



Memorandum

To: Honorable Mayor and City Council

Date: December 17, 2021

From: Hernan M. Organvidez, Interim City Manager

Subject: Weekly Council Update/ December 12 - December 18, 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 14% from previous week
- Battery to an officer disturbance at cashier services at Walmart
- Stolen vehicle recovered
- City Hall suspicious vehicle with a homeless person

INFORMATION TECHNOLOGY

- EnerGov 1st meeting with Plante Moran for phase 2
- Configuration reports prior to December 28
- A meeting will be schedule with Plante Moran before December 28
- From January through March, we will review everything before launching
- Each department have to come up with their own strategy for the consultant to review
- Working with Tyler 311 tickets into Code Compliance
- CD-Plus attachments to Laserfiche in progress
- Tyler 311 with GIS issue
- Developing a in person presentation for January and February training for security
- Body cams expected to arrive by February
- Facility dude
- Garage door will be installed this week

FINANCE

- Financial audit still ongoing
- Vacant Finance Clerk position in process
- Getting ready for next year (will issue 1099 for January)
- Working on payroll and accounts payable
- W-2 should be on ADP Website, but will be reviewed before they are up

HUMAN RESOURCES

- COVID-19 testing starting this week Tuesday from 10:00 am to 2:00 pm
- Testing every Tuesday at City Hall
- Will coordinate with Police Department to have testing there
- Employee Holiday event this Friday, December 17
- Awards were received today

ECONOMIC DEVELOPMENT

Most of Economic Development events for this year concluded last week
Planning events for January to March
Grants deadline PTSA before holidays
Providing info for auditors regarding CARES ACT grants
Setting up interviews for Economic Development Business Coordinator
Visiting Miami-Dade College West Campus for entrepreneur programs

PUBLIC WORKS

Traffic signal at Legacy Park construction will start January 10
Led PD PW facility working on parking area
PD repairs notice to proceed
Working on Facility Manager position offer
Holiday decorations on monument signs

PLANNING AND ZONING

Assisting City Attorney's Office with parking agreement for library
Working notices for January zoning workshop
South Florida Water Management district will make recommendation to the board
Interviewing for licensing clerk position

PUBLIC AFFAIRS

Working with parks to issue a film permit at Legacy Park
Working with IT establishing new kiosk for new software for visitors
Working on City website user experience and function secret shopping on website
Final reminder for events needs to be sent to City Clerk's office before promoting

PARKS AND RECREATION DEPARTMENT

Special Needs Holiday party this Friday, December 17
Sunday 7K race outdoor event permits will check with Planning and Zoning

CODE COMPLIANCE

Alcohol detail was conducted on Saturday night where 26 businesses were inspected (majority places closed at 1am) and two of the businesses were selling alcohol after permitted hours
Two sessions of citizens academy this week Police and code compliance (this is the last week)
Thursday, December 16 we have Special Magistrate hearing with over 20 cases

BUILDING

Building Inspector interviews completed last week
Budget coordinator offer this week
1 potential COVID case

PROCUREMENT

Met with directors last week regarding uniforms
Meeting this week with AECOM and City Attorney's Office, Information Technology regarding Human Resources platform
Mandatory training for LPR infrastructure

- Interim City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez and System Analyst, Ms. Eylon Fernandez.

- Interim City Manager and Interim Deputy City Manager held weekly meeting with Procurement Division Manager, Ms. Tanya Donigan and Procurement Specialist, Mr. Kevin Salazar.
- Interim Deputy City Manager held weekly meeting with Building Official, Mr. Vince Seijas.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Chief Financial Officer, Ms. Matilde Menendez and Assistant Finance Director, Ms. Solangel Perez.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.
- Interim City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.
- Interim City Manager and Interim Deputy City Manager held meeting with Parks and Recreation Director, Ms. Erin Sullivan.
- Interim City Manager along with City Attorney Figueredo held meeting with Jacob Rinard and James Willie to discuss Doral Central Park Construction.
- Interim City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.
- Interim City Manager along with Elected Officials and Staff Members attended the 2021 Employee Holiday Event held December 17, 2021.

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 continues this week.
 - 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 9th.
 - 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 19th.
 - B&A will provide final cross section detail, a hybrid of the original section with drainage pipes.
 - Elevator machine and cab delivered December 15th.
 - 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. To be submitted this week.
 - Interior partition walls construction continues in the administration area.
 - Door frames are also being installed. In progress.
 - Steel trellis installation complete, contractor primed and painted certain segments that will have electrical conduit on top.
 - 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 8th, pending handrails.
 - Doral Parks Department staff visited the project site on December 13th.
 - HVAC ductwork delivered December 14th, installation underway.
 - Building paint primer released for application.
 - Roof 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 (N.E 53rd Terrace).
 - Tree pruning occurred on December 6th.
 - Contractor will need to close the southern sidewalk along NW 53rd Terrace.
 - Contractor has a PW permit but will modify if needed to close sidewalk longer as they need to prune the root system 90 days prior to relocation.
 - Project Manager started coordination communication with Doral Code Enforcement and Public Works Departments.
- On-going construction submittals/RFI's.
 - IT Department coordination is on-going.
 - Finalized location, elevation, and section of Interactive Display.
 - 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.
 - Pending clarifications from Contractor for TV wall layouts.
 - Poles where cameras will be installed were marked by the PMT and confirmed by Doral IT.
 - KVC will use the markings to double check pull boxes locations.
 - Low voltage site meeting with vendor and City IT on December 2nd.
 - AT&T pull box relocation on-going.
 - KVC coordinated with AT&T to have the relocation of the box around late November or early December.
 - AT&T confirmed they have the relocation scheduled and coordinated with KVC
 - Scheduled with KVC for late November as the area is used as material laydown space.
 - Art in Public Places:
 - Planning and Zoning Department to confirm date for next committee presentation.
 - Revision 19 & 20 is being review by City of Doral Building Department.
 - FF&E:

- 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.
 - 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 this week.
- Site Utilities:
 - Lighting pole bases installation 100% complete.
 - 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.
- Off-leash dog areas:
 - Final lift 100% complete
 - Pending artificial turf.
 - Fence posts is 100% complete. Gate installation remaining.
 - Artificial turf onsite, installation has been completed.
- Putting green:
 - Final grading complete.
 - Artificial turf on site, installation has been completed
- Pavilions:
 - Soil compaction & Concrete slabs pour completed.
 - Shelters are on site.
- Playground area:
 - Shade cover pole footings concrete pour 100% complete.
 - Playground equipment installation 70% complete, artificial turf to follow.
 - 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:
 - Benches on site and layout for final placement ongoing.
- General Landscaping:
 - Tree installation 70% complete.
- General activities:
 - RFI's Submittals are on-going.
 - 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.
 - AiPP Package submitted to Planning and Zoning.

- o IT Department received P.Os.
- o IT and Parks & Recreation provided information for Keying schedule for the restroom building.
- o Waterfront Paver installation coordination on-going.

Doral Meadow Park:

- Project completed.

Doral Central Park:

- Permitting process and activities are on-going:
 - o 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.
 - 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.
 - o MDC Water and Sewer Permit is on-going.
 - Municipal #M2022001352 - BA re-submitted responses to WASD comments on October 4th, 2021.
 - WASD Permit comment were received on November 3rd. Responds is being prepared by BA.
 - WASD requested the city states that they are the solely responsibility for the obtaining the easement over private land.
 - WASD Permit in final stamping stage
 - WASD review completed and approved on 11/22/21, pending DERM stamp for finalization, and approval from DOH and MDF. Forecasting having all AHJ's reviewed and approved by 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.
 - o MCD 87th Street off site (median work) tree relocation permit submitted.
 - Received 87th tree removal permit.
- Phase I Soil Improvements:
 - o 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.
- Phase II & III Amphitheater, Ballfields and Skate Park:
 - o Bermello-Ajamil submitted rework design.
 - BA to have redesign based on ROM provided by KL submitted by 11/24/21
 - All WASD/DERM approvals have been acquired.
 - City of Doral review and approval, with drawings being submitted to Doral Building department by BA week of 12/8/21.
 - o On hold due to WASD permit.
- 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 WASD fee paid on 11/22/21 via check provided by Doral. Verification letter was provided by WASD and sent to design team.
- o On hold due to WASD permit (Civil M2022001352)
- Construction Activities:
 - o Drainage.
 - Work in the NW corner is on-going.
 - Installed structures, solid pipe, and exfiltration pipe at the north side.
 - Adjusting structure tops to finish grade and backfill pipe for densities is on-going.
 - Drainage work continues at NE corner of property.
 - Drainage work at N side of property complete.
 - 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.
 - Pending permit to pour concrete cap.
 - 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 Tuesday.
 - 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.
 - Temporary fence for parking at south side of property to be removed.
 - 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.
 - Pending design refinement.
 - o 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 13th.
 - 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 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.
 - o Technical proposals due – November 18th (Opt-Out deadline Nov 19th)
 - o 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

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 mid-December.
 - 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 20th delivery.
 - Conduit installation to begin on day one, light pole installation to begin after December 13rd delivery.
 - o Small Dog Park area to close on December 20th.
 - 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 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.

Additional Items:

- PMT weekly Status of Projects held every Wednesday.

- Fiscal Year 2022 Staffing Work Plan approved.

Planning and Zoning

Occupational Licensing Division

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

Planning and Zoning

- Addresses issued: 6
- Building Permits reviewed: 67
- Zoning Inspections conducted: 26
- Site plans reviewed/approved: 1
- Zoning verification letters: 1
- The Planning and Zoning Department participated in the Public Art Program Advisory Board Meeting on December 10, 2021.
- The Planning and Zoning Department participated in the Bonds Meeting Process Construction Management.
- The Planning and Zoning Department conducted interviews for the Planner position.
- The Planning and Zoning Department conducted interviews for the Licensing Clerk position.
- The Planning and Zoning Director attended the Director's Holiday Luncheon.
- The Planning and Zoning Department participated in the bi-weekly Leadership Team Meeting.
- The Planning and Zoning Director participated in a pre-application meeting to discuss the proposed land use amendment for the property located at 8755 NW 36th Street.
- The Planning and Zoning Department attended the EnerGov Support meeting.
- The Planning and Zoning Department conducted the weekly Planners' meeting.

Economic Development

- Met with Sam Blatt, Amazon Economic Development re: coordinating meeting with administration on Amazon partnership options with Doral.
- Met with Alex Barthet, The Barthet Firm re: construction-related workshops with USDOT and Florida State Minority Supplier Development Council.
- Met with property owner Steve Caster re: options for available space in Doral property.
- Met with CBRE VP Chase Deuschle re: site for possible auto dealership.
- Met with Business Flare re: Economic data for Downtown Doral Arts District website.
- Met with The Doral Yard and The Rhythm Foundation re: Ritmo Doral logistics.
- Provided Doral CARES Grant process information to Finance for auditors.
- Researched top 20 companies in Doral and provided to Mayor's office.
- Coordinated visit from Mayor of Higuey, Dominican Republic and representatives of Cumbre Latinoamericana.
- Coordinated site visit to Ingram Micro Cloud with Beacon Council.
- Reviewed PTSA Grant applications and provided feedback to schools and PTSAs.
- Initiated production of content for Q4 Economic Report.
- Reviewed applications for Business Outreach Coordinator position.

Building Department

- APPLICATIONS: 202 (dn) Permit Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 613 (up) Plan Reviews (all departments)
- PERMITS ISSUED: 148 (up) Permits Issued (all departments) with a construction value of \$25.4 million (up) and \$478,418 permit fees collected (up)
- INSPECTIONS: 570 (dn) Total Inspections Completed (all departments)
- SOLUTION CENTER PHONE CALLS: 831 (up) total for 52+ hours (up)
- DEPARTMENT PHONE CALLS: 1142 (up) - 504 No Answer (44%) (up)
- LOBBY DATA (DORALQ): 91 (dn) Total Building Dept Customers; 23 Lobby Daily Average, 15 mins (--) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 14 mins (up))
- VELARO CHAT PORTAL: 2,825 (up) Online Visitors, 2 of 8 chats completed, Handle time 02:24m

Active files in Review Coordinator as of 12/13/21:

- Review Coordinator - New: 163; Approved: 75, Failed: 3
- Permit Status (FEES DUE): 583 (up) permits with payments pending* (May include issue permits with reinspection fees, or payments not acknowledged yet; all trades and modules)
- Permit Status (SUBMITTED – ONLINE): 24 applications (dn) [may include reworks or 2nd round submittals]; (Backlog June (1), July (4), August (5), September (12), October (1), 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): 279 (dn) items pending review by a trade or discipline
- ADMIN: Director attended weekly staff meeting via Teams; Director attended call center demo with Genesys Systems; Director/BO attended weekly meetings with IDCM; Director/BO attended FUSUS Tour at PD; Director/BO attended Director's Luncheon; 2nd Floor Leadership/DevServices Team meeting; Director attended Parks Bond meeting.
- EnerGov Update: PlanteMoran EnerGov Phase II meeting. Teams call with Tyler resource to review outstanding tickets.
- HUMAN RESOURCES ACTIVITIES: Vacancies: Building, Mechanical, Plumbing & Structural Plans Examiner; Budget Coordinator interviews completed for 12/13 and candidate forwarded to HR/CM for approval.

- **PROJECTS:** Close out of event permits; Responded to document inquiry for 3901 NW 79 Ave

Code Compliance

- Mayor's Virtual Citizen Government Academy concluded with 2 days of sessions - Parks Department and Police on December 14, and Code Compliance on December 16.
- Department successfully presented 20 cases at the December 16, Special Magistrate Hearing.
- Director participated as panelist for interviews for the vacant Transportation Manager position in the Public Works Department.
- Department assisted in the coordination of, and attended, a meeting between Public Works Construction Division and Golf Course management to review maintenance concerns related to damaged portions of the public right of way.
- Department received concern of noxious chemical smell coming from residential apartment. Upon inspection, a nail salon was found to be operating out of the space without proper approvals. A warning notice was issued, and enforcement is ongoing.

Finance Department

- Accounts Payable: Processed 193 invoices; 139 checks were issued for a total \$496,857.
- 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

- A total of 8 PO's were created for a total value of \$911,952.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 12/16/2021

- 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; 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: Pre-Bid Meeting Scheduled for 12/16/2021.

Human Resources

CURRENT JOB POSTINGS

- Auto Maintenance Helper, Public Works Department, Closes on 12/24/2021
- Chief of Engineering, Public Works Department, Closes on 12/24/2021
- Cultural Events Specialist, Parks & Recreation Department, Closes on 12/30/2021
- Electrical Inspector, Building Department, Closes on 12/30/2021
- Laborer I, Public Works Department, Closes on 12/24/2021
- Park Service Aide, Parks Department, Open Continuous
- Permit Clerk (PW), Public Works Department, Closes on 12/13/2021
- Planner, Planning & Zoning Department, Closes on 01/16/2021
- Plans Examiner (Mechanical), Building Department, Closes on 1/14/2022
- Police Officer, Police Department, Open Continuous
- Project Engineer, Public works Department, Closes on 12/23/2021
- 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
- System Analyst, IT Department, Closes on 12/31/2021

SPECIAL PROJECTS

- Working on setting up Virtual Lunch and Learn for January

PRE-EMPLOYMENTS

- Accounts Payable Specialist, Police Department
- Facility Manager, Public works Department
- Clerical Aide, Police Department
- Finance Clerk, Finance Department
- Building Records Clerk, Building Department
- Police Officer, Police Department
- Recreation Service Aide, Parks & Recreation Department

Information Technology

- Resolved 95 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Desk relocation in the solution center area second floor.
- Met with the ADT technician to troubleshoot the gates at the Parking Garage.
- Work with Dell support to repair the Laptop for the Legislative Analyst.
- Setup the new iPad for Code Compliance.

- 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.
- Public Safety Support - This week, the PD IT updated the IA platform to patch the Apache Log4j2. IT assisted in the Mayors Citizens Academy. IT provided support for the PSA graduation. Electronic citations were replenished. PD vehicles keep being added to the AVI system. Personnel changes have been made internally, and user right have been adjusted accordingly. An IP issue was fixed with the County CAD not allowing some users to connect. County CAD continues to be installed on officer's laptop. EOC computers were updated with Microsoft windows updates.
- Sr. Network Architect:
 - Visited the Main Data Center and removed equipment, due to relocation to a different data center.
 - Elaborated custom phone reports and presented them to management.
 - Updated the Main Monitoring Tool, by adding new systems and features. Also, performed system updates.
 - Performed validation of the business with a Vendor for updating existing services.
 - Collaborated with the team in a common project, to update the public key infrastructure.
 - Continued to monitor the Network and performed actions based on incidents.
 - Performed job in conjunction with a City A/V vendor to improve performance and configure the systems following best practices.
 - Reviewed IT Designs for Doral Cultural Arts Center and communicated with the low wire vendor to address concerns.
 - Supported the City Hall Help Desk during resolution to daily users' issues.
- Security Manager

This week, over 79 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Attended Cybersecurity webinar to discuss new vulnerability. Identified and remediated various vulnerabilities in the environment. Attended vendor meeting discussing Cybersecurity applications.
- Systems Administration. This Week:
 - Review and Keep the backups if they are 100% operational.
 - Weekly change management meeting.
 - Assist GIS Analyst to update the server.
 - Meeting with support to analyze the backups with issues.
 - Weekly team meeting.
 - Shutdown server that was replaced.
 - Worked with consultant to double check the archiving retention policies.
 - Meeting with Dell to do the pre-upgrade check for our hardware.
 - Created service account to DBA manage new application in CH and PD.
 - Synchronized the WSUS server and collected 8 new Server Windows Updates.
 - Meeting with the backup account manager to do a health check in our environment.
 - Started the Server Windows Update process in some pilot servers.
 - Worked with consultant to change some folder retention policies.
- Data Integration Engineer:
 - 1.- Assisted the Intersection Technology Systems Analyst on the LPR's configuration for Site #1.
 - 2.- Assisted the IT Project Manager with the New Asset Essential Dude Solutions presentation for the City of Balhabour Staff.
 - 3.-Attended meeting to troubleshoot the issue sending the attachments uploaded into EnerGov to Laserfiche.

4.- Working on the 311 interfaces to send requests to the new Asset Essentials Dude Solutions.

- 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
- Application Development- This week:
 - Updated HR - Interview request application and workflows.
 - Worked with Microsoft for CRM storage.
 - Created EnerGov configuration reports.
 - Installed website certificates.
 - Improve website calendar query for better performance.
 - Supported the IT team in the log4j investigation.
- EnerGov system Analyst: Became more familiar with EnerGov interface.
- Met with Consultant to discuss further modifying permits data set.
- Participated in meeting with Tyler support to discuss ongoing support tickets.
- Learned more about the Apache log4j security issue currently affecting IT departments around the globe.
- GIS Administration- This week:
 - Continue to conduct systems and communicate with vendor and internal Information Tech team.
 - Information Tech Staff meeting.
 - Research GIS products.
 - Troubleshoot GIS test environment issue.
 - Troubleshoot & test GIS web map application.
 - Researched on new GIS web map applications.
 - Communicated with Miami Dade County with MDC GIS data issue.
 - Communicated user's support.
 - Continue to rebuild and test systems.
 - Weekly GIS maintenance.
- System Analyst- This week:
 - 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
 - Attended weekly IT meetings with City Manager office to provide update about new permitting system
 - Assisted citizens with portal account registration and login issues
 - Participated in meeting for implementation phase 2 with Consultant, Building Director and CIO
 - Attended meeting with MCCi to troubleshoot files system issues
 - Trained new System Analyst on the permitting system
 - Attended meeting with Tyler Support Director regarding all open tickets.
- Smart City projects are underway:
- FPL 2 LPR Poles/Public Safety Project:

Site 1 completed installation, now 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 69 % completed.

- Upgrade Facility Dude Project

We had the team from city of Bal Harbor visiting how we use the system for storm water process. We are coding the interface between Tyler3 I I 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 are 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 99% completed

- WCCD 37123- Sustainable Smart City Certification Project

We are waiting for approval of agreements. Ensuring documentation is completed to start the answers compliance.

Project is 2% completed

Parks and Recreation

- Special Needs Specialist hosted Special Needs Holiday gift exchange on 12/13 at Doral Glades Park with 29 participants.
- Special Needs Specialist hosted Special Needs Holiday Party on 12/16 with 140 guests at Doral Legacy Park.
- The Silver Club hosted a trip to the Adrienne Arsht Center on 12/16 to watch Jacob Marley's Christmas Carol with 18 participants.
- Cultural Events Specialist hosted Virtual Art After Dark: Holiday Centerpiece with 25 participants on 12/16.
- The Silver Club hosted a luncheon & seminar on cardiovascular disease with Mt. Sinai hospital on 12/14 at Doral Legacy Park.

Police Department

Police Department

Arrests

- Felonies: 9
- Misdemeanors: 4
- Traffic: 2
- Warrants: 3
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 296
- Non-Hazardous Moving Violations: 277
- Disabled Parking Violations: 20

Civil Citations

- Civil Citations: 3

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 97th Avenue NW 41 Street. Officers saturated the area and were able to locate the vehicle. Officers conducted a felony stop and took the female driver into custody. The female driver was arrested and transported to TGK.

Disorderly Intoxication

Resisting Officers Without Violence to His Person

Doral Patrol Officers responded the area of 8070 NE 36 Street reference a male causing a disturbance at the location. Upon arrival, officers observed a male subject being verbally aggressively and disturbing the peace. As officers attempted to take the male subject into custody, he tensed up and pulled away to evade arrest. 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.
- 8455 NW 53rd St. Publix (met with manager) (logistic).
- Training Bureau (logistic).
- 8390 NW 53rd St. DDECS (school detail, school traffic).
- 10720 NW 66th St. #202 Captiva (juvenile follow up).
- 7645 NW 103rd Pl. Pinnacle (juvenile follow up).
- 4291 NW 107th Ave. (business meeting).
- 5001 NW 104th Ave. Town Home of Doral Oaks H.O.A. meeting.
- 10311 NW 58th St. DSA (reference D.A.R.E.).
- 8045 NW 104th Ave. Apex (alarm letter).
- 11206 NW 77th Terrace (alarm letter).
- 10201 NW 78th St. Andrea Castillo Preparatory Academy (ref. Shop with a Cop).
- 4720 NW 85th Ave. Allegro (community meeting).
- 7905 NW 53rd St Downtown Doral Upper School (school contact).
- 6700 NW 104th Ave Doral International Math and Science. (School contact).
- 1455 NW 107th Ave. International Mall (alarm letter).
- 10311 NW 58th St. Divine Savior Academy (school ck).
- 3500 NW 89th Ct. Bridgeprep Academy (D.A.R.E. Graduation).
- 7450 NW 104th Ave. Publix. (logistic).
- 10651 NW 19th St. Renaissance Elementary School (school contact).
- 11300 NW 41st St. Academir Academy. (School contact).
- 2450 NW 97th Ave. Doral Academy (school traffic dismissal).
- 10311 NW 58th St. Divine Savior Academy (school check).
- 10227 NW 62 Nd St. WM Imp/Exp. (Business meeting).
- 8951 NW 58th St. La Van del Video (Business meeting)

Upcoming H.O.A.s and Meetings

December Meetings Times Community Address

December 16 7:30 PM Doral Lakes 5001 NW 104 Avenue

December 27 7:00 PM Village of Doral Oaks 5001 NW 104 Avenue

Training Unit

- Citizens Academy Week # 7-Graduation (12-16-2021).
- Simulator & Traffic Stops Training for GIU (12-14-21 1PM-5PM).
- PSA Academy Graduation-12-17-2021.

Office of Emergency Management:

- Attended Miami-Dade County Whole Community Engagement Quarterly Meeting with other municipalities and agencies. Meeting included presentation by new Region 7 FDEM representative.
- Conducted NIMS/ICS training assessment for all DPD officers and provided report towards 2022 training goals.
- Conducted monthly EOC inspection.
- Created situation reports, and shared COVID-19 new Omicron variant 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), and County daily Covid-19 positivity

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 64,657.
- SOCIAL MEDIA HIGHLIGHT: Facebook page visits increased 336% (973); New Facebook Page Likes increased 12% (23)
- TOP POST: Instagram post highlighting the Holiday in the Park Celebration (7.7k reach and 353 likes)
- Promoted multiple city events/initiatives including but not limited to: Trolley Expansion, Downtown Doral Holiday Fest final weekend, FDOT safety campaign, holiday safety, 114th traffic lights project
- Design/Web Projects –Updates to City website, Doral Map Guide ad for 2022
- Meeting with IT to determine solution for new kiosk platform
- Meeting with PW and architect for design of Public Affairs buildout
- Drawing for #DoralDoggies Raffle winners on Instagram campaign
- Events:
 - o Coordination for Flower City Reception
 - o Coordination for South FL Water Management Board Meeting
 - o Holiday in the Park Celebration – Doral TV coverage
- Videos:
 - Published – Mayor’s Holiday Message for Employees
 - Published – Mayor’s Breakfast for Employees Message
 - In production – Virtual Storytime with Santa
 - In production – Holiday Events Recap

In production – Spend Local Save Local – Art Space
In production – Doral Shines – Tips to a Bright 2022!

Public Works

- Held the Kick-off meeting with Lochner / ESciences to initiate the work to conduct the Green House Gas (GHG) emissions inventory.
- Attended an informational webinar about Materials & Resources platform created by Ecomodes which provides FREE access to a wide range of products that are vested by leading green institutions to comply with LEED or other “green” certification requirements.

Transportation:

- On Monday, December 13, 2021, commenced the expansion for Doral Trolley Route 2 to service Jackson West Hospital, Vanderbilt Park Community, and Doral Academy Charter Elementary School.
- Participated in the RFP No. 2021-09 for Construction of the City of Doral Pedestrian Bridge - Page Turn Meeting.
- Held interviews for the Transportation Manager position.
- Participated in the interview panel for the Planner position.