releases:
 - o Eagle Scout Service Projects Enrich Doral Glades Park
 - o Los proyectos de servicio de Eagle Scout enriquecen al Doral Glades Park
- Meeting with Society of American Florists to consider promotion of Flower City designation.
- Meeting with Doral TV team for 2022 programming planning session.
- Meeting with Tesla team about electric charger promo
- Videos:
 - Published – Spend Local Save Local – Semper Laser
 - In Production – Resident Spotlight (Doral Shines) Boy Scouts
 - In Production – Hiring promo
 - In Production – Adventures of Alex the Egret

Public Works

- The Public Works Department had a total of 5 visitors last week.
- The Public Works Department completed a total of 45 facilities Work Orders.
- Coordination with FPL Conflicts - FPL subcontractor has mobilized to job site to commence work.; pending other utilities to transfer their services in efforts to remove vacated poles.
- NW 114 Ave/NW 82 Street Traffic Signal - Contractor to start directional bores tomorrow morning 1/19. EOR working on releasing mast arms for production.
- Outfall Design - Meeting scheduled for 1/18/22 to discuss comments for Class III Permit.
- Stormwater Master Plan (Year 1) - 50% Submittal is to be submitted by: 2/01/22 (Stantec provided a revised schedule).
- Police Facility Elevator (Waypoint) - Anticipating a Construction NTP of next week. Construction to start on 2/23/22.
- Parking Garage Retrofit Design (Wantman Group) - Met with IT regarding security features which will require revised plans...sent follow up email this morning.

Transportation:

- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Improvement Program (TIP) Development Committee Meeting.