



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** January 07, 2022

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

**Subject:** **Weekly Council Update/ January 2 - January 08, 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**

Calls for the week were down 12%.

Police responded to an apparent natural death of a 42-year-old man. Investigation was turned over by Miami-Dade Police Department Homicide Bureau.

Twenty-one (21) police employees are out with Covid-19.

### **INFORMATION TECHNOLOGY**

Conference call with Plante Moran will take place this week to discuss ENERGOV.

There are 20 outstanding tickets with Tyler.

Seven employees are out with Covid-19.

### **FINANCE**

Ongoing work on the Quarterly Filings.

Four employees are out with Covid-19.

### **HUMAN RESOURCES**

All directors were reminded of the importance of keeping HR current on the number of employees out of work due to Covid-19.

As of Monday, January 3, there were a total of 57 City employees who are out of work due to Covid-19.

Covid-19 testing will take place on Tuesday, January 4, at Government Center.

### **ECONOMIC DEVELOPMENT**

Quarterly reports will be completed this week.

The processing of grant applications continues.

Working with Public Affairs to promote upcoming events.

### **PLANNING & ZONING**

Working on ordinances and resolutions for the January zoning meeting.

### **PUBLIC AFFAIRS**

Review and revisions of the Department's policies and procedures.

Working with the Military Advisory Board for an upcoming event.

## **PARKS & RECREATION**

Art Walk will take place on Saturday, January 8.  
Eleven employees are out with Covid-19.

## **CODE COMPLIANCE**

Military Advisory Board scheduled for Tuesday, January 4.  
Ongoing enforcement of the Outside Dining restrictions continue.  
One employee out with Covid-19.

## **PUBLIC WORKS**

Work on the installation of the traffic signal at NW 114 Avenue and 82 Street is scheduled to commence this month.  
Ongoing roof repairs at the Police Department continue.  
Fumigation against Covid-19 will take place on Tuesdays and Thursdays.

## **BUILDING**

A new Plans Processing Clerk begins work on Monday, January 3.  
Thirteen employees out with Covid-19.

## **CITY CLERK**

Finalizing the Agenda for this month's meeting.

## **CITY MANAGER**

- Interim City Manager and Interim Deputy City Manager held meeting with City Attorney Figueredo and Interim Human Resources Director, Ms. Rita Garcia to discuss Telecommute Policy.
- Interim City Manager and Interim Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held Agenda Review meeting with Mayor Bermudez for the Council Meeting to be held January 12, 2022.
- Interim City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez.
- Interim City Manager held weekly meeting with Chief Financial Officer, Ms. Matilde Menendez.
- Interim Deputy City Manager held weekly meeting with Building Official, Mr. Vince Seijas.
- Interim City Manager and Interim Deputy City Manager held meeting with AECOM Project Manager, Mr. Jacob Rinard, Mr. Eugene Collings-Bonfill from EXP USA, Chief Financial Officer, Ms. Matilde Menendez and Procurement Manager, Ms. Tanya Donigan to discuss Park Bond Projects Cost Reports for November and December 2021.
- Interim City Manager held meeting with Procurement Division Manager, Ms. Tanya Donigan and Procurement Coordinator, Mr. Kevin Salazar.
- Interim Deputy City Manager held weekly meeting with Economic Developer, Mr. Manny Pila.
- Interim City Manager along with City Attorney Figueredo held meeting with Communication Director, Ms. Maggie Santos and Assistant Public Works Director, Ms. Rita Carbonell regarding InSite Media Bus Benches vendor.

- Interim City Manager held weekly meeting with Interim Chief of Police, Mr. Raul Ubieta.
- Interim Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada and Assistant Code Compliance Director, Mr. Danny Del Toro.
- Interim Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez and Assistant Planning and Zoning Director, Mr. Zafar Ahmed.
- Interim City Manager and Interim Deputy City Manager held bi-weekly Doral Central Park Scope and Workshop with the Parks Bond Project Management Team, Parks and Recreation Director, Ms. Erin Sullivan, Assistant Parks and Recreation Director, Mr. Lazaro Quintero, Mr. Scott Bakos from Bermello Ajamil and Mr. Garret Southern from Kaufman Lynn.
- 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 City Manager and Interim Deputy City Manager held individual meetings with City Councilmembers to review the Agenda for Council Meeting to be held January 12, 2022.
- 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
    - Stormwater management system installation is 95% complete.
    - FPL line repaired.
    - A water truck is used to irrigate the areas impacted by the existing irrigation system disruption. Truck service to be used only when needed.
    - Sloped landscaped area: Waterproofing/ soil compaction complete.
      - Contractor completed smoothing the retaining walls portion that will remain exposed in this area.
    - 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 Waterproofing/ soil compaction continues this week. Water proofing inspection scheduled for December 9<sup>th</sup>.
  - o KVC will prepare a 10' x 10' mockup with the proposed roofing material 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 will submit product that will not void the warranty Parapet and concrete countertops.
  - 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:
  - B&A submitted alternate design to avoid multiple pours on November 19<sup>th</sup>.
    - New design discussed at OAC meeting on Monday Elevator machine and cab delivered December 15<sup>th</sup>.
    - 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 will submit product that will not void the warranty. Pending approval and visit by the architect.
    - Interior partition walls construction continues in the administration area.
  - Door frames are also being installed. In progress.
    - Steel trellis installation complete
      - Contractor continues electrical conduits installation.
    - Electrical backboxes installation on going on the Main Art Space and Multipurpose room. Backboxes for tv walls are complete.
    - Metal pan stairs delivered on December 8<sup>th</sup>, pending handrails.
    - Elevator machine operator installed; room floor sealed with epoxy.
    - Doral Parks Department staff visited the project site on December 13<sup>th</sup>.
    - HVAC ductwork installation is ongoing.
    - Building paint primer released for application.
      - Pending building paint approval.
  - Roof tapered insulation released for installation.
- o KVC completed tree root pruning/tree protection in the park on August 6<sup>th</sup>.
  - Four (4) Live Oaks will be relocated from the Downtown Doral Park area into the project site.
  - Three (3) additional trees are scheduled to be relocated for the BOH drop off driveways (N.E 53<sup>rd</sup> Terrace).
    - Tree pruning occurred on December 6<sup>th</sup>.
  - Contractor will need to close the southern sidewalk along NW 53<sup>rd</sup> Terrace.
    - Contractor has a PW permit but will modify if needed to close sidewalk longer as they need to prune the root system 90 days prior to relocation.
    - Project Manager started coordination communication with Doral Code Enforcement and Public Works Departments.
    - Sidewalk and curb demolition for BOH driveways is underway (NW 53<sup>rd</sup> Terrace).
- On-going construction submittals/RFI's.
  - IT Department coordination is on-going.
    - o 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.
    - 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.

- o Low voltage site meeting with vendor and City IT on December 2<sup>nd</sup>.
- 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 Relocation will occur after the area is cleared and graded.
- Art in Public Places:
  - o Planning and Zoning Department to confirm date for next committee presentation.
- Revision 19 & 20 is being review by City of Doral Building Department.
- FF&E:
  - o Verified dimensions of the recessed opening in wood veneer wall for the interactive display in lobby with City IT.
  - o Waiver of Liability and Hold Harmless received to mount cameras to Codina's light poles.
- City of Doral Mayor to visit the project site with the PMT and KVC on October 26<sup>th</sup>.
- KVC submitted change orders for:
  - o Modification of drainage structures (\$27,608.00) 5 days extension request.
  - o Elevator machine room modification (\$35,259.00) 4 weeks extension request.
  - o Upcoming elevator cab and machinery storage delay (TBD).
- PM provided to Parks and Recreation Department the building signage submittal. Doral Parks provided confirmation on the Code of Ordinances and the park building operational hours.
  - o Sign submittal approved and released.
  - o All building signage will use "Doral Cultural Arts Center".
- 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.
  - Grease trap installation is in review to be compliant with current code.
  - PMT requested grease trap inverts (as-built data) from original contractor.
    - o Pending Grease trap contractor to survey the grease trap to provide certified elevations.
  - Pending Grease trap contractor to survey the grease trap to provide certified elevations.
  - Contractor collected grease trap invert survey data on November 5th. Pending certified invert elevations.
  - Pending certified invert elevations. EAC provided grease trap CADD files.
  - PMT submitted responses package to DERM. Two (2) comments are still pending.

#### **White Course Park:**

- o Permitting process is on-going:
  - o Miami Dade WASD permit is on-going.
    - Pending Elan's Sketch and Legal and Opinion of Title.
- 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 100% complete.
- Restroom interior walls stucco is 100% complete.
- Gypsum board 100% complete.
- Plumbing fixture installation pending resolution for delayed faucets.
- 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.
- Electrical power meter installed, pending FPL service.
  - Final inspection passed.
  - Service activation complete.
- Roof final inspection passed.
  - Metal roofing permit to remain open until pavilion roofing has passed.
- Sewer lateral extension completed.
  - Palm tree and sod installation in the upcoming weeks.
  - Sod installation complete.
- Site Utilities:
  - Lighting pole installation nearly complete.
    - Pending RFI#43 for the placement of the final pole.
  - Irrigation lines installation is 95% completed.
    - Inspection was completed and passed this week.
- Site flat work:
  - Northeast and Mideast formwork, reinforcement and concrete poured for sidewalks and pavilions is 95% complete.
  - East side of the site final grading is 100% complete.
  - Rain garden grading is 100% complete.
  - Forming for concrete/paver center sidewalk ongoing.
  - Perimeter fencing nearing completion.
- 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 frames installed.
- Putting green:
  - Final grading complete.
    - Artificial turf on site, installation has been completed
- Pavilions:
  - Soil compaction & Concrete slabs pour completed.
  - Shelter installation 50% complete.
  - Pavilion frames passed inspection.
  - Pavilion roof installation has begun.
- Playground area:

- Shade cover pole footings concrete pour 100% complete.
    - Playground equipment installation 95% complete, artificial turf to follow.
      - Concrete bases have been poured.
    - 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.
    - Installation of fitness area lighting pending RFI #43 (mounting of lighting fixtures)
  - Fitness Area shade cover columns and shade installation 100% complete.
  - Park Furniture:
    - Installation of park benches, trash receptacles and picnic tables has begun.
  - General Landscaping:
    - Tree installation 85% complete.
- General activities:
  - RFI's Submittals are on-going.
  - Art in Public Places.
    - Art in Public Places banners received September 14<sup>th</sup>.
    - 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.
  - AiPP Package submitted to Planning and Zoning.
  - IT Department received P.Os.
  - IT and Parks & Recreation provided information for Keying schedule for the restroom building.
  - Waterfront Paver installation coordination on-going.
  - Orientation of light pole positions for cameras field verified with City IT and Contractor.

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

- Project completed.

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

- Permitting process and activities are on-going:
  - FEMA is requesting additional information for the DCP CLOMR submittal. On-going.
    - BCC (Modeling Contractor) and 300 Engineering are working on proposal for response to the FEMA comments, due December 21<sup>st</sup>, 2021.
    - City's Stormwater Manager, Ms. Stephanie Bortz has communicated to FEMA that we will not be resubmitting by the deadline of 12/21/21 due to open pending items including BCC redoing the model, and park refinement decision affecting final design.
    - BCC can begin updating their model for resubmission 30-60 days after they receive it approximately 2/10/22 – 3/10/22
  - MDC Water and Sewer Permit is on-going.
    - Municipal #M2022001352 - BA re-submitted responses to WASD comments on October 4<sup>th</sup>, 2021.
      - WASD Permit comment were received on November 3<sup>rd</sup>. Responds is being prepared by BA.

- WASD requested the city states that they are the solely responsibility for the obtaining the easement over private land.
  - WASD Permit in final stamping stage
  - 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 Thursday 12/02/21 for Municipal #M2022001352
  - DERM Plan Mod II fee paid on 11/23/21
  - BA will submit plans to Doral for permitting
    - Shop drawings are being prepared by the contractor for submission to WASD in order to set up Pre-Con meeting, releasing water and sewer work to begin.
  - 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
    - All WASD/DERM approvals have been acquired, pending City of Doral review and approval, with drawings being submitted by BA week of 12/8/21.
    - Fees where paid the week 12/20/21.
- Phase II & III Amphitheater, Ballfields and Skate Park:
  - Revision submitted, approved by all except electrical with comment regarding additional door at electrical room.
  - The door is not required and meeting with electrical inspector should resolve this.
  - Pending fee issuance once all comments are addressed.
- 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.
  - On hold due to WASD permit (Civil M2022001352)
- WASD / DERM / RER
  - Shop drawings for water and sewer underground work submitted to WASD on 1/3/22 and approved on 1/5/22. Pre-construction meeting being setup and coordinated by subcontractor to begin water and sewer main line install.
  - Easement at south of property, Eugene and City Attorney coordinating to resolve this issue so sewer connection can be made at south of property.
- Construction Activities:
  - Drainage.
    - All drainage has been installed that is confirmed by design will not be revised.
  - 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.



- Pending permit to pour concrete cap.
      - Embankment and cap preparation activities is on-going.
  - Ductbank Installation
    - Telecom Ductbank installation is complete.
  - Water and Sewer
    - Pre-construction meeting with WASD, once complete, water and sewer main line work can commence by 1/14/22
- General Activities:
  - Weekly OAC meetings are held every Tuesday.
  - Weekly site coordination meeting between contractor, subcontractor, and design team to begin week of 1/10/22
  - City's court
    - 92nd ROW dedication.
    - Obtaining DCP South side 7.5' x 50' easement for WASD.
    - Clearing DCP SW corner NW 29th St. easement.
    - ROW rededicating the unused ROW to the Central Park pending City Attorney review and recommendation.
    - CLOMR Management resubmittal by December 21<sup>st</sup>, 2021.
    - Completing the purchase of the State Land SE corner.
  - KL regraded the Voter Temp Parking Lot to address flooding issues.
    - Temporary fence for parking at south side of property to be removed.
  - 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.
    - Pending design refinement.
  - FF&E coordination is on-going.
    - Pending quote from JC White for indoor furniture.
      - Pending design refinement.
      - Proposal for indoor furniture from JC White received December 13<sup>th</sup>.
    - Received breakout quote for sports lighting per area from Musco.
    - ACS comments from security vendor were discussed on November 5<sup>th</sup>.
  - Owner Direct Purchase is on-going.
  - Budget refinement is on-going.
  - Council member banners updated to reflect rotation update on November 10<sup>th</sup>, 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 29<sup>th</sup>.
  - Technical proposals due November 3<sup>rd</sup>.
  - 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 18<sup>th</sup>.
  - Technical Proposal Page Turn Meeting on November 30<sup>rd</sup>.

- o Addendum 10 has been released.
- o Addendum 11 issued on November 1<sup>st</sup>.
- o Technical proposals due – November 18<sup>th</sup> (Opt-Out deadline Nov 19<sup>th</sup>)
- o Technical Proposal Page All Firms presented on December 15<sup>th</sup>.
  - Halley at 9:00 am
  - Condotte America at 9:50 am
  - LEAD Engineering at 10:30 am
- o Price proposals due January 5th – To be pushed back one week to allow for Covid delays.

### **Trail Network:**

- Sharrows:
  - o Interlocal Agreement submitted to MDC on-going.
- Bike lanes:
  - o H&J quantity take off approval is on-going.
  - o Revised 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 Secondary building sub-permit application complications resolved.
- General Activities:
  - o IT room construction estimated to begin early January.
  - 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 27<sup>th</sup> delivery.
    - Conduit installation to begin on day one, light pole installation to begin after December 13<sup>rd</sup> delivery.
  - o Small Dog Park area to close on December 20<sup>th</sup>.
    - Conduit layout in the park's small dog area began this week.
  - o Damaged sprinkler lines have been partially repaired and the health of the sod is being monitored.
  - o Horsepower has submitted CO#3 (conduit for IT device communication from the field to the IT room) for review and is pending approval.
  - o Light pole storage area confirmed with Parks Dept.
  - o Small Dog Park light poles installed (16 poles).
  - o CO#3 (conduit for IT device communication from the field to the IT room) has been reviewed and approved.

### **Additional Items:**

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

### **Planning and Zoning**

#### **Occupational Licensing**

- 2- Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 13- Business Tax Receipt applications for new businesses have been received this week.
- 28-Business Tax Receipt renewals for FY 2021-2022 processed this week.

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

### **Planning and Zoning**

- Addresses issued: 0
- Building Permits reviewed: 47
- Zoning Inspections conducted: 18
- Site plans reviewed/approved: 1
- Zoning verification letters: 0
- The Planning and Zoning Director participated in the weekly staff meeting.
- The Planning and Zoning Director participated in the bi-weekly PZ staff meeting.
- The Planning and Zoning Director participated in the Miami FRB Project meeting.
- The Planning and Zoning Director participated in a meeting with the City Attorney regarding 8280 NW 24th Street, Suite 514.
- The Planning and Zoning Department participated in a meeting with Our Lady of Guadalupe to discuss the proposed meditation plaza.
- The Planning and Zoning Department participated in a meeting to discuss the proposed DMU project for the property located at 8755 NW 36th Street.
- The Planning and Zoning Department participated in the pre-application meeting for the proposed development within International Corporate Park Section 3.
- The Planning and Zoning Department submitted the public notices for the Council Zoning Meeting scheduled on January 26, 2022.
- The Planning and Zoning Department submitted the public notices for the Zoning Workshop scheduled on January 20, 2022.

### **Economic Development**

- Completed editorial content and draft layout for Q4 2021 Economic Report.
- Met with Alexia Nunez Bachmann, Consul for Economic and Commercial Affairs for the Mexican Consulate in Miami re: Economic Development division assistance to companies from Hidalgo region of Mexico seeking to enter US market in Doral.
- Met with Ralph Romsom, OASCA re: Sister Cities culinary and art event with Aruban chef Irvin Croes and DORCAM in Doral in April.
- Coordinated initial review of first edition of World Council on City Data (WCCD) ISO 37123 data requirements with IT.
- Coordinated logistics with The Barthet Firm, USDOT, Florida State Minority Supplier Development Council and Federal Reserve re: workshops in January and March.
- Coordinated promotional materials with Enterprise Florida, Miami Community Ventures, Goldman Sachs 10,000 Small Businesses, FIU Metropolitan Center, CAMACOL Doral and SBDC for Doral Business Forum in February.
- Met with Antonio Prado, Platinum Business Solutions re: scheduling Minority Certification events.
- Transmitted Doral Meadows Facade Grant extension letter to City Attorney.
- 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; Staff attended monthly virtual SFBOA meeting; Team attended bond meeting

- EnerGov Update: Meeting with Tyler rep, DaCosta, regarding professional license issues; system outage/anomaly 1/5 where unable to save items in many workflows
- HUMAN RESOURCES ACTIVITIES: Please welcome Bianca Aragon, Plans Processing Clerk I.
- WEBINAR: Attended introductory webinars for Open Counter and Camino Systems - add-on customer service plug-ins that aim to help guide customers through complex processes; referred to PZ
- APPLICATIONS: 87 (up) Permit Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 411 (up) Plan Reviews (all departments)
- PERMITS ISSUED: 57 (up) Permits Issued (all departments) with a construction value of \$5.8 million (up) and \$89,496 permit fees collected (up)
- INSPECTIONS: 165 (dn) Total Inspections Completed (all departments)
- Review Coordinator - New: 79; Approved: 78, Failed: 1
- Permit Status (FEES DUE): 575 (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): 30 applications (UP) [may include reworks or 2nd round submittals]; (Backlog July (8), August (9), September (12), November (1) -  
\*Backlog files may include items already touched, Reworks, or workflow has been abandoned; working on status change updates.
- Item Review Status (BLUEBEAM QUEUED): 214 (dn) items pending review by a trade or discipline

### **Code Compliance**

- Department began enforcement of temporary outside dining expirations at 48 local businesses.
- Director attended monthly Military Affairs Board meeting.
- Director met with IT & Energov to discuss 311 request system.
- Department continued enforcement of Covid pop-up testing sites.

### **Finance Department**

- Accounts Payable: Processed 83 invoices; 38 checks for a total of \$983,953.18.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Processed City-Wide Payroll for the week ending January 2nd, 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 17 PO's for a total value of \$148,002.29

### **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 01/05/2022**

- 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: 8 Firms attended the Pre-Bid Meeting.

- 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: 9 Firms attended the Pre-Bid Meeting.

## **Human Resources**

### **CURRENT JOB POSTINGS**

- Chief of Engineering, Public Works Department, Closes on 01/17/2022
- Electrical Inspector, Building Department, Closes on 01/17/2022
- Facility Manager, Public Works Department, Closes on 01/18/2022
- Park Service Aide, Parks Department, Open Continuous
- Planner, Planning & Zoning Department, Closes on 01/16/2022
- Plans Examiner (Mechanical), Building Department, Closes on 01/14/2022
- Police Administrative Assistant, Police Department, Closes on 01/18/2022
- Police Officer, Police Department, Open Continuous
- Police Records Specialist, Police Department, Closes on 01/18/2022
- Police Service Aide, Police Department, Closes on 02/11/2022
- Receptionist/Recreation Service Aide, Parks Department, Open Continuous
- 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.
- Lunch and Learn has been scheduled virtually for January 13, 2022, which will be hosted by Well Fargo.
- The HR Department is working on coordinating a wellness challenge for February 2022.
- Coordinating background for Janitorial employees in order to provide building clearance.

### **PRE-EMPLOYMENTS**

- Accounts Payable Specialist, Police Department
- Police Officer, (1 candidate), Police Department
- Recreation Service Aide, Parks & Recreation Department
- Park Service Aide, Parks & Recreation Department
- Receptionist/ Recreation Service Aide, Parks & Recreation Department
- Building Budget Coordinator, Building Department
- Building Inspector, Building Department Licensing Clerk, Planning & Zoning
- Licensing Clerk, Planning & Zoning
- Clerical Aide, Police Department

## **Information Technology**

- Support Desk: Resolved 93 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Provided list of all ACTIVE "Janitorial Services" ID Cards to the Human Resources Department.
- Met with the ADT technician to troubleshoot the SW gate at the Parking Garage.
- Met with the Security 101 technician and the elevator company technician to resolve the issue with the elevator button.
- Setup account for the new Plans Processing Clerk I for the Building Department.
- 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:  
Review and Keep the backups if they are 100% operational.  
Generate an office 365 report to IT Director.  
Re-run the backups that failed yesterday night.  
Assisted the DBA with Windows Update and clean space in his server.  
Worked with Microsoft to review reservation in Azure.  
Weekly team meeting.  
Removed some servers from backup schedule that are no longer in se.  
Fixed an Virtual Server that was not working properly in Police Department.  
Changed the retention plans in the archiving system to the correct ones in SQL.  
Worked with Police helpdesk supervisor to make sure all servers are updated and restarted.
  
- Sr. Network Architect: Supported the Public Safety IT Technician during troubleshooting of police services. This included configuration review of multiple systems, and reconfiguration of systems.
- Physically installed network equipment at the Data Center (CH).
- Continued with the provisioning of new network hardware.
- Created different documents corresponding to different projects. This included steps by steps, detailed procedures throughout projects.
- Supported the City Hall Help Desk during resolution to daily users' issues.
- Continued to monitor the Network and performed actions based on incidents.
  
- 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
  
- Energov Systems Analyst: Took 3-hour Tyler Course on IOs, IAAs and Geo Rules.
- Updated Holidays via Energov Interface.
- Assisted a user with getting logged into CSS.
  
- Data Integration Engineer:  
• Assisted the GIS Developer in troubleshooting an issue with the GIS Connection on the Public Works Director computer.  
• Assisted the Intersection Technology Systems Analyst in troubleshooting an issue with the Site I cameras computers. The "Restart on Crash" software tool has been installed to restart the LPR's System if failed.

- Installed the new two SQL Servers tools. These new tools will be improving servers' performance by ensuring that indexes are defragmented, which helps SQL servers applications run faster for both environments (CH & PD).

- Refreshed the Internal and External Dashboards as usual at the beginning of each month, running the manual processes that together with the automated ones populate the graphs.

- 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, created and provided Aerial Map for Raising Cane's Restaurant.

- Revised art in public places web map app.

- Quick GIS meetings with planning/zoning, code compliance and public works.

- As per public works dept's request, provided three city tree GIS shapefiles.

- Communicated users support.

- Continue to rebuild and test systems.

- Weekly GIS maintenance.

- Smart City projects are underway:

- FPL 2 LPR Poles/Public Safety Project:

Obtaining 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 are working with vendor on specifications for interface. We are 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

Continue obtaining answers from MDC. We received again comments to fix 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 received approval of agreements. Sent out inquiries to many companies and started to obtain answers. Working with Public Works on requirements.

Project is 11% completed

## **Parks and Recreation**

- Youth Flag Football evaluations were held at Doral Meadow Park on Wednesday January 5th

- Parks Director attended weekly meeting with Interim Deputy City Manager to discuss ongoing department items.

- Events staff held ArtWalk in Downtown Doral Park on Saturday, January 8th

## **Police Department**

### Arrests

- Felonies: 13
- Misdemeanors: 5
- Traffic: 1
- Warrants: 5
- DUI: 0

### Traffic Citations

- Hazardous Moving Violations: 83
- Non-Hazardous Moving Violations: 89
- Disabled Parking Violations: 2

### Civil Citations

- Civil Citations: 2

### Notable Arrests & Incidents

#### Grand Theft 3rd Degree/Vehicle

Doral Patrol Officers were alerted by the License Plate Reader of a stolen car in the area of 117th Avenue NW 25 Street. Officers saturated the area and were able to locate the vehicle. The male driver exited the vehicle and began to flee from officers on foot. Officers caught up with the male subject and took him into custody. The male driver was arrested and transported to TGK.

#### Grand Theft 3rd Degree

#### Antishoplifting/Inventory Device/Use/Attempt to Use

Doral Patrol Officers responded the area of 1245 NW 107th Avenue regarding a theft. Officers met with the victim who stated that they had witnessed a male subject selecting several items for a total value of \$770.75 and concealed them inside a bag that is meant to defeat security devices. As the male subject exited the location, he was approached by members of the location and asked him to come back to the location until police arrived. 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

12/31/2021 to 1/6/2022

- 10284 NW 32 TERR., Milan Residential – Security Survey
- 6055 NW 104 AVE., Landmark South Apartments – Security Survey
- 9101 NW 41 ST., Publix Shopping & businesses – High Visibility
- 10200 NW 53 ST., Morgan Levy Park – High Visibility and Admin ref Surveys



- 4700 NW 79 AVE., Doral Gardens I & II – HOA list update
- 4900 NW 79 AVE., Doral Court Condo – HOA list update
- 8300 Geneva Way., Las Vistas – HOA list update
- 8401 NW 33 St., Oasis – HOA list update
- 3450 NW 85 CT., The Manor – HOA list update
- 3555 NW 83 AVE., The Flats – HOA list update
- 4651 NW 82 AVE., The Residence – HOA list update
- 4720 NW 85 AVE., Allegro – HOA list update
- 8360 NW 33rd St. Renaissance Middle Charter School.
- 7905 NW 53rd St. Downtown Doral Charter Upper School.
- 8455 NW 53rd Ter. Publix. (Business check).
- Landmark South (Community check).
- 11555 NW 58th St. Doral Meadow Park check.
- 11645 NW 50th St. Trails and Tails Dog Park check.
- 7455 NW 104th Ave. Publix. (Business contact).
- Doral Estates (survey follow up).
- 1455 NW 107th Ave. International Mall (business contact).
- Cityplace (business contact).
- 7600 NW 98th Pl. Glades Park check.
- Phone calls reference Community H.O.A. meetings.
- 6055 NW 66 ST., Landmark South – Lighting Survey
- 10220 NW 66 ST., Landmark – Lighting Survey
- 3801 NW 97 AVE., Millennia Atlantic University – Lighting survey
- 6055 NW 104 AVE., Divine Savior School – Area check (special needs)
- 4800 NW 107 AVE., Costa Brava – HOA list update
- 10505 NW 41 ST., Winn-Dixie shopping area – High visibility Area Check
- 10780 NW 58 ST., Publix & Sedano's Shopping area – High visibility Area check
- 10700 NW 74 ST., The Commons Shopping area – High visibility Area check

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

January Meetings Times Community Address  
 1-11-22 7 PM Silver Palms 5001 NW 104 AVE  
 1-12-22 7 PM Doral House I 5001 NW 104 AVE  
 1-13-22 7 PM Doral Oaks 5001 NW 104 AVE  
 1-13-22 7 PM Doral Dunes 5001 NW 104 AVE  
 1-18-22 7 PM Silver Palms 5001 NW 104 AVE  
 1-19-22 7 PM Doral Lakes 5001 NW 104 AVE  
 1-26-22 7 PM Milan 10284 NW 82 Terr

#### Training Unit

- Annual Training Lesson Plans Revisions and preparation.
- Criminal Law Training Preparation.
- Training Unit Equipment Inventory.

#### Office of Emergency Management:

- Began review of City's Comprehensive Emergency Management Plan (CEMP) for four-year update.
- Worked with Local Mitigation Strategy Steering Committee reviewing project list.
- Attended virtual FEMA updated course on National Response Framework.
- Reviewed upcoming Florida Division of Emergency Management (FDEM) training courses for 2022 in region 7.

- Began process to acquire emergency food kits for Hurricane season.
- 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 64,849. (Increase of 68 followers)

• SOCIAL MEDIA HIGHLIGHT: Instagram reach is up by 3% (24k); Facebook Page Visits up by 45% (1.7k)

TOP POST: Instagram post announcing Miami Dade County homebound testing for COVID-19 (8.7k reach and 211 likes)

- Promoted multiple city events/initiatives including but not limited to: County homebound covid testing, Call to Artists, closed basketball courts
- Design/Web Projects –website updates, designs for Best of the Best 2022 social campaign, work on the Spring 2022 Doral Life Magazine

#### • Events:

- o Doral TV coverage and Constituent Outreach coverage at Doral Art Walk

#### • Videos:

Published – Spend Local Save Local – Art Space

In production – Spend Local Save Local – Tint World

In production – Inside Doral – Art Walk

### **Public Works**

- Public Affairs Area (Design) - APCTE working on design plans; due March 1st.
- Police / PW Facility LED Lighting Upgrade - Parking area ongoing. 9 fixtures pending. Work to continue and be completed by January 2022.
- Police Department Bldg. - Roof Repairs - Contractor has mobilized to job site. Work started on 1/6/22.

### **Transportation:**

- Submitted the TPO Quick Build (intersection improvement design of NW 74 Street/NW 107 Avenue) to Miami-Dade County for review.
- Held the Project Kick-off Meeting for the Section 8 Traffic Calming Study.
- BCC Engineering submitted the Section 7 Traffic Calming Data Collection Analysis.